



Policies & Procedures

Policy Number
6020

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05/10/16

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FINANCIAL AID STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

POLICY

The Higher Education Act (HEA) requires that a student maintain satisfactory academic progress (SAP) in the student's program of study to be eligible to receive Title IV funds. Repeated courses as well as academic credits transferred from another school are included in the evaluation of a student's compliance with this policy. Sherman students who wish to be considered for financial aid must maintain SAP as set forth in this policy.

Federal regulations mandate that a student's SAP be measured at least annually. It is Sherman College policy to review a student's academic performance at the end of each quarter (payment period).

SAP is measured in two ways, qualitative and quantitative (pace). Qualitative is a measure of a student's grade point average (GPA). Quantitative, or pace, measures a student's progress through the program to make certain the student is on track to complete the degree program within the maximum time allowed.

To meet the qualitative requirement a student must maintain a quarterly and cumulative grade point average of 2.2 or above.

To meet the quantitative requirement (the maximum length of time to complete an academic program is 150 percent of the published length of the educational program, or 21 quarters), the student must receive a passing grade for a minimum of 66.67 percent of attempted credits each term to maintain pace. Quantitative progress will be measured at the end of the first academic year (1st, 2nd and 3rd quarter). Following the first academic year, student progress will be measured at the end of each quarter. At the point of measurement, student must have completed 66.67 percent of quarterly requirements per curriculum to maintain satisfactory progress.

Both qualitative and quantitative progress is monitored by the department of academic affairs in accordance with Policy 1051 (Academic Standing). This policy contains additional information on how GPA and pace of completion are affected by incompletes, withdrawals, repetitions and transfer of credit from other schools.

Failure to Meet SAP

The financial aid office will notify students who fail to meet SAP of their financial aid status, which include:



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Financial Aid Warning:

A student that does not meet the SAP eligibility criteria is placed on Financial Aid Warning for the term following the deficiency. A student is eligible to receive financial aid during the warning period. At the end of the warning period if the student performance meets the SAP eligibility requirements, student will continue to receive financial aid. If student does not meet the SAP eligibility criteria, the student will be placed on financial aid suspension and will not receive additional Title IV funds. The student will have the opportunity to submit a written appeal for financial aid probation status to the financial aid committee.

A student in warning will receive a letter from the director of financial aid in regards to how this status affects financial aid eligibility requirements.

Financial Aid Probation status:

Student who has successfully appealed for financial aid probation status will continue to receive financial aid for one more quarter. At the end of the period if the student's performance meets the SAP eligibility requirements, the student will regain financial aid eligibility and continue to receive Title IV funds. If the student does not meet the SAP eligibility criteria, the student will be placed on financial aid suspension and will not be eligible to receive additional Title IV funds.

Financial Aid Suspension status:

A student who does not meet the SAP eligibility requirement by the end of the warning period and who either fails to submit a written appeal for Financial Aid Probation Status or has such appeal denied, will be placed on financial aid suspension, additionally, a student who does not meet the SAP eligibility at the conclusion of the Financial Aid Probation period, will be placed on Financial Aid suspension status. Financial Aid cannot be received while on this status.

Students who choose not to appeal or have their appeal denied may regain their eligibility for financial aid by enrolling using their own resources or alternative non-Federal funding and bringing their academic performance into compliance with this policy. Student must continue to be enrolled at a minimum half time.

SAP Appeal for Financial Aid Probation Status

A student, whose financial aid has been suspended at the end of the warning period, may appeal to be placed in a financial aid probation status. Approval of the probation status allows the student to continue to receive financial aid for one quarter. Appeals are considered by the financial aid committee within guidelines set by the US Department of Education (DOE). The



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DOE guidelines stipulate the student must explain the special circumstance that caused him/her to fail to meet the minimum standards of academic progress, and the student must also explain what has changed that would enable him/her to regain good academic standing.

Mitigating circumstances as defined by the US Department of Education include:

- Death of a relative
- Serious illness or injury to the student
- Other special circumstance

Supporting documentation of the above must be included with the letter of appeal.

The appeal must also include an explanation to include:

- Why the student failed to maintain SAP
- What has changed in the student's situation that will allow the student to demonstrate SAP at either the end of the probation quarter or during , or at the end of a specified academic plan
- A statement regarding student's plan to achieve SAP

Students returning to the institution will return with the SAP status calculated at the time they left. Students not meeting SAP upon their return will be responsible for using their own resources or using Private loans. Once the students are meeting SAP, they must self-identify to the financial aid office and request to be re-evaluated for federal aid.

VA benefits for VA students not meeting Academic Progress

VA students are eligible for benefits during the warning period. In the event that SAP is not achieved by the end of the warning period, the college will notify VA and the student will not be eligible for benefits until he or she meets SAP requirements.

Students will have the opportunity to submit a written appeal for financial aid probation status under Title IV funds to the Financial Aid Committee. If successful in his or her appeal, after completing required documents with the Department of Education, the student will be eligible for Title IV funds during this period.

If a VA student is unsuccessful during final **academic** probation or his or her appeal for **academic** dismissal, the VA student may apply for re-admission following a six-month waiting period. However, VA will re-evaluate if the student remains eligible for VA benefits.



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Additional counseling and tutorial assistance are available to VA students to resolve academic or other problems through VA.

REFERENCE POLICY 1051 (ACADEMIC STANDING) FOR GUIDELINES AND PROCEDURES ESTABLISHED BY THE DEPARTMENT OF ACADEMIC AFFAIRS.