

SATISFACTORY ACADEMIC PROGRESS (SAP) CRITERIA

Effective Spring 2012

Federal regulations require that all financial aid recipients maintain satisfactory academic progress in a course of study leading to a degree or certificate. Failure to meet one or more of these standards of academic progress will make a student ineligible for financial aid. Satisfactory progress includes all previous academic history, even if the student did not receive financial aid. Satisfactory progress standards are calculated at the end of each semester, including the summer. It is the responsibility of the student to monitor their satisfactory progress. Although the Financial Aid Office attempts to send correspondence to students informing them of their status, students not receiving this correspondence will still be considered ineligible for financial aid.

BASIC REQUIREMENTS OF SATISFACTORY PROGRESS AT TEMPLE COLLEGE:

Grade Point Average (GPA)

Students must maintain a cumulative 2.0 GPA on all hours attempted at Temple College. All repeated courses will be counted towards attempted and completed hours. The last grade of a repeated course will replace the original attempt(s) in the GPA.

Completion Rate

Students must complete 67% of all courses attempted at Temple College (includes transfer courses and remedial courses).

Maximum Time Frame

Students receiving financial aid must complete their program of study within a reasonable timeframe. This timeframe is defined as 150% of the program of study (including all transfer credit hours).

Examples:

- Certificate of Vocational Nursing requires 47 hours. Maximum timeframe is 71 hours ($47 \times 150\% = 71$).
- An Associate of Arts Degree requires 64 hours. Maximum time frame is 96 hours ($64 \times 150\% = 96$).

What is considered in the calculations?

- All courses attempted, including remedial/developmental, withdrawals and repeated courses (regardless of grade assigned) are counted in the hours attempted
- Grades of A, B, C, and D will be considered hours attempted and completed
- Grades of F, I, W, and XF will be counted in hours attempted only
- Grades of F are counted in the GPA

Consequences of not maintaining Satisfactory Academic Progress:

In the following provisions, warning or suspension applies only to financial aid statuses, not to other academic statuses that may be monitored by the college.

Financial Aid Warning – Students failing to meet the SAP standards of a cumulative 2.0 GPA and/or complete 67% of their coursework will be placed on Warning status for one semester. The student will remain eligible for any financial aid for which they have qualified. *NOTE: Students on Probation under the prior standards will be considered on Warning for purposes of these standards.*

Financial Aid Suspension – If, after being placed on Warning status, the student fails to meet the SAP standards again, the student will be placed on Suspension and will lose financial aid eligibility.

Maximum Time Frame Suspension – Students who fail to meet the Maximum Time Frame standards will be placed on Maximum Time Frame Suspension and will immediately lose financial aid eligibility.

Students who have their financial aid suspended for failure to meet SAP standards will remain ineligible for financial aid until such time that they are meeting the SAP standards. Students will be able to enroll and attend classes, but must pay their own tuition and fees.

Appeal Process

Students who fail to meet the financial aid SAP standards may appeal their status if there are unusual and mitigating circumstances that contributed to their failure to meet the standards. Unusual and mitigating circumstances include, but are not limited to, a death in the immediate family, medical conditions, hospitalizations, or other situations beyond the student's control. All situations must be fully documented, including supporting letters from counselors, doctors, ministers, and other appropriate third parties. In addition the student must indicate why they will now be able to maintain the required progress standards. Withdrawal from a class or classes to maintain a higher GPA; the classes are not what one expected; or not being prepared for college are NOT unusual or mitigating circumstances and will not be considered.

Appeals are reviewed by a Financial Aid Appeal committee. (For appeal deadlines see the Financial Aid website.) The student will be notified of the decision of the committee. Appeals are generally not approved and students should make other payment arrangements while waiting on a committee decision or risk being dropped from their coursework.

Students who have their appeals denied may submit a second written appeal to the Director of Financial Aid if the student believes that they were not treated fairly under the policy. The decision of the Director is final.

Appeal Approvals

Under the revised rules, an appeal cannot be approved if the student is unable to meet the 2.0 GPA and the 67% completion rate within one semester. Additionally, a student cannot have appeals approved in consecutive semesters. Students who have had appeals approved must complete coursework on their own (a minimum of 12 semester hours or whatever is necessary to meet the standards) before another appeal can be considered.

Maximum Time Frame Appeal Process

Students who already have a baccalaureate degree or students who have exceeded the maximum time frame for their declared program of study and wish to receive financial aid must submit a maximum time-frame appeal. The student must provide a copy of their degree plan signed by an academic advisor. For these appeals to be approved, the student must be meeting the 67% completion rate and the 2.0 GPA. Students who are approved are expected to take only the courses shown as still needed on the degree plan submitted. Taking coursework outside the degree plan will cause the next appeal to be denied.

NOTE: Remedial/developmental hours can be funded only up to a maximum of 30 hours.

Learning Assistance

Free tutoring is available through the TRIO program and the Education Assistance Center (EAC). In addition, tutors are available in many other areas e.g., math lab, computer lab. The EAC also offers workshops to improve learning skills. A study skills class (STSK 0305) is another excellent way to improve proficiency. The course can be taken as a regular weekly class.

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