

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students are considered to be making satisfactory academic progress if they: (1) successfully complete course hours (clock hours), (2) achieve a specific cumulative grade point average (GPA), and (3) do not exceed the maximum time limit to complete their course of study. Each student's academic progress is checked prior to each disbursement. No SAP is required prior to a first Title IV disbursement in a program.

- Students must maintain a cumulative GPA of 2.0.
- Students are allowed up to 150% of the scheduled weeks for institutional time to complete their program, but may only be provided financial aid for 100% of the program hours. For example, if a program is 30 weeks in length then the student has up to 45 weeks to complete the program
- Students must meet attendance requirements and complete a minimum of 67% of the required number of clock hours within the time frame defined by the individual's program guidelines for the evaluation period, in order to be on target for graduating within 150% of the program length of time. Students must also meet the required number of competencies for graduation.

Satisfactory and Unsatisfactory Academic Progress:

If a student meets above guidelines, he/she is considered to be in compliance with Satisfactory Academic Progress policy. Not meeting these guidelines will place a student on Financial Aid Warning status.

Financial Aid Warning Status:

A student will be placed on Financial Aid Warning status for the payment period following his/her first "Unsatisfactory" Academic Progress report. A student will receive a federal financial aid payment for the payment period immediately following the Unsatisfactory Academic Progress report, but he/she must meet the Satisfactory Academic Progress requirements, listed above, by the end of the next payment period, in order to receive the next or subsequent payments.

Programs shorter than one year in length, the warning is not applicable. Students in this situation will lose eligibility for aid. Students can appeal based on special circumstances. and "unsatisfactory" SAP report. The student would receive the second disbursement, but he/she would be placed on "Financial Aid Warning" status. If the student receives a second "unsatisfactory" SAP report, he/she would lose the next payment disbursement.)



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Appeal process:

If a student is reported as having an unsatisfactory SAP, they are eligible for ONE (1) appeal. The appeal will be approved or declined by a SAP committee made up of the school's Principal, the Financial Aid Advisor and a Program Advisor. The student will receive the decision in writing. If the appeal is accepted, the student will be removed from financial aid warning, signing an agreement regarding grades and attendance. If the appeal is declined, the student will be automatically removed from Pell and will be at risk for owing the school the unpaid portion of their tuition.

Forfeiture of Aid:

A student will forfeit their financial aid on the date of their second consecutive "Unsatisfactory" Academic Progress report. (Example: A student received the first payment for 450 clock hours. Prior to receiving the second disbursement, the student receives

Reinstatement of Financial Aid Eligibility: A student, on Financial Aid Warning, must achieve cumulative "Satisfactory" Academic Progress report, at the end of the warning period, in order to have his/her eligibility for financial aid reinstated.

Proof of SAP: A Satisfactory Academic Progress report form will be used to gather information and document proof of compliance. Instructors, department heads, or other authorized individuals may sign the Satisfactory Academic Progress form. This document will include student's name, program, and confirmation of progress meeting above guidelines.

