



SUBJECT: Financial Aid: Satisfactory Academic Progress (SAP)	Effective Date: July 1, 2011	Policy Number: 04-4-003
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Director, Student Financial Services	

I. Purpose and statement of operational policy underlying the procedure.

This policy relates to the federal requirement to ensure students pursue and complete courses at a rate that will allow them to earn their undergraduate degree in a reasonable amount of time. The college must have a published policy for monitoring that progress. The policy explains the qualitative (grade-based) and quantitative (time-related) standards you use to check SAP, and it must apply consistently to all educational programs and all students within categories (e.g., full-time, part-time, undergraduate, and graduate students). It must be at least as strict as your school’s standard for students enrolled in the same educational program who are not receiving Title IV aid.

II. Applicability/Scope

This policy applies to all students receiving any type of Federal Student Aid.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Academic Standards Committee	Reviews student's transcript on an annual basis (end of spring) to ensure student is progressing according to the college's SAP published policy.	End of spring semester after grade posting
Academic Standards Committee	Generates the academic suspension list and forwards list to the financial aid office	Two weeks after grade posting
Academic Standards Committee	Mail letters to students on academic suspension informing them that they are ineligible to enroll/matriculate at the college. The letter also informs the student of the appeal process. The college will use the appeal process to determine if there are mitigating circumstances that warrant a student to continue enrollment and receive Title IV aid even though he/she is not meeting the SAP standard.	Three weeks after grade posting
Financial Aid Office	Reviews student's transcript on an annual basis (end of spring) to ensure student is earning 70% of attempted hours (includes all accepted transfer hours) according to the college's SAP published policy.	Beginning two weeks after grade posting and continues throughout the awarding process
Financial Aid Office	Mail letters to students who have not earned the 70% of attempted hours to inform them that they are not eligible for Federal Student Aid	On-going throughout the awarding process

IV. Related policies/References for more information

Authorizing Official: <u>Jim Duggan</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	