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**SAP Definition** USA Funds  
University



Satisfactory academic progress is the level of academic advancement required of students by the HEA to receive federal student aid.

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**Agenda** USA Funds  
University

- Establishing SAP Policies.
- Evaluation Period.
- SAP Standards.
  - Qualitative Standards.
  - Quantitative Standards.
- Additional SAP Components.
- Federal Aid Eligibility.
- Appeals.
  - Academic Plans.
- Student Notification.
- Consumer Information Requirements.

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**Establishing SAP Policies** USA Funds  
University



- Reasonable standards.
  - Financial aid recipients vs. non-recipients.
- Consistent application of standards.
  - Enrollment statuses.
  - Grade levels.
  - Academic programs.
- Evaluation period.

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**SAP Standards**  
Qualitative and Quantitative Standards USA Funds  
University

Students must meet **both** qualitative and quantitative standards to remain eligible for aid.

- Qualitative standards:
  - School-defined for programs of two years or less.
  - Federally-defined for programs of more than two academic years in length.
- Quantitative standards:
  - School-defined for all programs.



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**Qualitative Standards** USA Funds  
University

Grades, work projects completed or other comparable factors that are measurable against a norm.

By end of second year:

Maintain "C" average or equivalent.	OR	Maintain standing consistent with graduation.
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## Qualitative Standards

USA Funds  
**University**

• Sample GPA Progression:

Incremental Evaluation Period	Cumulative GPA Requirement	
	Standard Rate	Graduated Rate
First Year	2.00	1.50
Second Year	2.00	1.68
Third Year	2.00	1.86
Fourth Year	2.00	2.00

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## Case Study

Greta

USA Funds  
**University**

Semester	Semester GPA	Cumulative GPA	Meeting Standards?	
			Standard Rate	Graduated Rate
1	2.23	2.23	Yes	Yes
2	1.57	1.90	No	Yes
3	2.01	1.93	No	Yes
4	2.35	2.04	Yes	Yes
5	1.89	2.01	Yes	Yes

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## Quantitative Standards

USA Funds  
**University**



Schools must establish the normal time frame for completion of each program of study.

- Maximum time frame.
- Completion standards.
- Pace.

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## Quantitative Standards

### Maximum Time Frame



The normal time frame for completion of each program of study.



- Undergraduate programs:
  - 150 percent of program length.
- Graduate/professional programs:
  - School-defined standard.

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## Quantitative Standards

### Maximum Time Frame



- Sample (Maximum Time Frame):

	Established Program Hours	Maximum Time Frame
Credit-Hour (term-based)	120 credit-hour program	120 x 150% = 180 hours
Credit-Hour (non-term-based)	30 credit-hour program	30 x 150% = 45 hours
Clock-Hour	26 week program	26 x 150% = 39 weeks

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## Quantitative Standards

### Completion Standards



- Fixed Completion Standard (percentage):

$$\frac{\text{Established Program Hours}}{\text{Maximum Time Frame Hours}} = \text{Minimum Completion Percentage}$$

	Program Requirement	Maximum Time Frame	Minimum Completion Percentage
Credit-Hour	120 hours	180 hours	120 ÷ 180 = 66.7%

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## Quantitative Standards

### Completion Standards



- Sample Graduated Completion Standards:

Evaluation Period	Minimum Completion Percentage
Year 1	60%
Year 2	65%
Year 3	70%
Year 4 and beyond	75%

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## Quantitative Standards

### Pace



- Student's individual pace must be calculated each evaluation period.

$$\text{Pace} = \frac{\text{Cumulative number of hours successfully completed}}{\text{Cumulative number of attempted hours}}$$

- Student's pace must be compared to minimum completion rate based on program requirements and maximum time frame.

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## Case Study

### Carter



- Term-based program.
- Requires 120 hours to graduate.
- Must complete within 150 percent time frame.

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**Case Study**  
Carter

USA Funds University

- What is the maximum number of hours he may attempt?
- What is the minimum completion percentage Buckhead could establish to ensure completion of program within the maximum time frame?

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**Case Study**  
Carter

USA Funds University

- Buckhead established a minimum cumulative completion rate of 75 percent.
  - Carter has attempted 64 credit hours and has successfully completed 56 of those credits.
- What is Carter's pace toward completion?

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- Is Carter's pace meeting Buckhead's SAP standard?

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## Additional SAP Components



- Academic-amnesty courses.
- Changes in course of study.
- Incomplete grades.
- Leaves of absence.
- Nonstandard courses.
- Program completion.
- Repeated courses.
- Transfer credits.



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## Example

Maria



- Transferring from Rosen College.
- 40 hours on transcript.
- New school only will accept 25 hours toward her program.

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## Example

Maria



- Determine her attempted and completed hours, and pace of completion.

$$\text{Pace} = \frac{\text{Cumulative number of hours successfully completed}}{\text{Cumulative number of attempted hours}}$$

Transcript Hours	Transferred Hours	Attempted Hours	Completed Hours	Pace
40	25	40	25	62.5%

Transcript Hours	Transferred Hours	Attempted Hours	Completed Hours	Pace
40	25	25	25	100%

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**Additional SAP Components** 

- Academic-amnesty courses.
- Changes in course of study.
- Incomplete grades.
- Leaves of absence
- Nonstandard courses.
- Program completion.
- Repeated courses.
- Transfer credits.
- **Withdrawals and absences.**
- **Written arrangements.**

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**Federal Aid Eligibility**  
Financial Aid Warning and Probation 

	Financial Aid Warning	Financial Aid Probation
Definition	Assigned when not meeting SAP at end of a payment period.	Aid reinstated due to successful appeal.
Required Student Action	No appeal required.	File SAP appeal with school.
Eligibility for Aid	Aid may be paid for the subsequent payment period.	Aid may be paid for the subsequent payment period. Must be making SAP or successfully following established academic plan.

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**Federal Aid Eligibility**  
Frequency of SAP Evaluation

USA Funds University

- May review groups of students at different intervals:
  - Undergraduate vs. graduate students.
  - Underclassmen vs. Upperclassmen.
  - Different programs.
- Must be consistent in review within each group.
- Must apply warning and probation statuses based on review frequency within groups.

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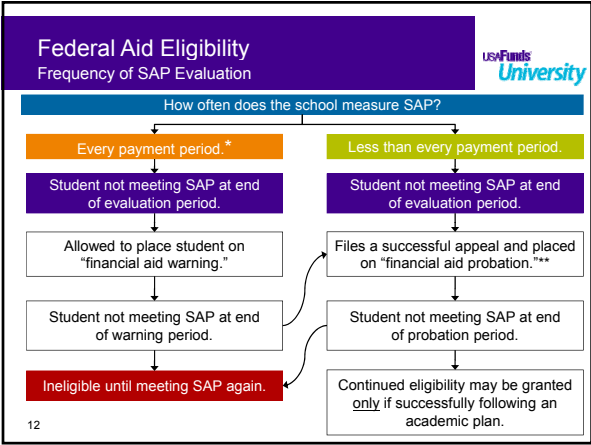
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## Appeals



- Schools allowing appeals must:
  - Outline circumstances under which appeal may be warranted.
  - Define required elements.
  - Determine if standards can be met after next payment period or develop plan for meeting standards by a certain date.
- Schools not allowing appeals must explain how eligibility may be regained.

Schools are allowed to have additional requirements of students who are on financial aid probation.

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## Appeals

### Academic Plans



- **Must:**
  - Be used if student cannot meet SAP at end of probationary period.
  - Ensure the student will meet SAP at a later date.
  - Be reviewed after the probationary payment period. Then may be reviewed as frequently as other aid recipients.

If successfully followed, student can continue to receive aid, even if not meeting SAP standards.

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## Case Study

Bill



- Olson College measures SAP each quarter.
- Students must:
  - Have a cumulative 2.0 GPA.
  - Complete 75 percent of cumulative coursework.
- At end of spring term:
  - GPA: 1.93.
  - Hours attempted: 70.
  - Hours completed: 40.

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**Case Study** SAP Standard  
GPA = 2.0  
Pace = 75%

Bill

- Determine Bill's pace.

- Based on his GPA of 1.93 and pace, is he making SAP?

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14 SP SU FA WIN SP

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**Case Study** SAP Standard  
GPA = 2.0  
Pace = 75%

Bill

- Bill is placed on financial aid warning status for fall quarter. What must he do to continue receiving aid in future terms?

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**Case Study** SAP Standard  
GPA = 2.0  
Pace = 75%

Bill

- After fall term, Bill's academic standing is:
  - GPA: 2.01.
  - Hours attempted: 82.
  - Hours completed: 52.
- Determine Bill's pace. Based on his GPA and pace, is he making SAP?

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**Case Study** SAP Standard  
GPA = 2.0  
Pace = 75%

Bill

- Bill submits an appeal and plans to enroll in 12 hours for the winter quarter.
- If he successfully completes all 12 hours with at least a 2.0 GPA for the quarter, will he make SAP?

14 SP SU FA WIN SP

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**Case Study** SAP Standard  
GPA = 2.0  
Pace = 75%

Bill

- Does an academic plan need to be established as part of the appeal process? Why or why not?

14 SP SU FA WIN SP

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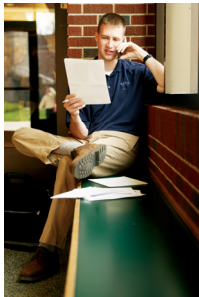
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## Student Notification



- Changes to aid eligibility as a result of SAP evaluation.
- Written notification.
  - Explain criteria to maintain or regain eligibility.
  - Standard form or specific letters.
- Provide opportunity for discussion.
  - Understanding appeal process.
  - Future expectations.
- Document, document, document!

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## Consumer Information Requirements



- Schools must disclose SAP policies to enrolled and prospective students.
- Disclosure must include:
  - SAP standards.
  - Retaining eligibility.
  - Re-establishing eligibility.



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