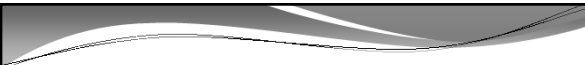


“Satisfactory Academic Progress”


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Agenda

- What is SAP?
- Items needed in your SAP Policy
- Standardized Definitions
 - Warning
 - Probation
 - Academic Plan
 - Pace
- 2 Measures - 3 Components
- Evaluation Period(s)
- Appeals
- Academic Plans



What is SAP?

- Federal regulations require all schools to have a published Satisfactory Academic Progress policy as one of the administrative requirements to participate in the Title IV financial aid programs.
- All students must demonstrate that they are moving through their academic program at a reasonable rate or are “making progress” toward their degree.
- The requirements that guide a school in the creation and maintenance of its SAP policy are detailed in the Code of Federal Regulations. (CFR Section 668.34)

Items Needed in a SAP Policy:

The Secretary considers the institution's policy to be reasonable if:

- The policy is the same as or stricter than the standards the school uses for students who are not receiving Title IV aid
- The policy is consistently applied to all students within categories of students (i.e. fulltime, part-time, undergrad, etc.)
- Must be published and made readily available to current & prospective students
 - Standards for making satisfactory progress
 - Criteria for re-establishing eligibility if they failed SAP

Items Needed in a SAP Policy:

The policy describes how a student's GPA and Pace of completion are affected by the following:

- Course Incompletes
- Withdrawals
- Repetitions
- Non-credit remedial courses
- Transfer credits from other institutions:
 - Credit hours from another institution that are accepted toward the student's educational program must count as both attempted and completed hours

Items Needed in a SAP Policy:

Other policy requirements:

- Policy must specify the procedures for students that wish to appeal if not making SAP
- Policy must specify how to re-establish eligibility if an appeal is unsuccessful or the school does not have an appeal process
- Policy must establish a means for notifying students of the results of an evaluation that impacts the student's eligibility for title IV, HEA program funds.

Standard Definitions:

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. 668.34(b)

- **Optional**, but only for schools that evaluate SAP at the end of each payment period
- May be granted automatically without a written appeal from the student
- A student on financial aid **warning** may continue to receive Title IV aid for **one payment period** despite a determination that the student is not meeting SAP standards

Standard Definitions: *continued*

Probation:

A status assigned by an institution to a student who fails to make satisfactory academic progress and who has successfully appealed and has had eligibility for aid reinstated. 668.34(b)

- **Optional** for all schools
- A student on financial aid **probation** may receive Title IV funds for **one payment period**. At that point, the student must meet the school's SAP standards or the requirements of the established individual academic plan to maintain Title IV eligibility

Standard Definitions: *continued*

Academic Plans:

The Academic Plan is a new student-specific component of the SAP regulations that provides flexibility for institutions to work with students in restoring their Financial Aid eligibility.

Pace:

Formerly known as the Quantitative Measurement of SAP. Pace refers to the Pace (or Rate) of Progression through an academic program to ensure that the student is completing academic requirements within the 150% Maximum Time Frame requirement. Pace is measured at each institutional SAP evaluation period.

2 measures - 3 components:

A Satisfactory Academic Progress (SAP) policy must contain a **qualitative (GPA)** and **quantitative** measure of progress toward a degree. The **quantitative** measure is two fold. It must specify a "**Maximum Time Frame**" for completing degree objectives as well as the "**PACE**" a student must progress through his educational program to ensure he will complete the program within the maximum time frame.

The three components that students are reviewed on with regards to SAP are as follows:

- **GPA Requirement - qualitative**
 - Minimum GPA Requirement
 - **Pace (completion ratio) - quantitative**
 - 67% of all courses attempted
 - **Maximum Time Frame - quantitative**
 - 150% of Program
- All three parts are cumulative in their measurement
 - A student must meet **all** three parts of the standard to maintain eligibility

GPA Requirements: *qualitative*

- **Fixed**
 - A student must maintain a cumulative grade point average of 2.0 or better at all times
- **Graduated**

- Hours Earned	Academic GPA
1 – 15	1.50
16 - 30	1.75
31 or greater	2.0
- **Remedial Hours and ESL coursework**
 - must be included in the qualitative component

GPA Requirements: *qualitative*

Academic Programs longer than 2 Academic Years:

- By the end of the second academic year student must have the following:
 - A "C" average or its equivalent, or
 - Academic standing consistent with the school's requirement for graduation

Pace (completion ratio): quantitative

The school's quantitative measure must specify the "pace" at which a student must progress through his/her educational program to ensure the student completes the program within the maximum time frame.

- Must be measured at each evaluation
- May be fixed or graduated
- Pace must be constructed based on MTF
- Transfer credits accepted toward the student's current program must be included in both the hours completed and hours attempted
- The school is not required to include remedial/ESL courses

Pace (completion ratio): quantitative

FORMULA FOR CALCULATING "PACE"

$$\text{PACE} = \frac{\text{cumulative hours completed}}{\text{cumulative hours attempted}}$$

Maximum Time Frame: quantitative

*Students may receive aid for a maximum of **150%** of the published length of their educational program*

- School may define MTF in one of the following:
 - Credit Hours Attempted (60 credits x 150% = 90 credits)
 - Academic Years (4 years x 150% = 6 years)
 - Terms (6 terms x 150% = 9 terms)
- The evaluation must be cumulative and include hours from all terms, even those for which Title IV assistance was not received

Maximum Time Frame: *quantitative*

- Transfer credits accepted toward the student's program must be included in both the hours completed and hours attempted
- The evaluation must also include those hours usually waived under academic amnesty and grade forgiveness policies
- The school is not required to include remedial/ESL courses
- A MTF policy must also be established for students in graduate programs

Evaluation Period(s):

To ensure the student is making sufficient progress both quantitatively and qualitatively, your SAP policy must provide for regular evaluation. Schools may evaluate SAP as frequently as every payment period, but no less often than annually. 668.34(a)(3)

- The SAP evaluation must coincide with the end of a payment period
- Programs of study that are less than an academic year must be evaluated at the end of each payment period
- All other programs of study must be evaluated at least annually
- Schools may have programs which use different evaluation periods for measuring SAP

Appeals:

Student:

- The appeal must include why the student failed to make SAP, and
- What has changed (or been put in place) that will allow the student to make SAP at the next evaluation period
- 150% maximum timeframe can be appealed

School:

- Must determine (mathematically) that the student will be able to meet SAP standards by the end of the next payment period otherwise you must deny;
or
- Develop an "academic plan" for the student which, if followed, ensures he/she will be making SAP by a specified point in time (or complete the program).

Academic Plans:

Schools have the option of developing an "academic plan" for a student who successfully appeals a determination that he/she is not meeting one or more of the institution's SAP standards and is placed on financial aid probation.

The SAP regulations do not specifically address the development of academic plans. It is left to the discretion of the schools; however, the plan should consist of the following.

- Must be designed in a way that, if followed, ensures he/she will be meeting SAP standards by a specified point in time (complete the program)
- Must be applied on Student-by-student basis


Academic Plans: *continued*

Potential Considerations include the following:

- May specify that the student will be evaluated more frequently than other students
- May be as simple as a specified percentage of coursework the student must complete with a minimal GPA requirement, or
- As detailed as a course-by-course plan toward degree completion

Resources:

- Code of Federal Regulations:
 - 34 CFR 668.34
 - 34 CFR 668.32 (f)
 - 34 CFR 668.16 (e)
- Federal Student Handbook
 - Volume 1, Chapter 1
 - Volume 2, Chapter 3
- Higher Ed Program Integrity – Q & A
 - Satisfactory Academic Progress



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