

The U.S. Department of Education requires that all students who receive financial aid make progress toward completion of their programs of study. Satisfactory Academic Progress (SAP) is the measure of a student's overall academic progress. Labouré College has developed the following Policy to comply with the federal regulations and standards. Students who do not meet these standards may not receive financial aid, including loans.

A student's entire academic history is reviewed for the purposes of determining SAP, including credits not paid for by financial aid. For all students, progress is reviewed at the end of each academic semester after grades have been submitted.

**Standard 1 Qualitative: Cumulative Grade Point Average (GPA)**

Students must maintain a minimum GPA of 2.0 for each semester enrolled.

**Standard 2 Quantitative: Completion Rate**

Students must complete successfully a minimum of 67 percent of all courses attempted. The pace at which a student progresses through a program is calculated by dividing the total number of hours the student has successfully completed by the total number of credits attempted.

**EXAMPLE#1:** A student who has attempted three (3) courses, two 3 credit courses and one 4 credit course (total of 10 credits) must successfully complete at least 7 credits ( 3 credit and 4 credit course) of the 10 credits , ( 7 credits divided by 10 = 70%). This student would meet this standard.

**EXAMPLE #2:** A student who has attempted three (3), 3 credit courses (total of 9 credits) must successfully complete **all** classes to meet standard. If the student only completed 2 courses the student would not be meeting the SAP standards (6 credits divided by 9 credits = 66%).

**Attempted and Incomplete credits**

All credits for which a student has registered are considered attempted credits whether or not the course is completed. Repeated courses as well as grades of F, course withdrawals (W, WP, WF), and courses that are not completed (I) at the end of the each semester are included as attempted. Normally, an incomplete credit is changed to a failure (F), if still incomplete after one semester.

**Repeated credits**

These credits are included in the calculation for both attempted and earned credits. If a student retakes a course for which they have already earned credit, (passed the course), they may only receive aid to cover the repeated course once.

**Transfer credits**

Credits from other colleges that were accepted by Labouré are counted as attempted and earned.

**Standard 3: Maximum Timeframe: 150% Rule**

Students must complete their programs in no more than 150% of the published length of the educational program. Students who do not complete a program within this timeframe are no longer eligible to receive financial aid. Up to thirty developmental credits are exempt from this requirement.

**Transfer Credits**

All transfer credits that have been or could be applied to the student's current program of study are considered when calculating the maximum timeframe requirements for the program.

### **Program changes**

All earned and attempted credits (including grades of F, W WP WF, I, and repeats) that have been or could be applied to the new program of study are considered when calculating the maximum timeframe requirements for the new program.

### **Grad/Re-admit**

All earned credits that have been applied to the new program of study are considered when calculating the maximum timeframe requirements for the new program.

### **SAP Review Status**

A student's SAP status is updated at the end of each semester based on the following standards:

### **Academic and Financial Aid Warning**

Any student in a degree or certificate program who does not meet Standards 1 and/or 2 for the first time is formally placed on warning. A student will be notified via their College student email informing him or her of the warning.

Students who are placed on warning are eligible to receive financial aid during the next semester. At the end of the warning period the following action will occur:

- A student is removed from warning if the student meets all SAP standards; or
- A student is placed on suspension if, after the warning period, the student is not meeting Standards 1 and/or 2.

### **Academic Dismissal and Financial Aid Suspension**

If SAP standards 1 and/or 2 are not met after the warning period, the student is placed on financial aid suspension and academic dismissal. A student placed on suspension is no longer eligible to receive any form of financial aid. A student will be notified via their College student email and by mail of their suspension. Additionally, students who are placed on suspension for failing to complete their program within 150 percent of the published program length will receive a letter in the mail and email informing them of their status.

Financial aid eligibility can be reinstated if the student either:

- Enrolls and pays for courses raising his/her GPA and/or completion rate to meet the required SAP standards; or
- Successfully appeals the suspension status.

### **Appeal**

A student has the right to appeal a financial aid suspension and academic dismissal due to mitigating circumstances such as, but not limited to, illness, military service, or a previously undiagnosed learning disability. The following must be completed and submitted to the One-Stop Student Service Center:

- Appeals must be submitted, *in writing*, using the *Satisfactory Academic Progress Appeal Form*. The form must be reviewed and signed by the student and an Academic Advisor;
- *Documentation* verifying the special circumstances (e.g., doctor's letter, third-party letter); and
- An *Academic Progress Plan*.

The Appeal Committee considers all appeals. Notification of the decision is sent to the student's College email account and by mail. The student receives the notification within two (2) weeks of the date the appeal is received or after the semester's final grades have been posted. If the appeal is granted, the student is placed on probation, and the student is eligible to receive aid for the appealed semester. At the end of the appeal semester, the student's academic progress is reviewed. If the conditions of the appeal are not met, the student is no longer eligible to receive financial aid. If the conditions of the appeal are met, the student continues to be eligible for aid. However, the conditions of the appeal are reviewed each semester until the student is making SAP.

Normally, students who are granted an appeal and placed in a probation status are allowed to enroll in fewer than 12 credits the following semester. Students that wish to take more than the recommended number of credits must appeal the recommendation to the Vice President of Academic Affairs or designee.

**SOURCE:** *FSA Handbook, Volume 1, Chapter 1*