

# PROCEDURE

<b>Subject</b>	Standards of Satisfactory Academic Progress	<b>Number:</b> <b>4.06.01</b>
<b>Source</b>	Vice President of Business and Administrative Services	<b>Reference (Rule #)</b> <b>6HX14.406</b>
<b>President's Approval/Date:</b> 06/19/2014		

## **PURPOSE:**

To explain and set procedures for the State College of Florida, Manatee-Sarasota (SCF) Standards of Satisfactory Academic Progress.

## **1. Introduction**

To receive funds administered by the Financial Aid Office at the State College of Florida, Federal Regulations require that students must be making progress toward completion of an eligible degree or certificate program at a reasonable rate.

All three of the following cumulative requirements must be met each term, or the student will not be eligible for financial aid:

- a. Minimum Cumulative Financial Aid GPA (Financial Aid GPA is a cumulative GPA of all courses on your transcript, including remedial coursework. This is not the same as the academic GPA.)
- b. Completion Ratio (Pace)
- c. Maximum Time Frame

All enrollment periods will be included in the measurement of satisfactory academic progress. Terms in which the student enrolled but did not receive financial aid are included in the measurement. All transfer credits reflected on the SCF transcript are evaluated.

## **2. Guidelines for Academic Progress**

The academic year at SCF consists of the Fall, Spring, and Summer enrollment periods. Fall begins the academic year and summer concludes it.

- New students: a good SAP status is assigned prior to awarding financial aid.
- Transfer and Readmit students: initial SAP evaluation is completed after their transcripts are evaluated and before their term begins.
- All students: evaluated for SAP at the end of each term

If a student changes majors or academic programs, all credit hours reflected on the SCF transcript will be included in the minimum Financial Aid cumulative GPA, Completion Ratio (Pace) and Maximum Time Frame evaluation.

### **3. Three Measurements of SAP**

#### **a. Minimum Cumulative Financial Aid Grade Point Average (GPA) Standard**

- The minimum cumulative GPA component measures the quality of the student's academic progress through a semester review of the student's cumulative GPA.
- A minimum Financial Aid GPA of 2.0 is required to maintain financial aid eligibility.
- Financial Aid GPA is a cumulative GPA of all courses on your transcript, including remedial coursework. This is not the same as the academic GPA, which is shown on a student's official and unofficial transcripts.
- Grades of A, B, C, D, F, and WF are included in the Financial Aid GPA. Grades of I, S, U, P, NP, W and X are not included in the Financial Aid GPA.

#### **b. Completion Ratio – Progress Towards a Degree (Pace)**

- The Completion Ratio component measures the pace of a student's progression through their program. Students must successfully complete 67% of all attempted credit hours to maintain financial aid eligibility.
- The Completion Ratio is calculated as follows:  $\text{Passed Credit hours} / \text{Attempted Credit hours} = \text{Completion Ratio}$  (result rounded up to the closest whole number; e.g.,  $18 / 27 = 66.67\%$  or rounded to 67%)
- Courses with grades of F, W, WF, X, I, U, N, NP are included in attempted credit hours, but are not included in passed credit hours.

#### **c. Maximum Time Frame for Degree Completion**

The Maximum Time Frame component measures the degree completion within a normal timeframe. Students must successfully complete their coursework within 150% of the credit hours needed for their current degree program to maintain financial aid eligibility. All courses attempted are included in the Maximum Time Frame evaluation. It is recommended that students receiving financial aid enroll in courses that count toward their degree or certificate programs.

For example, a baccalaureate degree program requiring 120 credit hours would require a student to obtain a degree within 180 attempted credit hours ( $120 * 1.50 = 180$ ). An associate degree program requiring 60 credit hours would require a student to obtain a degree within 90 attempted credit hours ( $60 * 1.50 = 90$ ). A certificate program requiring 24 credit hours would require a student to obtain a certificate within 36 attempted credit hours ( $24 * 1.50 = 36$ ).

### **4. Transfer Students**

The Registrar evaluates and posts transcripts from prior institutions. All posted transfer credit hours and grades are evaluated for the Minimum Cumulative Financial Aid GPA, Completion Ratio (Pace), and Maximum Time Frame calculations.

## **5. Financial Aid Status Definitions**

**No Status Assigned** – Satisfactory Academic Progress has not been calculated at this time. Students must be degree-seeking students for SAP to be determined.

**Meets SAP** – Student is currently meeting SAP in all three areas: Minimum Cumulative Financial Aid GPA, Completion Ratio (Pace) and Maximum Time Frame.

**Warning** – A student is placed on Warning the very first time in a consecutive series, they do not meet Minimum Cumulative Financial Aid GPA or Completion Ratio requirements or the first time after getting back in good standing. Student will continue to be eligible for financial aid for one term only. There is no limit to the number of times a student can be placed in this status.

**Suspended** – A student is placed on

- “Suspended-Failed Warning” When a student fails to meet the Minimum Cumulative Financial Aid GPA or Completion Ratio after one term of warning
- “Suspended – Due to Max Hours.” After a student exceeds the Maximum Time Frame allowed for their program
- “Suspended – Failed SAP Probation.” If a student fails to meet the requirements of a previously assigned Financial Aid Academic Plan. A student in this status is not eligible for financial aid. The student may be eligible to submit a written appeal.

**Probation** – A student is placed on Probation after submitting a written appeal and the appeal is approved. An individualized Financial Aid Academic Plan is assigned to the student. The student must adhere to the requirements of the Financial Aid Academic Plan to continue receiving financial aid. The Financial Aid Academic Plan will be reviewed at the end of each term. If a student does not adhere to the Financial Aid Academic Plan and is not maintaining Satisfactory Academic Progress by the end of the next term, the student will be placed on Suspended – Failed SAP Probation. No other appeals will be accepted unless additional extenuating circumstances beyond control of the student occurred since the last SAP Appeal was approved.

## **6. SAP Appeal Process**

The SAP Appeal is available under “Forms” on the Financial Aid webpage. Each section is based on the criteria the student is appealing. Students should review the form to make sure they complete the appropriate section. Incomplete appeals cannot be approved.

**a. GPA and/or Completion Ratio Appeal section** – For appeals to cases where the minimum cumulative GPA and/or Completion Ratio criteria were determined unsatisfactory in the Satisfactory Academic Progress evaluation.

**b. Maximum Hours Appeal section** – For appeals where a student has attempted greater than 150% of the program hours for degree completion. Students **MUST** obtain a Program Completion Plan from

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Academic Advising (AA) or their Program Manager or Director (AS, AAS or BAS/BS) indicating the specific coursework remaining to complete their program. Only these courses will be eligible for financial aid.

**c. Evaluation** – All SAP Appeals will be evaluated based on the documentation provided.

**d. Notification** - Appeal results will be determined and communicated to the student by mail prior to the end of the add/drop period of the subsequent term. Students can also view their status on their SCF Connect account under “Financial Aid Status”. Should eligibility be reinstated, aid will be awarded based on the availability of funds at the time of reinstatement. Students submitting a Satisfactory Academic Progress Appeal will be responsible for all financial obligations made to the institution, regardless of whether the appeal is approved or denied.

**e. Submittal** - To submit a SAP Appeal, students may submit the completed form with attached documentation to the Financial Aid office, fax it to 941-727-6179, mail it or email it to [AskFinAid@scf.edu](mailto:AskFinAid@scf.edu).

**f. Responsibility** - Regardless of the submission method chosen, it is the student’s responsibility to ensure the appeal form is completed properly, all supporting documentation is attached and the student’s SCF identification number (G00#) is indicated on EACH page of all submitted documents. While Financial Aid Staff will assist whenever possible in this area, an incomplete appeal package, whether reviewed by Financial Aid Staff or not, shall not be a reason to request another appeal.

**g. Appeal Documentation**

Students must submit the required documentation to support the appeal. In most cases, documentation must verify both (1) the dates that the extenuating circumstance occurred/existed, and (2) that the extenuating circumstance has been resolved to such an extent that it will no longer impact academic performance.

**h. Unofficial Transcripts** - Students must provide transcripts for all terms being appealed. This includes transcripts from all other institutions attended. The term(s) and academic year(s) in which student experienced extenuating circumstances must be marked and correlated back to the documentation provided.

**i. Date-specific Backup Documentation** from a disinterested third party must be included with all appeal forms. Acceptable documentation may include but is not limited to:

- Letter (not prescription) from a physician or counselor indicating the dates of the medical care and resolution of the medical issue if applicable.
- A copy of a death certificate, obituary or third party documentation of the death of a family member.
- Accident reports, police records, court records, etc.

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Do not submit original documents – they will not be returned. Make sure all copies are legible.

Letters from family, relatives and friends are not recommended. If this is the ONLY information that can be provided, the student is advised to meet with a Financial Aid Counselor to discuss alternative options.

Appeals submitted without appropriate documentation will be denied with no option to resubmit. Documents must be submitted according to the requirements listed above; however, this does not guarantee approval.

### **7. Appeal Process for GPA, Completion Ratio, and Maximum Time Frame**

Students who have experienced extenuating circumstances beyond their control that prevented them from maintaining SAP may appeal their status.

### **8. Financial Aid Academic Plan**

Students who are not meeting Satisfactory Academic Progress, but whose SAP Appeal has been approved will be placed on Financial Aid Probation and assigned a Financial Aid Academic Plan. Students in this status will be able to receive financial assistance as long as they meet the conditions of their Financial Aid Academic Plan.

#### **a. A GPA Financial Aid Academic Plan includes, but is not limited to:**

- Maintaining a 2.5 Financial Aid GPA or better each term on a plan.
- No Withdrawals or Failures for any term while in a probationary status

#### **b. A Completion Ratio Financial Aid Academic Plan includes, but is not limited to:**

- Maintaining a minimum 2.0 Financial Aid GPA or better each term on a plan.
- No Withdrawals or Failures for any term while in a probationary status

#### **c. A Maximum Time Frame Financial Aid Academic Plan includes, but is not limited to:**

- Maintaining a minimum 2.0 Financial Aid GPA or better each term on a plan.
- No Withdrawals or Failures for any term while in a probationary status
- Enrollment only in courses included on the Program Completion Plan provided.

If the Satisfactory Academic Status indicates more than one criteria is not met, the Financial Aid Academic Plan will include the highest requirements.

Evaluation of Financial Aid Academic plans are completed at the end of each term to determine if all criteria have been met, including no deviation from the Program Completion Plan. Deviation from the approved Program Completion Plan in any way, regardless of the source of funding (i.e. even if a student chooses to pay out of pocket for a class not listed on this plan), will result in suspension of the financial aid without an option to re-appeal.

If a student does not adhere to the requirements of their Financial Aid Academic Plan, they will be placed on Suspended- Failed SAP Probation. As a result, they will lose their financial aid eligibility.

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No other appeals will be accepted unless the following additional extenuating circumstances occur since the last SAP Appeal was approved:

- Death of an immediate family member
- Major medical issue (i.e. hospitalization) experienced by the student or an immediate family member
- Victim of domestic violence
- Involuntary call to active military duty
- Other extreme circumstances to be determined on a case by case basis

### **9. Regaining Eligibility**

If a student's eligibility has been cancelled and they do not meet the appeal criteria, they are not eligible for Financial Aid. If a subsequent SAP evaluation indicates the student is again meeting all three SAP requirements, the student will automatically regain eligibility.

This means that once the Completion Ratio reaches at least 67% and the Minimum Cumulative GPA is 2.0 or better, and the Maximum Time Frame has not been exceeded, the student will automatically regain eligibility. The student does not need to contact the Financial Aid Services office. The Financial Aid Services office evaluates the SAP status for all students at the end of each term after grades are posted.

### **10. Treatment of Academically Non-punitive Grades, Pass/Fail Courses, Withdrawals, Incompletes, & Repeated Courses**

Courses with grades of F, W, WF, X, I, U, N, and NP, are included in attempted credit hours, but are not included in passed credit hours.

If a college-level course is repeated more than once, only the grade on the last attempt will be included in the GPA. However, each attempt is included in the Completion Ratio and Maximum Time Frame calculations.

### **11. Treatment of Developmental, Remedial, and English as a Second Language (EAP) Courses**

Developmental, remedial, and/or EAP coursework (except 1500 and 1600 courses) does not count toward degree requirements. However, these courses are included in the Minimum Financial Aid Cumulative GPA, Completion Ratio and Maximum Time Frame measurements. Developmental and remedial hours beyond 30 cannot be used to establish enrolled hours for financial aid purposes.

Students who are meeting Minimum Cumulative Financial Aid GPA and Completion Ratio may request to have up to 30 developmental or remedial courses reduced from the overall attempted hours calculation by submitting a Remedial Review Form available on the Financial Aid webpage. Students with an approved Remedial Review Form will be placed on Financial Aid Probation and assigned a Financial Aid Academic Plan. Students in this status will be able to receive financial assistance as long as they meet the conditions of their Financial Aid Academic Plan.

An Approved Remedial Review Financial Aid Academic Plan includes, but is not limited to:

- Maintaining a minimum 2.0 Financial Aid GPA or better each term
- No Withdrawals or Failures for any term while in a probationary status

## **12. Treatment of Additional Degrees**

Students pursuing additional degree programs continue to remain eligible for financial aid if the Minimum Cumulative Financial Aid GPA, Completion Ratio and Maximum Time Frame measurements for SAP continue to be met.

Students who have exceeded the Maximum Time Frame and are still meeting the Minimum Cumulative Financial Aid GPA and Completion Ratio may request to be evaluated for continued financial aid eligibility by submitting an Additional Degree SAP Review Form available on the Financial Aid webpage. Students must include a Program Completion Plan from their Academic Advising (AA) or Program Manager or Director (AS, AAS or BAS/BS) indicating the specific coursework remaining to complete their program. Only these courses will be eligible for financial aid.

If the Additional Degree SAP Review is approved, student will be placed on Financial Aid Probation and assigned a Financial Aid Academic Plan.

An Additional Degree Financial Aid Academic Plan includes, but is not limited to:

- Maintaining a minimum 2.0 Financial Aid GPA or better each term on a plan.
- No Withdrawals or Failures for any term while in a probationary status
- Enrollment only in courses included on the Program Completion Plan provided.

Evaluation of Financial Aid Academic plans are completed at the end of each term to determine if all criteria had been met, including no deviation from the Program Completion Plan. Deviation from the approved Program Completion Plan in any way, regardless of the source of funding (i.e. even if a student chooses to pay out of pocket for a class not listed on this plan), will result in the suspension of financial aid without an option to re-appeal.

If a student does not adhere to all the requirements of their Financial Aid Academic Plan, they will be placed on Suspended- Failed SAP Probation. As a result, they will lose their financial aid eligibility.

### **Notices**

The SCF SAP policy is published online on the financial aid web page at

[http://www.scf.edu/content/PDF/FinAid/Standards\\_of\\_Satisfactory\\_Academic\\_Progress.pdf](http://www.scf.edu/content/PDF/FinAid/Standards_of_Satisfactory_Academic_Progress.pdf)

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