

Satisfactory Academic Progress (SAP)



Best Practices for your
Campus

Agenda

- Federal Requirements
 - Qualitative
 - Quantitative (Annual)
 - Maximum Time Frame
 - Pace
 - How to Correct Deficiencies



Qualitative Requirements

Cumulative Grade Point Average (GPA)

All students are required to maintain a minimum overall cumulative GPA.

For Undergraduate students, the minimum GPA is established by federal regulations and is 2.0 after attending college for 2 years.

For all other students, the minimum overall cumulative GPA is established based on the minimum requirements of each program.



Quantitative

Credit hours successfully completed for the academic year (based on all credits attempted)

The quantitative requirements must be consistent with the maximum time frame

For example, if an undergraduate program is 120 credits and the maximum time frame is 150%, then the student can attempt up to 180 credits. $120/180 = 66.67\%$.

Therefore, the student must complete at least 66.7% (2/3) of all credits attempted each year



Maximum Time Frame

Federal regulations state that the maximum time frame for undergraduate students should not exceed 150% of the credits required for their program.

The Federal regulations do not specify the percentage for graduate students. However, this should be consistent with the academic program requirements.



PACE

Pace is calculated to determine whether the student is making the necessary progression toward degree completion within the maximum timeframe. If it becomes mathematically impossible for the student to complete his or her degree requirements within the maximum allowable timeframe, the student may no longer receive financial aid.

Pace is calculated as follows:

$$\frac{\text{Cumulative \# of Hours Successfully Completed per Degree Level}}{\text{Cumulative \# of Hours Attempted per Degree Level}}$$

NOTE: Each institution must determine how to handle repeat courses, credits accepted for transfer, and courses taken in a prior major when the student has not yet obtained a degree.



SAP Review Process

- Each institution must determine whether they will review SAP every term or once per year

All periods of enrollment must be included since make-up terms are no longer permitted.

- ☐ Aid cannot be disbursed for the first term of the new evaluation period until the SAP status has been determined
- ☐ Students can only receive aid for a term on WARNING if the institution checks SAP at the end of every term



SAP Review Process (continued)

Appeal Process

- It is up to the institution to allow appeals
- The institution must publish specific requirements and information as to what is required of the student in order to have an appeal approved
 - A student who has failed SAP can file an appeal. They must, at a minimum:
 - Write a letter detailing any mitigating circumstance beyond the student's control. The letter must include why the student failed SAP, and what has changed that will allow the student to make SAP at the next evaluation.
 - Provide a physician's note and/or records, if the appeal is based on medical conditions.
 - Any additional supporting documentation to verify their circumstances.



SAP Review Process (continued)

- If it is not possible for a student to make SAP in one term, the student must submit the appeal with an academic plan developed between the student and academic advisor.
- The student's academic progress must be monitored on a term-by-term basis to ensure that progress is being made and/or the conditions of the academic plan are being met.



Contact Information

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