

Maricopa Community Colleges

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet the following minimum standards in order to receive financial aid.

I. Evaluation of Financial Aid Eligibility

- A. Standards of Satisfactory Academic Progress (SAP) are applied *at least* once per year, beginning on or about June 1st to determine the eligibility for the following academic year.
- B. The **evaluation period** will be based on attendance in the immediate prior Spring, Fall, Summer term (example: for 2008-2009 academic year, academic progress will be evaluated on Spring 2008, Fall 2007, and Summer 2007).
- C. Credits evaluated will include credits attempted at the evaluating school and courses funded through consortium agreement.
- D. Students who do not meet the SAP will be notified. The student may follow the appeal process or the reinstatement procedures as outlined in V and VI.

II. Eligibility

- A. Students must meet the following criteria:
 1. Students who have attempted at least 6 credit hours in the last evaluation period must complete with a passing grade 2/3 of all credits attempted within that evaluation period, OR
 2. Students who have **NOT** attempted at least 6 credit hours in the last evaluation period must complete with passing grades 2/3 of **ALL** credits attempted.

AND

- B. All students must meet the following minimum credit hour/cumulative GPA requirement

<u>Credits Attempted*</u>	<u>Min GPA</u>
12-15	1.60
16-30	1.75
31-45	1.90
46 +	2.00

*for which grade points are computed.

Note: Grades of F,I,N,W,X,Y,Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid. Students who do not complete at least one course in the Fall semester are subject to suspension.

III. Maximum Timeframe Eligibility

- A. Students who have attempted more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and therefore, are ineligible for financial aid funds.
- B. All evaluated transfer credits will be included when determining maximum timeframe eligibility.
- C. A student with a Bachelor's degree or higher will be considered to have exhausted maximum timeframe eligibility.
- D. A student may appeal as outlined in V.
- E. Reinstatement procedures as outlined in VI are not applicable to Maximum Timeframe Eligibility.

IV. Repeated, Audited, Consortium, Remedial Courses, Summer

- A. Financial aid may be used to cover the cost of repeated courses.
- B. Audited courses, non-credit courses, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.
- C. Courses funded through a consortium agreement are included in determining academic progress.
- D. All attempted remedial credits will be included when evaluating SAP. (A maximum of 30 remedial credit hours, excluding ESL courses may be funded.)
- E. Enrollment in any or all Summer sessions within the same calendar year will be considered one term.

V. Appeal Process

A student who has lost financial aid eligibility due to extenuating circumstances may appeal.

- A. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student.
- B. All appeals must be in writing to the Financial Aid Office where the student is applying for aid and include appropriate documentation.
- C. Examples of documentation could include an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, etc.
- D. The condition or situation must be resolved which will allow the student the ability to complete course work successfully or an appeal will not be granted.
- E. The outcome of an appeal may include approval, a probationary period, or denial.
- F. A student will be notified in writing of the results of the appeal, and of any restrictions or conditions pertaining to their appeal.

VI. Reinstatement of Financial Aid Eligibility

- A. A student who has lost financial aid eligibility may be reinstated after the student has taken (without federal funds) at least six credit hours in a semester, passed all attempted credit hours, and meets minimum cumulative GPA requirements.
- B. If the student attempts more than six hours, the student will be evaluated on all attempted credit hours within that term.
- C. Classes taken at other colleges will not be taken into consideration for reinstatement purposes.
- D. It is the student's responsibility to notify the Financial Aid Office when this condition has been met.

For more information, please contact the Financial Aid Office.

*******EFFECTIVE SUMMER 2011*******

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Evaluation Period

Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated at the completion of the session.

Standards of Satisfactory Academic Progress

Standards of Satisfactory Academic Progress (SAP) are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in suspension of eligibility for financial aid.

Note: Grades of F,I,N,W,X,Y,Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

❖ **Grade Point Measurement**

Students must meet the following credit hour/cumulative grade point average (CGPA).

<u>Total Credits Attempted*</u>	<u>Minimum CGPA</u>
≤ 15.75	1.60
16-30.75	1.75
31-45.75	1.90
46 +	2.00

*for which grade points are computed

❖ **Semester Progress Measurement**

Students must successfully complete 2/3 (66.67%) of all attempted course work during the semester.

❖ **Maximum Time Frame Measurement**

Students who have attempted more than 150% of the published credits required for their program of study are considered not meeting SAP.

Coursework Treatment in SAP Calculation

Course work taken during the semester also included in the evaluation:

- Courses funded through a consortium agreement
- All attempted remedial credits
- Repeated course work

Course work included in the Maximum Time Frame evaluation:

- All of those included in the semester evaluation
- All evaluated transfer credits
- Any Associates degree or higher earned will be considered to have exhausted maximum timeframe eligibility.

Course work not included in SAP evaluation:

- Audited courses
- Non-credit courses
- Credit by examination
- Credit for prior learning option (as outlined in the college general catalog)
- Academic Renewal

Ineligibility Determination Appeal

Any student who has lost financial aid eligibility due to extenuating circumstances may appeal. Appeal must:

- Be in writing and submitted to the Financial Aid Office where the student is applying for aid.
- Include the extenuating circumstances that caused the student not to meet SAP standards.
- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet SAP standards.

Students will be notified of the results of their appeal and any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary term or denial.

Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of financial aid eligibility.

Regaining Eligibility

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Course work taken at other colleges will not be considered for reinstatement purposes.

Terminology and Information Pertaining to this Policy

Summer Sessions - Enrollment in any or all Summer Sessions within the same calendar year will be considered one term.

Non-Standard Session - Sessions that do not follow the traditional start and end dates for the semester.

Attempted Credit – Any credit for which a grade of A, B, C, D, F, I, IP, P, W, X, Y, or Z is received.

Appeal – “A process by which a student who is not meeting the institution’s satisfactory academic progress standards petitions the institution for reconsideration of the student’s eligibility for title IV, HEA program assistance.”

Extenuating Circumstance – Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.

Supporting Documentation – Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.

Financial Aid Warning – “A status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period” (semester).

Financial Aid Probation - “A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.” A student in this status “may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.”

Academic Plan – A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds.

Financial Aid Suspension – The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive title IV, HEA assistance.