



ASUN Operating Procedure - 4006

Operating Procedure Synopsis

Title: *Satisfactory Academic Progress Procedure*
Approval Date:
Revised: *n/a*
Responsible Officer: *Vice Chancellor for Student Affairs*
Responsible Operating Procedure Manager: *Director of Financial Aid*
Responsible Department: *Student Affairs*

A. Purpose

The Satisfactory Academic Progress Operating Procedure assures ASUN’s compliance with federal regulations (34 CFR 668.34) for students who receive federally funded grants or loans.

B. Definitions

Appeal: The process by which a student who is not meeting SAP standards petitions ASUN for reconsideration of eligibility for financial aid funds.

Completion Requirement: Students must successfully **complete 67% of attempted courses** in a semester or term by earning grades of A, B, C, D, S. Grades of AU, F, U, W, or I are not successful course attempts. See examples below.

9 credit hours earned / 12 credit hours attempted = 75% (meets SAP)
 50 credit hours earned / 90 credit hours attempted = 55% (does not meet SAP)

Grade Point Average Requirement: 2.00 GPA or a “C” average on a 4.0 scale

Maximum timeframe Requirement: Students become ineligible for Title IV aid when it becomes mathematically impossible to complete the program within 150% of the length of the program, even when the student has not reached 150%. A sample calculation for a 60 credit hour Associate level degree and a 30 credit hour technical certificate is below.

Award	Published Program Length	Calculation	Maximum Timeframe
Associate	60 credit hours	60 x 1.50	90 credit hours
Technical Certificate	30 credit hours	30 x 1.50	45 credit hours

Payment Period: The definition of a payment period applies to all FSA programs except Federal Work Study. FSA program disbursements must be made on a payment period basis, and a student’s satisfactory academic progress (SAP) evaluation is required to correspond with the end of a payment period. For clock-hour programs, the payment period is defined not only in clock-hours but also in **weeks of instructional time**. A student must successfully complete the clock-hours and weeks of instructional time in a payment period to progress to the next payment period. A student’s progression is based on completion of hours and **weeks**.

C. Scope

Satisfactory Academic Progress Procedure will be administered by the Financial Aid Office staff. The quantitative and qualitative standards listed in the definitions section above are used to evaluate the cumulative results of all periods of enrollment, including those payment periods during which individuals did not receive Title IV funds or other types of financial assistance. Thus, a student who has not previously received Title IV aid may be ineligible to do so at initial application due to SAP standards.

D. Statement of Authority

Federal student financial assistance regulations, at 34 CFR 668.34(a), require institutions to establish “reasonable” satisfactory academic progress (SAP) policies for determining whether otherwise eligible students are making SAP in their educational programs, and may therefore receive assistance under Title IV of the Higher Education Act (HEA).

E. Procedures

The Financial Aid Office monitors SAP at the end of each semester, including summer, for financial aid recipients. Students enrolled in clock hour programs (such as Cosmetology and Cosmetology Instructor Trainee) will have SAP reviewed at the end of each payment period.

The review of a student’s SAP status is based on the entire academic record at ASUN and transfer hours that apply to the student’s current declared major/degree plan. All attempted hours must be evaluated even if the student did not receive federal student aid for those hours. Additionally, federal student aid may only pay for one repeat of a previously passed course. All attempted hours are included in the evaluation of SAP.

Incomplete classes will result in a grade of “I”, and will be considered the same as an “F” when evaluating SAP. A student MUST do the work to complete the class in order for the “I” to be changed to an actual letter grade (A, B, C, D, or F) by the last day to enroll in the following term. When the “I” grade is changed to a letter grade, SAP will be recalculated.

In reviewing SAP, personnel evaluate GPA (2.00), completion rate (67%), and maximum timeframe (150%). The review process is cumulative.

At the conclusion of each semester, students who do not meet the minimum SAP requirements are notified and either placed on Financial Aid Warning (FA Warning) or Financial Aid Suspension (FA Suspension).

- Students placed on *FA Warning* are eligible for financial aid consideration and do not need to appeal. However, these students establish an Academic Plan (AP) with a Retention Specialist who monitors their progress for the subsequent term of enrollment.
 - Students who fail to meet minimum SAP requirements at the end of the *FA Warning* period will be placed on a *FA Suspension*.
 - If a student is making SAP at the end of the *FA Warning* period, *FA Suspension*, he or she will return to satisfactory SAP status with no loss of federal student aid eligibility.
- Students placed on *FA Suspension* are no longer eligible for financial aid and may submit a SAP appeal to be considered for financial aid for one semester.

F. Responsible Officer

Vice Chancellor for Student Affairs

G. Related Information

Please see attached ~~Financial Aid SAP Appeal Form & Financial Aid SAP Appeal Form: Retention Specialist Section.~~