Satisfactory Academic Progress Policy

Federal law requires that institutions of higher education monitor the academic progress of students who receive federal financial aid. In order 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% (sixty-six point six-six percent) 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 ÷ 9) X 100	66.66%	**Requirement Met**
9	12	(9 ÷ 12) X 100	75%	**Requirement Met**
18	52	(18 ÷ 52) X 100	34%	**Requirement Not Met**
44	64	(44 ÷ 64) X 100	68%	**Requirement Met**

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% (one hundred fifty percent) 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 30 (thirty) 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 Satisfactory Academic Progress is evaluated annually, at the end of the spring semester. Compliance with the SAP policy must be met in order 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 of 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. At such point, an end term date is assigned. The end term date 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 to meet this requirement will be placed on permanent financial aid Suspension.

Academic Plan: Students who successfully complete the probationary semester (met SAP criteria for the semester), but do not meet SAP 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 any semester enrolled while under the Academic Plan are placed on permanent financial aid Suspension.

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 plan for making academic progress and 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 7 (seven) days of submitting the online appeal. Students should be prepared to pay for tuition and fees until the appeal has been reviewed. Appeal processing time could take up to 7 (seven) 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 the standards and following the degree plan. Students who meet SAP for the semester approved, but who are not yet in full compliance with the SAP policy will have their status updated to "Academic Plan" and will continue to qualify for financial aid. Failure to meet SAP while on Probation or Academic Plan will result in a permanent financial aid eligibility suspension. Status for students who do not enroll in classes during the semester for which they received an approved appeal will return back to "Suspension" and the student will be required to submit a new appeal for any future semester reinstatement requests. Based on the agreement with the academic advisor, continuous enrollment is required each year. Lack of consistent enrollment will result in the inability to complete the approved program during the length of time agreed upon. As a result, eligibility will not be extended to account for any semesters of non-enrollment. Students who fail to meet SAP for any semester enrolled will have their financial aid eligibility immediately suspended. In addition, students whose eligibility is re-suspended are not allowed to re- appeal their Financial Aid suspension.

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 1 (one) semester, the student may submit an appeal during the next scheduled appeal period.

IV.   **SAP and COVID-19 Spring 2020: Credit/No Credit Option Offered for Spring Semester of 2020**

On April 8, 2020, Alamo Colleges District announced the addition of a Credit/No Credit (CR/NC) grading option for the Spring 2020 semester only. This policy was put into place alongside the grading policy currently identified in each course syllabus. This temporary policy was put into place to help Alamo students by mitigating some of the wide-ranging effects that the COVID-19 pandemic is having. The relevant details for Spring 2020 are:

- Faculty will submit grades as usual. Once final grades are made available, then students may petition for the CR/NC option for any course eligible for the CR/NC option.

- Program directors, chairs, and deans will submit courses/programs that will not be eligible for this CR/NC option. A comprehensive web resource available to all students and faculty will list all ineligible programs and courses.
- Credit (CR) will correspond to a letter grade of C or higher; No Credit (NC) will correspond to a letter grade of D or F. Students who petition for NC for an earned D or F received for a course within their degree requirements must repeat that course.
- Students in eligible courses must decide by July 30, 2020 whether to accept the appointed grade (A, B, C, D, or F) or petition to receive the CR/NC grading option. Students will have an opportunity to make this election for each eligible course completed.
- Students working toward professional certification or licensure, or who are planning to transfer to a university, should consult carefully with their faculty, academic advisors and/or their transfer institution regarding possible implications or obstacles associated with selecting the CR/NC option.
- A grade of CR will satisfy any subsequent course prerequisite of "C or better" if the course was taken in Spring 2020.
- Students who select the CR/NC option at the end of the Spring 2020 semester will do so through online instructions provided later in the semester.
- A CR/NC grade will not count toward a student's GPA calculation.
- Students who are repeating a course in which they previously earned a letter grade may choose the CR/NC option.
- All decisions to elect the CR/NC option are final and may not be changed once submitted.

Students are encouraged to reach out to their faculty, advisors, department chairs, and deans to address any questions. The entire ACD administration is here to support students and to help ensure a strong finish to the semester.

For the most recent information, please go to: https://www.alamo.edu/returntocampus/student-resources/