



Satisfactory Academic Progress Policy (SAP)

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 and qualitative 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 less than 150% of the published length of their program for graduation to maintain SAP. All credit hours attempted in a student's program of study at ACHE are measured in the maximum time frame calculation.

A student's maximum timeframe is calculated by multiplying the total number of hours required for graduation by 150%.

- **Pace of Progression:** Students must be academically progressing and complete at least 67% of the credit hours attempted for his or her program of study at ACHE to maintain SAP. All credit hours attempted in a student's program of study at ACHE are measured.

A student's pace of progression for a program of study is calculated by dividing the total number of credit hours successfully completed by the total number of credit hours attempted.

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 or higher at ACHE. Refer to the programmatic Student Handbook for minimum GPA requirement.

Grades:

- **Incomplete/In-Progress/Withdrawn/Withdrawn Passing/Withdrawn Grades:** Grades of I (Incomplete), IP (In Progress), W (Withdrawn), WP (Withdrawn Passing), WF (Withdrawn Failing) are counted in the attempted credit hours but are not counted in the GPA or in the earned credit hours.
- **Fail Grades:** Grades of F (Fail) are counted in the attempted credit hours and in the GPA but not in the earned credit hours.
- **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 and will be counted in the total number of earned and attempted credit hours. Grades of A, B, C will be counted in the GPA. Grades of H (Honors), HP (High Pass) or P (Pass) will not be counted in the GPA. Refer to the programmatic Student Handbook to determine how passing grades are calculated in the GPA.

Grades changed to passing after SAP calculation has occurred may be used in recalculating SAP status retroactively for a completed payment period within the current academic year if a Direct Loan could be originated retroactive to the beginning of the loan period.

- **Retaken/Remediated Courses:** Grades of Retake (R) or Remediated (X) courses are counted as attempted and earned credit hours. Refer to the programmatic Student Handbook to determine how repeat and remediation courses 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 or from another program at ACHE into a current program of study will be counted in the earned and attempted credit hours. Approved transfer credit hours will not be calculated in the GPA. Refer to the programmatic Student Handbook to determine how transfer credits are approved.

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 current or returning students 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 a Financial Aid Officer each semester to discuss his or her current

and future eligibility for Title IV, HEA funds.

- **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.
- **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 petition the institution by submitting a complete appeal packet so his or her circumstances may be reconsidered for eligibility of federal student aid. Incomplete Appeal Packets will not be reviewed. A student may not appeal more than two times for the same program of study at ACHE.

Unusual/mitigating circumstances will be determined by the school on an individual basis may consist of but are not limited to:

- The death of a relative;
- Injury or Illness of the student; or
- Other special circumstances

To submit an appeal a complete Appeal Packet to the Office of Financial Aid using a Financial Aid Appeals Request Form. A complete appeal packet must be submitted no later than the 30th day of the semester aid is being requested reinstatement for.

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 the following:

- 1) A typed, dated, and 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 the student to make SAP at the time of the next SAP evaluation.
- 2) Supporting Documentation for the appeal reason(s) and circumstance(s), such as but not limited to:
 - a. Timeframe of circumstances
 - b. Unbiased third-party testimony familiar with the student's circumstances
 - c. Physician in cases of illness or injury; and/or
 - d. Academic advisor, course professors, tutors, etc.

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 or 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 that may be able to achieve SAP by the end of the semester will be placed on financial aid probation for one semester only. If unable to achieve SAP by the end of the semester will be placed on financial aid suspension.
- **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 ACHE Office of Financial Aid.