FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Federal Financial Aid regulations require institutions to establish and consistently apply both qualitative and quantitative standards to measure *Satisfactory Academic Progress* for purposes of financial aid eligibility. These standards apply to all students, whether or not they receive aid administered by the College. This includes all Federal Title IV aid funds (Direct Student Loans, Parent Loan for Undergraduate Students (PLUS), TEACH Grants, Pell Grants, Supplemental Educational Opportunity Grants, Talent Incentive Program Grants (TIP)), institutional scholarships and grants, state grants and scholarships and the Federal Work Study Program. Alverno has established the following criteria to be uniformly applied to all students. All periods of enrollment are included in SAP whether or not the student received financial aid. Code of Federal Regulations 668.34 outlines the minimum requirements that schools must use in determining their *Satisfactory Academic Progress Policy*.

What does this mean?
Alverno College is required to have a Satisfactory Academic Progress Policy in place, as all universities do. These policies may differ slightly among universities, but all policies must contain the same general concept of making academic progress toward your degree.

Please keep in mind:
- Satisfactory Academic Progress is measured after each semester of enrollment, including summer.
- Semesters in which the student did not receive financial assistance are counted in the above calculations. This is in compliance with federal regulations.
- Acceptance of financial aid each semester indicates understanding of this policy.
- Alverno does not offer remedial classes.
- Audited courses are not included in any SAP calculations.

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1. Standard Governing the Quality of Academic Progress

After completing each semester, students who have received financial aid for any period of time are reviewed by the Academic Status Committee. The Academic Status Committee may place students into a probationary status based on their ability to complete courses and/or assessments and/or the abilities offered in courses/assessments. The first semester that a student does not meet SAP, students are on a warning status. If they are unable to improve their record by the second semester they are classified as ineligible for financial aid.

Students who continue to be academically unsuccessful are subject to a more serious academic standing. This may include but is not limited to dismissal, additional course prerequisites, or special requirements/conditions of enrollment. The academic progress of students who do not successfully complete requirements is reviewed each semester until the student demonstrates satisfactory progress. When the Committee meets they take into consideration:
- The student's most recent progress in her courses/assessments/validations
- Memo/notes from faculty and advisor(s) regarding her progress
- Mid-Semester Progress Reports
- Attendance
- Letters received from the student *(students are encouraged to write a letter to the Committee regarding their status)*

2. Standards for Governing the Quantity of Academic Progress

Quantity of academic progress includes two components measured separately – qualitative (successful grade) and quantitative/pace (cumulative successful grade percentage).

Pace Criteria -
Financial Aid recipients must successfully complete 2/3 (66.7%) of their attempted credits each pay period as well as cumulatively to be in good standing for financial aid. Satisfactory Academic Progress is measured after each pay period, including the summer pay period. Registered credits as of the census date (approximately 2 weeks after the official start date) or added after are included in the calculation. Only grades of "S" count as completed credits. Courses with grades

of U-Unsatisfactory, I-Incomplete, DW-Drop/Withdrawn, UW-Unofficial Withdrawal and R-Repeat count as attempted, but not completed credits.

How each grade factors into the SAP calculation:
Satisfactory (S) – counts as completed credits
Incomplete (I) – counts as an attempted course, but not completed (*if the incomplete changes to satisfactory, you must contact our office if you would like your SAP status recalculated*)
Unsatisfactory (U) – counts as an attempted course, but not completed (*if the incomplete changes to satisfactory, you must contact our office if you would like your SAP status recalculated*)
No Code Submitted (NCS) – counts as attempted course, but not complete
Drop/Withdrawn (DW) – counts as an attempted course, but not completed (*if registered for it on the census date*)

Students who fail to complete the minimum number of credits are placed on *Financial Aid Warning* and are notified in writing. While on warning if the student meets the qualitative and quantitative standard the following term, the warning status is removed. If the student does not meet the qualitative and qualitative standard the next pay period, the student is ineligible for financial aid.

How to calculate if you are meeting the 2/3 requirement (Pay Period Criteria):
Number of credits you successfully complete in a pay period ÷
Number of original credits you attempted as of the official enrollment date

If this number is .667 or over (rounded to the nearest thousandth), you have successfully completed at least 2/3 of your classes that semester and will not be affected by SAP. If this number is less than .667 you will be on SAP warning the next semester. See below for more information on Warning status.

How to calculate if you are meeting the 2/3 requirement (Cumulative Criteria):
Total number of credits you successfully completed at Alverno College ÷
Total number of original credits you attempted at Alverno College

If this number is .667 or over (rounded to the nearest thousandth), you have successfully completed at least 2/3 of your classes that semester and will not be affected by SAP. If this number is less than .667 you will be on SAP warning the next semester. See below for more information on Warning status.

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3.   Maximum Timeframe Criteria -

Students must complete their programs within 150% of the expected length of the program.   The maximum timeframe calculation includes transferred in credits; regardless if they apply toward the student's degree program.

Maximum timeframes are defined as follows:

Associate's Degree Program (60 credits)   **Max timeframe: 90 attempted credits**
(Academic Plan Needed/Warning status begins after 15 unsuccessful credits; Ineligible for Financial Aid after 30 unsuccessful credits)

Weekend College Programs (106 credits)   **Max timeframe: 159 attempted credits**
(Academic Plan Needed/Warning status begins after 40 unsuccessful credits; Ineligible for Financial Aid after 53 unsuccessful credits)

All Other Undergraduate Programs (120 credits)   **Max timeframe: 180 attempted credits**
(Academic Plan Needed/Warning status begins after 48 unsuccessful credits; Ineligible for Financial Aid after 60 unsuccessful credits)

Direct-Entry MSN Program (77 credits)   **Max timeframe: 115 attempted credits**
(No Warning Status; Ineligible for Financial Aid after 38 unsuccessful credits)

All Other Graduate-level Programs   **Max timeframe: 90 attempted credits**
(No Warning Status; Ineligible for Financial Aid after 30 unsuccessful credits)

For undergraduates enrolled in a Bachelors degree, progress within the maximum timeframe is measured once the student has 48 or more credits attempted unsuccessfully (as defined under the "Semester Criteria" section above).

Students with 48 or more unsuccessful credits will be required to complete an "Academic Plan" (see definition below). Once a student reaches 60 unsuccessful credits, she becomes ineligible for Financial Aid.

For undergraduates enrolled in an Associate's degree, progress within the maximum timeframe is measured once the student has 15 or more credits attempted unsuccessfully (as defined under the "Semester Criteria" section above). Students with 15 or more unsuccessful credits will be required to complete an "Academic Plan" (see definition below). Once a student reaches 30 unsuccessful credits, she becomes ineligible for Financial Aid.

For graduate students, once it's determined that the student can no longer complete their program within 150% of the published length, they are ineligible for Financial Aid. This status can be appealed.

Transfer and second degree students who appear unable to complete their degrees within the maximum timeframe will be required to file a graduation plan with the Advising Office. Failure to do so by the given date will result in an ineligible status for future semesters.

Definitions:

Warning – Students goes on warning status the first time the student does not meet qualitative or quantitative standards. Student is still eligible for financial aid while on warning.

Ineligible – If after a semester of a financial aid warning a student has not reestablished their eligibility based on qualitative or quantitative standards, the student becomes ineligible. If the student is deemed unlikely to complete the program within the maximum timeframe the student becomes ineligible for financial aid.

Probation - Students who became ineligible for financial aid and whose appeals are granted are placed on probation. Probation is for one semester only. Student is eligible for financial aid while on probation.

Academic Plan - Students who run the risk of not being able to complete their program within the maximum timeframe (as defined above) will be required to have an Academic Plan (graduation plan) on file in the Advising Office and meet with a Financial Aid Counselor. The Academic Plan (graduation plan) is an individualized plan that students create with their advisor that details all of their graduation requirements (classes and assessments) in a semester by semester format. Students are eligible for financial aid until they reach the number of unsuccessful credits for their program length, or until they become ineligible based on the "Semester Criteria", whichever comes first.

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4. More information

Students are notified of their SAP status email. Students who are ineligible and are registered for the upcoming term also receive an e-mail from Marlene Neises's office. Students hitting maximum timeframe are also notified by email.

Federal Work Study employment is terminated if student is ineligible for financial aid until the student regains their financial aid eligibility.

5. Appeal Procedure

A. Once a student is ineligible, they may appeal that status. The written appeal must be submitted with the *Satisfactory Academic Progress Appeal Form* at least **ten (10) calendar days** after the start of the term the student is requesting reinstatement of aid. The appeal must include an explanation of the circumstances that led to the situation and what steps the student will take to restore normal progress towards graduation. Appeals may be granted for, but are not limited to: health reasons; family emergencies; and other circumstances beyond the student's control. An appeal may also be submitted when a grade is changed retroactively resulting in satisfactory progress for that term.

B. <u>Completed</u> appeal forms must be submitted to the SAP Appeals Committee at USAPappeals@alverno.edu. Incomplete or illegible forms will be returned.

C. Results of the appeal will be communicated to the student in writing within 14 days of submission. <u>Appeal decisions are final and cannot be further appealed</u>.

D. If an appeal is granted, the student is put on either Financial Aid *Probation* or an *Academic Plan*. If denied, student is ineligible for Title IV aid until they meet all SAP requirements. Courses must be taken at Alverno College.

E. Failure to meet all SAP requirements will result in an ineligible status; this applies to both Probation and Academic Plan statuses.

F. Students are eligible to re-appeal after a leave of absence if their circumstances have changed.

If you have questions after reading this policy in full, please contact the Financial Aid Office at 414-382-6262.

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