



### SATISFACTORY ACADEMIC PROGRESS POLICY

Various federal and state regulations governing student financial assistance require that an institution develop standards to measure academic progress toward a degree. All students will be monitored for Satisfactory Academic Progress whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. Students will not be eligible for financial assistance if they do not meet the academic progress requirements.

The SAP review is conducted annually, at the end of each academic year, when grades are posted by the College Registrar. However, if a student is placed on probation, his/her status is evaluated at the end of the following semester. Those on probation under an Academic Plan will be evaluated based on the criteria of that plan.

Some scholarships, such as the Presidential Scholarship, require that a student maintain a GPA above the minimum outlined below.

After grades are posted, the Registrar provides to the Director of Financial Aid and to the Academic Dean the following: the cumulative grade point average, the number of credits attempted, and the number of credits earned for each continuing student. In all instances, the Registrar is the final arbiter of the accuracy of the information. Until this information is received by the Financial Aid Office, financial aid awards are considered tentative and may be revised when the academic review is completed.

#### THREE MEASURES OF SAP REQUIRED TO MAINTAIN FINANCIAL AID ELIGIBILITY

1. **QUALITATIVE MEASURE:** All students are expected to maintain a minimum cumulative grade point average according to following scale:

Grade Level	1	2	3	4
GPA	1.5	1.8	2.0	2.0

2. **QUANTITATIVE MEASURE:** All students are expected to successfully complete at least 67% of all credits they attempt. The school calculates the pace at which the student is progressing by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

**Credits Earned:** Credits attempted are those for which the student is enrolled as of the end of the add/drop registration period for each semester. Credits earned are those credits assigned a passing grade, which is a grade of D or better. Failure, withdrawal, and incomplete designations are not considered credits earned. Credits that are repeated will be counted in the total credits attempted and the total credits earned.

3. **MAXIMUM TIMEFRAME:** The maximum timeframe for completion of the Bachelor of Arts degree is 150% of the length of the program or 6 years.

## **SAP REVIEW**

Satisfactory Academic Progress, necessary for awarding federal student aid, will be determined annually, using the academic record of the student for all terms entered on the student's transcript. All three standards of SAP will be reviewed to determine financial aid eligibility. A student who fails to meet any of the SAP measures listed above becomes ineligible for aid. At this point, the student must successfully appeal to be placed on probation and to continue to receive financial aid.

## **DISMISSAL, APPEAL, AND PROBATION**

A student who has been dismissed for any of the reasons listed above will be notified in writing of that action by the Academic Dean. Since these notifications will typically be sent by email, it is the student's responsibility to check his or her college email account.

If extenuating circumstances exist which cause a student to fail to meet one of the standards listed above, a written appeal may be submitted to the Academic Dean, who will present it to the SAP Appeal Committee. These circumstances may include, but are not limited to:

- a. Medical condition or hospitalization of the student or immediate family member.
- b. Death of an immediate family member.
- c. Loss of housing due to natural disaster such as fire or flood.
- d. Special circumstances, which, according to the Dean, warrant a successful appeal.

The Appeal Form is available from Academic Dean. It must be submitted to the Dean within fifteen (15) days of notification of failure to meet the SAP standards. Incomplete appeals or those missing documentation are typically denied. If the appeal is approved, the student will be placed on probation for the next semester and continues to receive financial aid. The GPA for that student will be reviewed at the end of that semester. A student on probation who fails to achieve the SAP standard will be dismissed without appeal.

## **ACADEMIC PLAN AND CONTINUED ELIGIBILITY**

If it is determined that a student will require more than one semester to meet SAP, the student and the Academic Dean and/or Faculty Advisor must develop an academic plan that ensures that the student will be able to achieve SAP by a specific point in time. Without this plan, the student becomes ineligible for federal aid. A student who has been reinstated to eligibility under an academic plan and is making progress under that plan, is considered to be an eligible student and may continue to receive federal aid.

## **INCOMPLETES, WITHDRAWALS, REPETITIONS, TRANSFER CREDITS, GRADE CHANGES:**

- Incomplete Course – After the end of the add/drop period, will be counted as hours attempted and not earned.
- Withdrawal – After the end of the add/drop period, will be counted toward number of credits attempted but not factored into the GPA.
- Repetition – When a course is repeated, with the permission of the Academic Dean, the grade and credits of the first enrollment attempted/earned are replaced and recalculated with the new grade.
- Transfer of Credit – Transfer students must have at least one semester at another institution of higher education and complete the admissions process at our college. The Academic Dean reviews all transfer transcripts, to determine whether previous courses correspond to courses offered at the College. Courses with a grade of less than C- will not be accepted for transfer; accepted courses will be counted as attempted and earned but not used toward the cumulative GPA.

## **ATTENDANCE, PUNCTUALITY, AND MAKEUP WORK**

The college recognizes the importance of regular attendance in all courses and notes that tardiness is disruptive to any class. Absences or tardiness will not relieve students of the responsibility of making up work that has been missed. It will be at the discretion of the instructor whether the student may make up any missed assignments.

Grading penalties related to absences are left to the discretion of each individual tutor except in such cases wherein a tutor refers a student to the Instruction Committee for their intervention. Tutors will use their discretion in referring at-risk students to the Instruction Committee for the purpose of a strategic intervention, the outcomes of which may include but are not limited to an individualized plan being set up for the student, for the sake of their success, and/or the determination that the student must incur a certain grading penalty, up to and including failure of the course.

In the case of students who suffer from a serious illness that requires a significant number of absences, all opportunity will be allowed to make up the work missed without penalty, provided the college receives documentation of this illness by a medical professional. Nonetheless, if the student incurs absences totaling more than 25% of classes during the term in question, the college would require a medical withdrawal.