



Satisfactory Academic Progress Policy

Effective Date:	
Office Responsible:	Financial Assistance
Date last updated:	8/1/2017
Date Retired:	
Information is located:	SSC website
Federal Regulation	668.16(e); 668.34

What is Satisfactory Academic Progress (SAP)?

Federal regulations require the Financial Aid Office to monitor the academic progress of all students seeking to earn a degree or certificate. This monitoring process is called Satisfactory Academic Progress (SAP). Satisfactory Academic Progress is required of ALL financial aid applicants at Seminole State College, including those applicants who have not previously participated in federal aid programs. It is the student's responsibility to monitor academic progress. Although the Financial Aid Office attempts to send students correspondence informing them of their status, students who do not meet the standards will be ineligible for financial aid even if they do not receive correspondence.

In addition, federal regulations require students be on pace to complete their degree or certificate before reaching the 150% maximum time frame limit (see maximum time frame eligibility section below for more information). Please note, due to additional federal requirements for students receiving financial aid, there are differences between SSC's "Academic" Satisfactory Academic Progress and SSC's "Financial Aid" Satisfactory Academic Progress.

Determination of Financial Aid Satisfactory Academic Progress Standing

Satisfactory Academic Progress will be determined for all applicants prior to being awarded financial aid. Transfer students must submit official transcripts from all prior institutions and have courses evaluated and recorded by the Admissions and Records Office before eligibility can be determined. Determination will be based on all previous academic history at all regionally accredited institutions attended regardless of whether or not financial assistance was received.

All students, no matter grade level, enrollment status or program are all evaluated by the requirements and minimum standards as set forth in this policy.

Calculating of SAP elements will be done and reviewed at the end of the Fall, Spring and Summer term.

How does a student meet Financial Aid Satisfactory Academic Progress?

In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements, stay on pace toward the completion of their degree and complete their degree on time. SSC's requirements for making Financial Aid Satisfactory Academic Progress are:

- Maintaining a cumulative grade point average of 2.00
- Successful completion of 67% of all attempted credits. This is cumulative and evaluated at the end of each term. The 67% completion is determined by dividing the cumulative hours earned by the cumulative hours attempted. This is the completion rate or pace.
- Ability to complete a declared degree or certificate within 150% maximum time frame of the published program length.



Grade Definitions

For the purposes of calculating Financial Aid SAP, grades have been defined and configured in the student information system. Please see Appendix for a record of those definitions.

Maximum Time Frame Eligibility

Federal regulations require that a student complete his/her degree or certificate within 150% of the credits required for that degree/certificate. For example, if an associate degree requires 60 credits, a student must complete the degree within 90 attempted credits. Many degrees require 62 credits. These degrees must be completed in 93 attempted credits.

Attempted credits include all credits listed on the SSC transcript. All attempted credits count toward this limit even if financial aid is not received or there are extenuating circumstances for not completing credits.

A student's record will be evaluated to determine if they are able to complete a degree or certificate within the maximum time frame allowed. When it is determined a student will not complete their program within the 150% credit limit, the student will be suspended from receiving financial aid.

Changing of Programs/Majors

FA SAP calculations will not be affected by a student changing their major or program of study. The calculations and classes/grades included will remain the same.

What are SSC's Financial Aid Satisfactory Academic Progress Statuses?

Good Standing

Student is meeting cumulative GPA requirements, completing 67% of all attempted credits and is able to graduate within 150% maximum time frame limit.

Warning

Student's cumulative GPA dropped below the requirement of 2.0 GPA (31 credit hours or more attempted) and/or student did not achieve a completion rate of 67% of all attempted credits, and student is able to graduate within 150% maximum time frame limit. A student is able to receive financial aid while on financial aid warning status, but must be meeting SAP standards at the end of the term in which they were placed on warning to remain eligible for subsequent financial aid.

Suspension

Student did not meet SAP standards while in Financial Aid Warning or Financial Aid Probation status, or it is determined that the student will not be able to graduate within 150% maximum time frame limit, or a student in Financial Aid Academic Plan status fails to follow the plan. Student is not eligible to receive any federal, state or institutional financial aid while on Financial Aid Suspension.

Probation

This status is only granted upon the approval of a Financial Aid SAP Appeal. Student may continue to receive financial aid while on probation for one semester. After that semester, it may be decided to allow the student to continue on probation so long as they do not receive a grade of D, F, W or any other unsatisfactory grade in any class. If a student should receive one of these grades they will be placed on automatic suspension.



Probation with Academic Plan

Student fails to meet SAP standards for the term in which the student is on Financial Aid Warning. This status is only granted upon the approval of a Financial Aid SAP Appeal with the condition the student follows an academic plan. The student is eligible to receive financial aid as long as the student continues to follow that academic plan. The plan will be developed by a committee and the student will be informed of the plan's requirements.

Notification of SAP Status

Upon completion of SAP calculations, the student will receive notification via their secure student email and/or via post mail, or any other notification means in which are to be documented.

Additional SAP Definitions and Information

Remedial/Developmental and ESL Courses

Students may receive financial aid for a maximum of 30 credit hours of remedial courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met. Student must demonstrate successful progress toward completion of a degree. Remedial and ESL courses are included in the calculation of cumulative GPA, the 67% pace requirement and maximum timeframe.

Repeated Courses

A student may receive financial aid for a repeated class under these conditions:

- Once for a previously passed class
- Until student receives a passing grade for a non-completed or non-passed class;
- If allowed by the College as published in the current course catalog. For example, some courses require a C or better in a prerequisite class. In such situations, for financial aid purposes only, a D is not considered passing the prerequisite course.

Audit Credits

Audit courses neither earn credit or influence grade point average and are not counted in credits attempted. Audit courses are not eligible for financial aid.

Transfer Credits

Credits taken at another institution that are officially accepted will be used in the calculation of SAP standing and will count toward the 150% maximum time frame credit limit.

Non-Traditional Credits

Non-traditional credits, such as AP, CLEP, Military, etc., that are accepted for credit at SSC and applied toward a student's program of study will not be used in the calculation of SAP standing, but will be counted in the calculation of the 150% maximum time frame credit limit for financial aid.

Academic Amnesty/Reprieve

While SSC recognizes and implements the Oklahoma State Regents of Higher Education's amnesty/reprieve policy, federal regulations deny financial aid the ability to "forgive or reprieve" any grades. All hours and grades will be consider in SAP calculations, even if the hours/grades have been labeled as "forgive or reprieve".



Consortium Agreements

Students enrolled in more than one institution under consortium agreements are subject to the home institution's SAP policy. When SSC is the home institution, credits earned at the host institution will be included in calculation of Financial Aid SAP standing and toward the 150% maximum time frame credit limit.

Institutional Scholarships

Students who are FA SAP suspended will also not be eligible for institutional scholarships. If the student is in good standing with FA SAP, the additional requirements for institutional scholarships that are more restrict than FA SAP standards will be evaluated using their academic transcript calculations.

Reinstatement of Financial Aid Eligibility

Financial aid eligibility may be reinstated when the student raises his/her cumulative GPA to the required level of 2.0 GPA and has achieved a cumulative completion rate of 67% of all credit hours attempted. Reinstatement of financial aid eligibility may also occur upon approval of a Satisfactory Academic Progress Appeal.

Satisfactory Academic Progress Appeal Process

A student may request consideration for reinstatement of financial aid eligibility through a formal appeal process by completing the Satisfactory Academic Progress Appeal form with appropriate supporting documentation. An appeal must be received and approved prior to or during a term for which aid is being requested. Aid will not be awarded retroactively for a prior term in which financial aid eligibility was suspended or during which satisfactory progress was not made. Submission of an appeal does not guarantee approval.

A student may appeal if the reason for failure to meet the minimum satisfactory academic progress standards was the result of extenuating circumstances of a serious nature, such as severe injury, extended hospitalization, death of an immediate family member for whom the student is responsible, etc. In addition, the student must be able to show that the situation that caused the poor performance has been resolved; that is, what has changed in the student's situation that will allow satisfactory academic progress to be achieved at the next evaluation. Supporting documentation of the extenuating circumstance(s) will be required.

Each application and documentation will be received by the SSC Financial Aid Appeals Committee for a determination. Additionally, it will be determined if the student should be able to meet the schools SAP standards by the end of the subsequent payment period or if an academic plan must be developed that will ensure that the student is able to meet the school's SAP standards by a specific point in time. The student will receive notification of the outcome via their secure student email and/or via post mail, or any other notification means in which are to be documented.

Appeals may result in any one of the following actions:

- Reinstatement on probation;
- Reinstatement on probation with conditions (ie. academic plan, tutoring, etc);
- Denial of reinstatement.

Maximum Time Frame Extension Appeal Process

Students have the right to request an extension of their financial aid eligibility once per degree objective should they exceed or expect to exceed the maximum credits allowed for their degree or certificate. Students will need to complete a FA SAP Appeal form and include, documentation that supports why they need the extension, and a current degree check. Submission of an appeal does not guarantee approval.



Each application and documentation will be received by the SSC Financial Aid Appeals Committee for a determination. The student will receive notification of the outcome via their secure student email and/or via post mail, or any other notification means in which are to be documented.

If an appeal is approved, coursework will be limited to courses required for the completion of the degree or certificate. In addition, a student must maintain a minimum cumulative GPA of 2.0 and successfully complete all courses listed on their academic plan. Failure to meet the requirements of the approved time frame appeal will result in suspension of financial aid eligibility.