

# Satisfactory Academic Progress (SAP)

Effective July 1, 2011

All students are required to maintain satisfactory academic progress toward completion of their program. Statuses pertain to all students regardless of participation in Title IV Financial Aid. A student's satisfactory academic progress will be evaluated at the end of each term. This means maintaining a cumulative grade point average (CGPA) and cumulative course completion pace (CCCP) that will ensure that the student will graduate within the maximum time frame and with a minimum CGPA of 2.0. Transfer credits that are accepted toward a student's educational program are counted as both attempted and completed hours. Transfer credits are not used in calculating a student's CGPA.

**Credit Hour Example:** A program requiring 62 credits would have a maximum time frame of 93 credits attempted ( $62 \times 1.5 = 93$ ). Credits earned by transfer or proficiency exam will be included in the calculation. A student may not take longer than the maximum time frame to receive the Academic credential which the student enrolled and continue to receive Title IV financial aid.

**Clock Hour Example:** A program requiring 750 clock hours would have a maximum time frame of 1125 clock hours attempted ( $750 \times 1.5 = 1125$ ). Clock hours earned by transfer or proficiency exam will be included in the calculation. A student may not take longer than the maximum time frame to receive the Academic credential which the student enrolled and continue to receive Title IV financial aid.

All students are required to complete their program credits or clock hours at a cumulative pace of 67% or higher.

**Cumulative Pace Example (Credit Hour):** Cumulative course completion pace is calculated by taking the cumulative credits earned and dividing it by the cumulative credits attempted. A student who attempted 12 credits but earned only 6 credits would have a CCCP of 50% and would not be meeting the CCCP of 67%

**Cumulative Pace Example (Clock Hour):** A student attempting 180 clock hours must successfully complete 121 clock hours to maintain a satisfactory cumulative pace.

A student's CGPA and CCCP are calculated at the end of each term. A student is considered to be making Satisfactory Academic Progress at the end of the term if their CGPA is 2.0 or higher and the CCCP is 67% or higher.

When a student withdraws from a scheduled course, the course will be included in the CCCP and be considered as an unsatisfactory attempt.

When a student attempts a course and requests an Incomplete, the Incomplete must be completed within two weeks of the end of the term. Failure to complete will cause the grade to be changed to a failing grade which will negatively affect the student's CGPA and CCCP.

The school will notify the student of the results of the Satisfactory Academic Progress calculation if the results of the evaluation impact the student's eligibility for Title IV Financial Aid.

### **Definitions:**

- **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. A student on financial aid warning may continue to receive Title IV Financial Aid for one payment period while on Financial Aid Warning status.
- **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 eligibility for aid reinstated.
- **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.

### **Financial Aid Warning**

The first time a student fails to meet the CGPA standards **AND/OR** CCCP standards, the student will be placed on Financial Aid Warning. If at the end of the Financial Aid Warning term the student continues to fall below the minimum CGPA standard **AND/OR** the CCCP standard, the student will lose Title IV Financial Aid eligibility. In order to continue to receive Title IV Financial Aid eligibility, the student must appeal the loss of financial aid eligibility in writing to the Stautzenberger College, Brecksville Appeals Board, 8001 Katherine Boulevard, Brecksville, Ohio 44141.

All appeal letters must meet the following criteria in order to be reviewed:

- Must be a formal typed letter addressed to the Appeals Board;
- The letter must include a signature from the student – no email appeals will be considered.
- The basis on which a student is filing an appeal. Examples include, but are not limited to, death of a relative, an injury or illness of the student, or other special circumstances.

- An explanation as to why the student has been unable to meet Satisfactory Academic Progress and what has changed in the student's circumstances that will allow the student to meet the requirements of Satisfactory Academic Progress.

A student will be informed of the Board's decision in writing within 14 days. Students who are approved to return on Appeal are placed on Financial Aid Probation. Such students are required to meet with their program director to create an Academic Plan. The Academic Plan will be created individually for each student and will address the specific areas of deficiency that need to be improved upon in order for the student to be making Satisfactory Academic Progress. At the end of one payment period on financial aid probation, the student must meet the Satisfactory Academic Progress standards under this policy or meet the requirements of the academic plan developed by the institution and the student to qualify further for Title IV Financial Aid. The student will continue to be eligible to receive Title IV Financial Aid as long as the student complies with the criteria stipulated in the Academic Plan.

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 will be removed from financial aid warning status or financial probation status.

If a student fails to comply with the criteria stipulated in the Academic Plan, the student will be dismissed from the program and will lose eligibility to receive Title IV Financial Aid.