



# Satisfactory Academic Progress Policy

Federal regulations require prospective and current recipients of Title IV Aid to meet Satisfactory Academic Progress (SAP) toward an eligible degree or certificate program.

Title IV Aid includes:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Subsidized and Unsubsidized Loans
- Federal Work Study (FWS)
- Federal Plus Loans

SAP will be evaluated after each fall, spring, and summer semesters. All students are required to maintain SAP, even if no financial aid was previously received.

It is the student's responsibility to review their academic progress and compare it to the standards of this policy to ensure awareness of how their academic progress may impact their eligibility to receive federal financial aid. Students are encouraged to proactively seek assistance with their coursework. It is especially in that any change to a students' SAP may immediately affect federal financial aid eligibility for the next semester. All SAP notices will be sent to the student's official UA-PTC email account.

## General Requirements

Satisfactory Academic Progress is determined by three measurements: Cumulative Grade Point Average (CGPA), Pace of Progression, and Maximum Time Frame.

### Cumulative Grade Point Average (CGPA)

Students must maintain a CGPA based on hours attempted as shown below:

Credit Hours Attempted	Required Minimum CGPA
1-29 hours	1.75
30 hours or above	2.00

Transfer credits are not included in UA-PTC's cumulative grade point average.

### Pace of Progression

Students must successfully complete 66.67% of cumulative hours attempted. Cumulative hours attempted includes hours earned, remedial hours earned, repeated hours, transfer hours and grades of F, W, WX and INC.

Pace of Progression Formula	
$\frac{\text{Total Cumulative Hours Earned}}{\text{Total Cumulative Hours Attempted}} \times 100$	= Pace of Progression

Transfer credits are included in UA-PTC's Pace of Progression calculation.

### Maximum Time Frame

The maximum number of hours a student will be eligible for Title IV aid is limited to 150% of the hours required for their program of study. A student will lose eligibility for Title IV aid when they have attempted more than 150% of the hours required for their program of study.

Attempted hours include all hours posted to the academic transcript, including all hours earned, remedial hours earned, repeated hours, transfer hours and grades of F, NC, W, WX, and INC. All enrollment periods count toward the maximum time frame regardless of a change in degree or major. Repeated coursework will count in the review of a student's Maximum Time Frame.

Examples of Maximum Time Frame Calculations	
Technical Certificate Program – 40 credits	150 percent x 40 = 60 credits
Associates Degree Program – 60 credits	150 percent x 60 = 90 credits

Transfer credits are included in UA-PTC's Maximum Time Frame Calculation.

**NOTE:** This policy is separate from the Academic Probation and Suspension Policy administered by the Registrar's Office.

## Financial Aid Warning

Students who fail to meet the standards of the SAP policy will be placed on Financial Aid Warning the following fall, spring or summer semester of UA-PTC enrollment. Students on warning will be eligible to receive financial aid.

## Financial Aid Suspension

Students who fail to meet the minimum SAP requirements at the end of their Financial Aid Warning semester will be placed on Financial Aid Suspension and will lose their eligibility to receive federal financial aid. Please note the Financial Aid Suspension will not prevent a student from registering for courses; however, the student will be responsible for paying their tuition and fees at their own expense.

To regain federal financial aid eligibility, students must complete course work at their own expense until the policy minimums are met or, submit a financial aid appeal for review that ends up being approved with the student being placed on probation. Students placed on probation are eligible for federal financial aid (see additional appeal information below). If a student is on Financial Aid Suspension because the maximum time frame to complete a program is exceeded, paying out of pocket **will not** allow them to regain aid eligibility. A financial aid appeal would be required. The steps to the appeal process are detailed in the Appeals to the Satisfactory Academic Progress Policy section.

## Notification of SAP Status

The Financial Aid Office will email each student's UA-PTC email account notifying them if they were placed on SAP Warning, SAP Suspension, or changed to a good SAP standing.

Failure to receive notification does not dispute or reverse the termination of a student's eligibility to receive federal financial aid.

## Appeals to the Satisfactory Academic Progress Policy

Students have the right to appeal their financial aid suspension once per semester, through our online UA-PTC Satisfactory Academic Progress Appeal Form, located on the financial aid website: <https://uaptc.edu/financial-aid/sap>. All appeals must include the completed appeal form and documentation to support extenuating circumstances.

Examples of mitigating or extenuating circumstances include but is not limited to:

Mitigating Circumstance	Examples of Documentation
Death of family member/friend	Obituary, death certificate
Marital Issues	Separation Agreement, divorce decree, statement from counselor/minister
Medical health issues	Statement from medical professional, medical records
Natural Disaster	Documentation indication how the student was directly impacted

## Review of Appeal

SAP appeals are reviewed by an Appeals Committee. The committee may request additional documentation before reaching a decision. *The committee's decision is final.* Students will be notified in writing of the results of the appeal in a letter sent to their UA-PTC student email account. If an appeal is approved by the Financial Aid Appeals Committee, the student will be placed on Financial Aid Probation which may include an Academic Plan.

## Financial Aid Probation

Students who have an approved appeal will be placed on Financial Aid Probation for the next semester of enrollment and may receive federal financial aid for that semester. If the student is placed on probation during the semester the appeal was approved, the student would be required to meet the standards of the policy by the end of the current semester. If the student fails to meet the standards of the policy at the end of the semester in which they were placed on probation, they will be placed on financial aid suspension for the next term and the student will not be eligible to receive federal aid until the policy standards are met at the student's expense or an appeal is approved.

## Academic Plans

Students who file an appeal may be placed on an Academic Plan. Students must follow their Academic Plan as outlined by the committee that is provided to the student in their notification letter. Any deviation from the

approved academic plan may result in the student being placed on financial aid suspension and the loss of aid eligibility.

### **Repeated Course Work**

Students may receive federal aid to repeat a successfully completed course only one time. UA-PTC defines “successfully completed” courses as earning a grade of A, B, C, D, or CR in the course. A student who is receiving financial aid for retaking a passed class and fails the second attempt, the failed course counts as their second paid retake. The student cannot receive financial aid for a third attempt.

### **Revisions to Current Policy**

The Satisfactory Academic Progress Policy is subject to change as a result of new or revised federal financial aid regulations and/or institutional policies. Should a change occur, a notice will be published school-wide and the revised policy posted on the Financial Aid Office web page.