# Satisfactory Academic Progress (SAP) Policy

The Financial Aid Office is required by federal regulations to periodically review financial aid recipients to ensure that they are making academic progress towards the completion of their program of study.  Satisfactory academic progress for financial aid recipients is measured by both qualitative and quantitative standards and is an assessment of a student's cumulative academic record while in attendance at the institution.

Qualitative Standard - Cumulative GPA (CGPA) Component
A student must maintain a minimum cumulative grade point average as noted below in order to be making satisfactory academic progress.  A GPA calculator is available at
https://www.ccsnh.edu/admissions/gpa-calculator/

| Total Credits Passed at Institution | Minimum Cumulative Grade Point Average Required for the Program | |
|---|---|---|
| | Certificate/Diploma | Associate Degree |
| 0 – 13 | 1.50 | 1.50 |
| 14 – 27 | 2.00 | 1.70 |
| 28 – 40 | 2.00 | 1.80 |
| 41 + | 2.00 | 2.00 |

Quantitative Standard – Completion Rate Component & Maximum Timeframe Component
Completion Rate Component
A student must complete at least 2/3 (66.67% of the credits attempted.

Maximum Timeframe Component
A student may receive student federal aid for any attempted credits towards his or her program of study as long as those credits do not exceed 150% of the published length of the student's program of study.

For example, a student enrolled in an eligible 18 credit certificate program can receive financial aid for up to 27 credits attempted. Likewise, a student enrolled in a program of study that requires 60 credits to earn the degree can receive student federal aid for a maximum of 90 credits attempted.

If a student changes curriculum programs or graduates and requests a second degree, a degree audit will be completed and evaluated to determine what portion of the requirements for that curriculum has been satisfied. Students who seek a dual degree may appeal for an extension of the maximum time frame provision of this policy. Appeals will be evaluated on an individual, case-by-case basis.

In general, coursework that is taken while in attendance at the CCSNH institution is considered when reviewing a student's academic record for satisfactory academic progress. However, there are some exceptions. Please see the section on Treatment of Repeated Courses, Audited Courses,

Incompletes, Developmental/Remedial Courses, English as a Second Language Courses (ESOL), Credits by Examination, Non-punitive grades, Pass/Fail Grades, Withdrawals.

| | Cumulative GPA Component | Completion Rate Component | Maximum Timeframe Component |
|---|---|---|---|
| Academic Amnesty | Y | Y | Y |
| Repeat Courses | Y | Y | Y |
| Transfer Credits | N | Y | Y |
| Consortium Credits | N | Y | Y |
| Developmental/ Remedial/ESOL | Y | Y | Y |
| Incompletes | Y | Y | Y |
| Audit Courses | N | N | N |
| Non-punitive Grades | N | Y | Y |
| Pass/Fail Grades | N | Y | Y |
| Withdrawals | N | Y | Y |

Academic Periods Included in the Review
The qualitative and quantitative standards of the Satisfactory Academic Progress policy will be used to review the academic progress for all periods of the student's enrollment. Even periods in which the student did not receive federal student aid will be included in the review. Additionally, periods for which the student was granted academic amnesty will be included in the review.

Timing of the Review
The Financial Aid Office of the CCSNH institution will evaluate a financial aid recipient's satisfactory academic progress upon completion of each semester within the academic year of the program the student is enrolled in.

Results of the Review
       Meeting Satisfactory Academic Progress (SAP) Standards
       Students who meet SAP standards will be coded as making Satisfactory
       Academic Progress and will retain eligibility for federal student aid for the next
       semester of enrollment.
       Satisfactory Academic Progress (SAP) Warning
       Students who do not meet SAP standards will be placed on SAP warning for
       one semester. Students placed on SAP warning will retain eligibility for
       federal student aid for the warning semester.

       At the end of the warning period, SAP standards will be reviewed. If the
       student meets SAP standards, he/she will be coded as making satisfactory
       academic progress and retain eligibility for federal student aid for the next
       semester of enrollment. If the student is still unable to meet SAP standards,

he/she will be ineligible for federal student aid at the institution until he/she is able to meet SAP standards or granted Probation.

Satisfactory Academic Progress (SAP) Suspension
If the student is still unable to meet SAP standards after his/her Warning Period, he/she will be ineligible for federal student aid at the institution until he/she is able to meet SAP standards or has been granted Probation.

Satisfactory Academic Progress (SAP) Probation
A student who becomes ineligible for federal student aid may appeal for a review of that determination. If the appeal is granted, a student is assigned a SAP status of Probation. Generally, all students must have an academic plan if he/she requires more than one semester to reestablish financial aid eligibility. During Probation, the student is eligible to receive federal student aid.

## Appeal Process

A student who becomes ineligible for federal student aid may appeal for a review of that determination.  The student appeal request and any supporting documentation or degree audit must be submitted to the Financial Aid Office.  A successful appeal results in Probation and allows the student to be eligible for federal student aid for his/her probationary period.

A student choosing to submit an appeal of his/her SAP review results may be requested to submit the following information to the Financial Aid Office:

1) A written explanation of the circumstances that prevented him/her from achieving SAP standards, documentation of any extenuating circumstances, and what has changed in his/her situation that will allow him/her to achieve satisfactory academic progress unless the situation was evident. The Financial Aid Appeals Committee reserves the right to request further information from the student to support information provided in his/her explanation.
2) An academic plan which the student will follow to regain satisfactory academic progress.
3) If a student changes curriculum programs, is working toward multiple degrees/certificates, or graduates and enrolls in a second degree and then reaches 150% of the credits required for the new degree (or primary degree/certificate in the case of multiple degrees/certificates), a degree audit or academic plan may be requested with the appeal and will be evaluated on an individual, case-by-case basis.

## Regaining Eligibility

Unless an appeal is granted, a student can regain financial eligibility only by taking action that brings him/her into compliance with both the qualitative and quantitative components of the CCSNH institution's satisfactory academic progress policy. Neither paying for one's own classes nor sitting out a semester affects a student's SAP standing, so neither is sufficient to re-establish financial aid eligibility.

If a financial aid recipient believes he/she is meeting Satisfactory Academic Progress standards then he/she can request to have his/her SAP standing reviewed upon completion of the semester. If the student is found to be meeting both the qualitative and quantitative components of the SAP policy and to not have exceeded maximum time frame, then his/her status will be updated to reflect he/she is meeting Satisfactory Academic Progress standards, and the student will be eligible to receive Title IV financial aid the next semester.