

## Satisfactory Academic Progress Policy

Federal law requires that institutions of higher education monitor the academic progress of students who receive federal financial aid. To remain eligible for federal, state and some institutional financial aid, students must comply with the requirements set forth in the Alamo Colleges District Satisfactory Academic Progress (SAP) policy. Students are evaluated annually for SAP at the end of the Spring Semester.

### **I. Grade Point Average Requirement (GPA)**

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

### **II. Completion Rate of Coursework Requirement (66.66%)**

Students must maintain a minimum cumulative 66.66% completion rate on all coursework attempted at the Alamo Colleges District. The chart below shows how the completion rate is calculated:

TOTAL EARNED HOURS	TOTAL ATTEMPTED HOURS	(EARNED HOURS ÷ ATTEMPTED HOURS) X 100	COMPLETION RATE	
6	9	$(6 \div 9) \times 100$	66.66%	<b>Requirement Met</b>
9	12	$(9 \div 12) \times 100$	75%	<b>Requirement Met</b>
18	52	$(18 \div 52) \times 100$	34%	<b>Requirement Not Met</b>
44	64	$(44 \div 64) \times 100$	68%	<b>Requirement Met</b>

### **III. Maximum Time Frame to Complete Program of Study**

The maximum time frame for students to complete a certificate, associate's degree, or BSN 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, or up to 180 hours of attempted coursework, including transferred credits, to complete the BSN degree.

### **OTHER REQUIREMENTS AND INFORMATION**

- Attempted credit hours include all courses for which a student is enrolled in after census day.
- Grades of "W", "WP", "WF", "F", "I", "IP", "IF" and any other non-letter grade (besides grades of A, B, C, or D) are counted as attempted but not completed when calculating the completion rate.
- 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 District are including in the student's GPA.
- Students are allowed up to thirty (30) hours of remedial/developmental coursework that will not count towards the maximum number of hours attempted towards the student's academic program.
- ALL transfer hours count towards maximum attempted hours, including those not counted toward current degree.
- Repeated courses count in the completion rate calculation and maximum attempted hours.
- Incoming dual credit students will be placed on SAP probation until SAP is evaluated annually, at the end of the spring semester. Compliance with the SAP policy must be met for a student to retain their financial aid eligibility. Students are advised to check their status through the 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: GPA, Completion Rate and Maximum Time Frame. Students in good standing may apply for any financial aid program. Awards are based on student eligibility and availability of funds.

**Financial Aid Suspension:** Students are “Suspended” from financial aid if they do not meet all the Satisfactory Academic Progress criteria listed above. Students who are suspended will receive a financial aid suspension notice. Students on suspension may continue to enroll but must pay for all their expenses without Financial Aid assistance.

**Probation:** Students who appeal their financial aid suspension and are approved, are placed on “Probation” for one semester. Students will be assigned an end-term date, which is the date the student is expected to return to Good Standing. In order to continue to be eligible for financial aid for future semesters, the student must meet SAP standards for the probationary semester. Progress is reviewed at the end of each term. Students who fail to meet SAP standards for the semester will have their financial aid resuspended.

**Academic Plan:** Students who successfully complete their probationary semester (SAP criteria met), but who still do not meet the overall SAP policy, are placed on an “Academic Plan”. In order to continue to be eligible for financial aid for future semesters, the student must meet SAP standards for every semester enrolled under the Academic Plan. Progress is reviewed at the end of each term. Students who fail to meet SAP standards for the semester while under the Academic Plan will have their financial aid resuspended.

## **APPEAL PROCESS**

Students may appeal their Financial Aid Suspension status. The appeal process is initiated with the Academic Advisor at the student’s primary institution. After meeting with the Academic Advisor, the student can access and complete the Appeal for Financial Aid Reinstatement via the ACES portal. The student will complete this online form by detailing the reason(s) for not meeting Satisfactory Academic Progress requirements, how they plan to make academic progress, and achieve their educational goals. Additional documentation substantiating the reason(s) for not meeting SAP should be submitted to the Student Financial Aid office at the student’s primary institution within seven (7) days of submitting the online appeal via the ACES portal. Students should be prepared to pay for tuition and fees until the appeal has been reviewed. Appeal processing time could take up to seven (7) weeks.

**Approval:** The appeal approval is applicable only at the College where it was originally submitted and approved. Once the appeal is approved, the student is placed on probation and financial aid eligibility is reinstated subject to continued compliance with SAP requirements. Progress is reviewed at the end of the semester to verify the student is meeting SAP standards and following the degree plan.

Students who do not enroll in classes during the semester they received an approved appeal will have their financial aid eligibility resuspended and they will be required to submit a new appeal for any future semester enrolled. Reinstated financial aid eligibility will only be extended for up to one (1) academic year of non enrollment, starting from the semester in which the student received an approved SAP appeal and completed coursework. Based on the agreement with the academic advisor, continuous enrollment is suggested each year. Lack of consistent enrollment may result in the inability to complete the approved program during the length of time agreed upon. Students who fail to meet SAP for any semester enrolled will have their financial aid eligibility immediately suspended. Students who have their financial aid eligibility resuspended are allowed to submit a new appeal for a future semester following the same procedures. There is no longer a one (1) appeal limitation.

**Denial:** No federal or state financial aid (including student loans) will be awarded. The Committee decision is final and may not be appealed further. After successfully meeting the SAP requirements for one (1) semester, the student may submit an appeal during the next scheduled appeal period.