

## **Satisfactory Academic Progress (SAP) Policy**

### **Purpose**

All financial aid recipients are required to meet Satisfactory Academic Progress (SAP) according to Federal regulations and policies set by Sandhills Community College (SCC). The intent of these policies is to ensure that



**Foundation Courses:** Courses taken at SCC and numbered less than 100 are included in GPA calculations for SAP, as well as when calculating the 67% Completion Rate. One academic year of credit (30 credit hours) may be added for required foundation coursework when calculating the 150% Maximum Time Frame. Only 30 credits of foundation coursework may be included in the calculation of the 150% Maximum Time Frame.

When calculating the cumulative GPA for foundation courses, a P grade is the equivalent of a grade of A. An R grade is the equivalent of a grade of F and is calculated as 0.0 in the GPA calculation for SAP. Credit hours in which a student receives a grade of R are included in the number of attempted hours but do not count toward successfully completed hours.

**Summer Session**

Credit hours attempted and earned during summer session will be included in the calculation of Satisfactory Academic Progress, just as any other enrollment period. For purposes of financial aid, full time enrollment in summer is 12 credit hours.

**Clock Hour Programs**

Students enrolled in clock hour programs will have SAP evaluated at the end of each payment period. At the time of review, students must have successfully completed both the clock hours and weeks of instructional time required for the payment period. Maximum Time Frame is measured in cumulative clock hours required to complete the program and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum time frame applies to the amount of calendar time the student takes to complete those hours.) For example, if the program is 1200 clock hours and meets 30 clock hours per week, that means the program is 40 weeks in length. 150% of 40 weeks is 60 weeks. A student may receive aid while enrolled in this program for up to 60 weeks to complete the 1200 clock hours required for graduation.

**Complete Academic Record**

Students who receive financial aid must have a complete academic record. This includes, but is not limited to, courses taken through dual enrollment, the Huskins program, the Career and College Promise program, and the Sandhoke Early College program. When students complete course work for more than one major, college and financial aid academic progress standards must be met to receive student financial aid.

**Eligibility Status**

**Satisfactory:** Satisfactory status is achieved when all the criteria explained above are met.

**Financial Aid Warning:** Students (not currently on Warning, Suspension, or Probation) who do not have the required cumulative grade point average of 2.0 and/or have not successfully completed 67% of their attempted credit hours, will be placed on Warning for the following semester. A student on financial aid Warning may continue to receive Title IV aid for one payment period. Satisfactory progress will be monitored at the end of the semester to determine if the student has met the standards of progress and is eligible to continue to receive financial aid.

**Financial Aid Suspension:** Students on financial aid Warning who have not attained at least a cumulative 67% completion rate and/or earned the minimum required cumulative grade point average of 2.0 will have their financial aid suspended at the conclusion of the Warning period.

**Financial Aid Probation:** If a status of Suspension is appealed and approved, a status of Probation is assigned. This status requires students to maintain both a term GPA greater than or equal to 2.5 and a term completion rate equal to 100%. In order to achieve a completion rate equal to 100%, a student must successfully complete each course enrolled in for the term. The pace component may also require a course by course plan toward degree completion. If a student withdraws or fails a course during the Probation term dropping the term completion rate below 100%, or does not maintain a term GPA greater than or equal to 2.5, the appeal is terminated and the student will be placed on a financial aid Suspension status.

**Warning Near Maximum Time Frame:** Students who have attempted approximately 100% of the maximum allowable credit hours for their program of study will receive a courtesy notification status of Warning Near Maximum Time Frame

**Maximum Time Frame:** Students will have their financial aid suspended when it becomes mathematically impossible for them to complete their program within 150% of its length.

**Notification of Financial Aid Warning, Suspension, Probation, Warning Near Maximum Time Frame, or Maximum Time Frame:** The Financial Aid Office will send correspondence to any student who is placed on financial aid Warning, Suspension, Warning Near Maximum Time Frame, or Maximum Time Frame.

**Eligibility for Retaking Coursework:** A student may receive financial aid to retake a course as long as the student to retake it may receive financial aid to retake it *one time only*.

### **Regaining Eligibility**

Students who attend Sandhills Community College (without federal financial aid) may regain financial aid eligibility by achieving a 67% completion rate and earning the required GPA based on hours attempted. A student may request reconsideration of eligibility for financial aid by submitting a written request to the Financial Aid Office once all requirements are met. *Paying for a semester or sitting out a semester does NOT permit you to regain satisfactory academic progress.*

**Appeal of Satisfactory Academic Progress Standards:** Students who have been disqualified from receiving financial aid may appeal to the Financial Aid Office to waive the satisfactory progress requirements only where there are extenuating circumstances. A student may submit written documentation to the Financial Aid Office by

