SATISFACTORY ACADEMIC PROGRESS

Federal Regulations require the establishment and application of reasonable standards of Satisfactory Academic Progress (SAP) for the purpose of maintaining eligibility for Title IV of the Higher Education Act financial aid programs. The SAP requirements explained below apply to all Title IV financial aid as well as to state and institutional financial aid programs, need-based and non-need-based aid, unless otherwise noted by an individual scholarship program. The Student Financial Services department will evaluate students’ Satisfactory Academic Progress annually at the end of the spring semester. Students on probation or on an academic plan will have their SAP reviewed at the end of each fall and spring semesters to make sure they are making progress in accordance with their academic plan. The three standards of Satisfactory Academic Progress are:

I. Grade Point Average (GPA) Requirement

Students must maintain a cumulative 2.00 GPA on all course work taken at the Alamo Colleges. Grades for repeated courses are counted towards cumulative GPA, unless the student successfully petitions Admissions and Records.

II. 67% Completion Rate of Enrollment Requirement

Students must maintain a cumulative 67% completion rate on all coursework attempted at the Alamo Colleges. The chart below shows how the completion rate is calculated:

<table>
<thead>
<tr>
<th>TOTAL EARNED HOURS</th>
<th>TOTAL ATTEMPTED HOURS</th>
<th>(EARNED HOURS ÷ ATTEMPTED HOURS) X 100</th>
<th>COMPLETION RATE</th>
<th>IN COMPLIANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>12</td>
<td>(9 ÷ 12) X 100</td>
<td>75%</td>
<td>In compliance</td>
</tr>
<tr>
<td>18</td>
<td>52</td>
<td>(18 ÷ 52) X 100</td>
<td>34%</td>
<td>Not in compliance</td>
</tr>
<tr>
<td>44</td>
<td>64</td>
<td>(44 ÷ 64) X 100</td>
<td>68%</td>
<td>In compliance</td>
</tr>
</tbody>
</table>

III. Maximum Time Frame to Complete a Program

The maximum time frame for students to complete a certificate or associate’s degree may not exceed 150% of the published length of the program. Students have up to 99 attempted hours of coursework, including transferred credits, to complete an associate’s degree.

OTHER REQUIREMENTS AND INFORMATION:

- Attempted credit hours include all courses for which a student is enrolled in after census day.
- Grades of “W”, “WF”, “F”, and “I” count as hours attempted when calculating the completion rate, but are not counted as hours completed.
- The academic amnesty policy “Fresh Start” does not apply to Satisfactory Academic Progress. The attempted hours in question count as hours attempted and grades earned at the Alamo Colleges are including in the student’s GPA.
- Students are allowed up to 30 hours of remedial/developmental coursework that will not count towards the maximum number of hours attempted towards the student’s academic program.
- Transferred hours count towards maximum attempted hours.
- Repeated courses count in the completion rate calculation and maximum attempted hours.

Compliance with the Satisfactory Academic Progress (SAP) policy must be met in order for a student to retain their financial aid eligibility. Students are advised to check their status through their ACES Account. The information below describes each SAP status in detail:

Good Standing: Students are considered to be in Good Standing with Financial Aid if they meet all three (3) standards of progress outlined above. These students may participate in any financial aid programs provided they meet all other eligibility criteria, subject to availability of funds.
**Financial Aid Suspension:** Students are suspended from financial aid if they do not meet one (1) or more of the Satisfactory Academic Progress criteria listed above. These students are sent a financial aid suspension notice and can continue to enroll but at their own expense.

**Probation:** Students who appeal their financial aid suspension and are approved, are put on “probation” for one semester. In order for these students to continue to be eligible for financial aid, they must meet SAP standards for their probationary semester. Students who fail to make SAP for the semester will be placed on financial aid Suspension.

**Academic Plan:** Students who complete their probationary semester successfully (they met SAP criteria for the semester), but who have not been able to come up to full compliance with the policy, are placed on an academic plan. In order for these students to continue to be eligible for financial aid, they must meet SAP standards for every semester they are on an Academic Plan in order to be able to continue to receive financial aid. Students who fail to make SAP any semester they are on an Academic Plan will be placed on financial aid Suspension.

**APPEAL PROCESS**

Students may appeal their suspension status. The appeal should include a personal statement (with appropriate documentation) detailing the circumstances that resulted in their failure to meet the required standards and an Academic Plan detailing actions the student will take to achieve and maintain SAP. Those who have been suspended due to exceeding ninety-nine (99) attempted hours must submit a degree plan, signed by an advisor, clearly showing courses earned towards the program, courses still needed, and the anticipated graduation date. An appeal packet complete with forms and instruction can be obtained at the Financial Aid Office or online. http://www.alamo.edu/district/financial-aid/web-directory/

In addition students appealing their financial aid are required to complete a financial literacy course. http://www.alamo.edu/district/financial-aid/financial-literacy/ More information regarding the financial literacy course can be found on the Financial Aid website. http://www.alamo.edu/district/financial-aid/web-directory/

If the appeal is approved, the student is placed on probation, and eligibility is reinstated subject to program requirements. Progress is reviewed at the end of the semester to make sure that the student is meeting the standards and following the degree plan. Students who meet the SAP requirements for the semester but who are not yet in full compliance with the policy will be switched to “Academic Plan” and will continue to receive financial aid. Failure to meet this by the end of the semester indicated results in permanent financial aid eligibility suspension. Also, if you fail to meet SAP during any semester enrolled, your financial aid eligibility is immediately suspended. Students whose eligibility is re-suspended are not allowed to re-appeal the suspension. The appeal approval is applicable only at the College where it was originally approved, students cannot apply for aid at any of the other Alamo Colleges.

If the appeal is denied, no financial aid of any kind may be awarded. Students can continue to enroll but at their own expense. A re-appeal is acceptable after students have completed at least one (1) semester (preferably two (2)) and believe they can make a case for getting back on track academically. The Committee's decision is final and may not be appealed further.

**Appeal Deadlines:**

- **Fall 2012:** May 1 – June 28, 2012
- **Spring 2013:** September 17 – October 31, 2012
- **Summer 2013:** No Summer Appeal Process