

## **Satisfactory Academic Progress Policy (SAP) for Title IV Recipients**

Federal regulations (HEA Sec. 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34) require students who receive assistance from federal financial aid (Title IV, HEA programs) must maintain satisfactory academic progress (SAP) toward the completion of a degree as defined by the Arkansas Colleges of Health Education (ACHE).

SAP is measured by the institution at the end of each semester based upon quantitative, qualitative or other standards as outlined in this policy. ACHE defines a semester or term as a payment period. This policy applies to all students enrolled at ACHE.

The standards set forth in the Arkansas Colleges of Health Education SAP policy meet or exceed the federal requirements set forth in the Federal Student Aid Handbook.

### **SAP Standards:**

#### **1) Quantitative Measures of Academic Progress – Timeframe for Completion:**

- **Maximum Timeframe:** Students must complete their degree within a timeframe of no longer than 150% of the published length of their program to maintain SAP. All credit hours attempted in a student's program of study at ACHE are measured in the maximum time frame calculation.
- **Pace of Progression:** Students must complete at least 67% of the credit hours they attempt for his or her program of study to maintain SAP. A student's pace of progression is calculated by dividing the total number of credit hours the student has successfully completed by the total number of credit hours attempted for his or her program of study at ACHE.

#### **2) Qualitative Measures of Academic Progress – Grade Point Average:**

- **Grade Point Average (GPA):** Students enrolled in course(s) with a GPA component are required to maintain a minimum cumulative GPA of 2.00 to maintain SAP. Refer to the Academic Catalog and Handbook for the grading scale of each program.

#### **3) Other Standards:**

- **Good Academic Standing:** Students must be in good academic standing to maintain SAP. Refer to the Academic Catalog and Handbook for academic standing of each program.
- **Academic Probation/Suspension/Dismissal:** Students who are placed on academic probation, suspension or dismissal are considered as not meeting SAP.

## **Grades:**

- **Incomplete/Withdrawal/Fail Course Work:** Grades of I (Incomplete), W (Withdrawal), F (Fail) are counted as attempted credit hours but not as earned credit hours in determining SAP. Students may request SAP calculation to be re-calculated retroactively for grades of I that are converted to a final grade.
- **Other Grades of Pass/Fail:** Other Grades of Pass/Fail are not counted in a student's GPA but are counted in the attempted credit hours in determining SAP. Other Grades of Fail are not counted as earned credit hours in determining SAP.
- **Passing Grades:** Grades of A, B, C, H (Honors), HP (High Pass), P (Pass), 2.0, 3.0 and 4.0 are considered as passing grades at this institution and will be counted in the total number of credit hours completed in determining SAP. Grades that are changed after SAP evaluation was completed will be recalculated into the current SAP calculation.
- **Repeat/Remediation Courses:** Repeated or Remediation courses are counted as attempted and earned credit hours in the current SAP calculation for a student's program of study at ACHE. Refer to the academic catalog and handbook for each program to determine how repeat and remediation classes are calculated in the GPA.
- Course(s) repeated more than once that was previously passed will be ineligible to receive funds from Title IV, HEA programs for that same course(s).
- **Transfer Credit(s):** Approved transfer credit hours from another college into a program of study at ACHE will be used in the quantitative assessment but will not be used in the qualitative assessment in determining SAP. Approved transfer credit hours from another program of study at ACHE will be used in the quantitative and qualitative assessment in determining SAP.

**Title IV SAP Evaluation Process:** The Office of Financial Aid determines if a student is no longer meeting the institution's minimum SAP standards at the end of the semester and will notify those student's via e-mail. Students who are placed on Financial Aid Suspension are not eligible to receive funds from Title IV, HEA programs.

Students on financial aid warning, probation, academic plan or suspension are strongly encouraged to meet with financial aid staff each semester to discuss his or her current and future eligibility for Title IV, HEA funds.

- **Title IV SAP Status – Good Standing:** Students who meet the minimum SAP standards at the end of a semester are in good standing and eligible to receive funds from Title IV, HEA programs.
- **Title IV SAP Status - Warning & Suspension:** Students who fail to meet the minimum SAP standards at the end of a semester will be placed on Financial Aid Warning for Title

IV purposes. A student on financial aid warning may continue to receive funds from the Title IV, HEA programs for the next semester only.

A student who is placed on Financial Aid Warning for one semester and does not meet SAP by the end of the semester will be placed on Financial Aid Suspension for Title IV purposes with the right to appeal and will lose their eligibility to receive funds through the Title IV, HEA programs.

A student who is placed on Financial Aid Warning and meets the minimum standards of SAP by the end of the semester will be placed into Good Standing. A student in good standing is eligible to receive funds from Title IV, HEA programs.

**Financial Aid Appeal:** Students on Financial Aid Suspension with unusual/mitigating circumstance(s) may request for his or her circumstances to be reviewed by submitting an Appeal Packet to the Office of Financial Aid using a Financial Aid Appeal Form. A complete appeal packet must be submitted no later than the 30th day of the semester aid is being requested reinstatement for.

Incomplete Appeal Packets will not be reviewed. Unusual/mitigating circumstances may be due to an injury, the death of a relative or other special circumstance. A student may not appeal more than two times for the same program of study at ACHE.

Submission of an appeal does not guarantee reinstatement of financial aid and a student is responsible for ensuring payment is received by the due date of each semester. Academic and monetary decisions are at the student's own discretion.

**A complete appeal packet must include:**

- 1) A typed, signed statement by the student explaining:
  - a. Reason(s) why satisfactory academic progress was not met.
  - b. What circumstance(s) have changed that will allow SAP to be met at the next evaluation.
- 2) Supporting Documentation for the appeal reason(s) and circumstance(s).

**Appeal Review:** A closed Financial Aid Appeals Committee will review appeals within 30 days of receipt to determine if the appeal will be approved or denied to re-instate eligibility to receive funds from Title IV, HEA programs. The Director of Financial Aid may elect to assign a closed ad-hoc committee to ensure timely processing or in special circumstances to make the final decision.

**Financial Aid Reinstatement:** Students who have an appeal approved will either be placed on financial aid probation with an academic plan or on an academic plan according to when it is expected they would meet the minimum SAP standards. Students on financial aid probation or an academic plan will have their eligibility reinstated for Title IV, HEA programs. Academic progress will be reviewed at the end of each semester to determine if a student is now meeting SAP.

- **Title IV SAP Status – Probation:** Students whose appeals are approved will be placed on financial aid probation with a financial aid academic plan for one semester only.
- **Title IV SAP Status - Academic Plan:** Students whose appeals are approved that may be unable to achieve SAP by the end of the semester will be placed on a financial aid academic plan until he or she is meeting the minimum requirements of SAP. Students who do not adhere to the requirements specified in the academic plan that was approved will lose their eligibility for Title IV, HEA programs.

**Regaining Eligibility:** Students who have become ineligible to receive funding from Title IV, HEA programs due to not meeting the institution's minimum SAP standards may regain eligibility once they meet the minimum SAP standards as outlined in this policy. SAP will be reviewed at the end of each payment period by the Financial Aid Office.