

Satisfactory Academic Progress	Procedure Number	560
	Effective Date	1-1-19

1.0 PURPOSE

Establish the rule for acceptable academic progress when awarding and adjusting Title IX funds.

2.0 REVISION HISTORY

Adopted on: July 1993
 Reviewed on:
 March 2015
 December 2018

3.0 PERSONS AFFECTED

Students

4.0 DEFINITIONS

Federal regulations require Satisfactory Academic Progress (SAP) to be measured using all attempted coursework, including remedial coursework and transfer credit.

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

All SAP notices will be sent to the student’s official UA-PTC email account.

5.0 PROCEDURES

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

Cumulative Grade Point Average (CGPA)

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

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.

The formula used to monitor Pace of progression is:

$$\frac{\text{\# of cumulative hours earned}}{\text{\# of cumulative hours attempted}} \times 100$$

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.

Most associate degrees at UA-PTC require 60 hours to complete; therefore, eligibility is limited to 90 (60 x 1.5) attempted hours. Technical Certificates require less hours, so eligibility for those programs will be limited to fewer

attempted hours.

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 Satisfactory Academic Progress.

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. No appeal is necessary.

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.

To regain financial aid eligibility, students must complete course work at their own expense until the policy minimums are met or, if eligible, submit a financial aid appeal. If a student is on Financial Aid Suspension because of maximum time frame to complete a program is exceeded, paying out of pocket will not allow you 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 Appeals Policy section.

Appeals to the Satisfactory Academic Progress Policy

Students who can demonstrate and provide documentation of unusual or mitigating circumstances, such as illness or death in the student's immediate family, may appeal the financial aid suspension by completing a UA-PTC Financial Aid Suspension Appeal Form. This form, along with supporting documentation, must be submitted to the UA-PTC Financial Aid Office. Students will be notified in writing of the results of the appeal. The committee may request additional documentation before reaching a decision. *The committee's decision is final.* Beginning Spring 2018, students are only eligible to appeal their Financial Aid Suspension **one time** for each standard of the SAP policy (maintaining a minimum CGPA, pace of progression and time frame).

If an appeal is approved by the Financial Aid Appeals Committee, the student will be placed on Financial Aid Probation. More information is in the section for Financial Aid Probation.

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 aid for that semester. If the student is enrolled 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 does not meet the standards of the policy in one semester, 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 for a different SAP policy reason.

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 a loss of aid eligibility. Students on an academic plan are eligible to complete additional appeals but only on a basis of a different policy violation. Example, if a student appeals for time frame and is placed on an academic plan but fails to meet the CGPA standard, he could appeal again on that specific basis. However, if a student takes class not on their academic plan, he would be ineligible for an additional appeal because he violated the time frame standards by not following his academic plan precisely.

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. See table below for examples:

1 st Attempt	2 nd Attempt	3 rd Attempt	Eligible for Aid?
F	D	Enrolled	Yes
C	Enrolled	-----	Yes
D	C	Enrolled	No
D	F	Enrolled	No
W	F	Enrolled	Yes

Return of Title IV Funds

This requirement applies to students who receive federal student aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and/or William D. Ford Direct Subsidized or Unsubsidized Loan(s), but not Federal Work-Study) and completely withdraws, earns all F’s, or a combination of W’s, WX’s or NC’s in classes prior to completing 60% of the enrollment period. Additional details are outlined in the Return to Title IV Funds Policy on the UA-PTC Financial Aid Policy webpage.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees PTC Student Services	Nov 2007 Sept 2014
Ratified by:	Mason Campbell, Dean of Student Affairs	Dec 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	Jan 2018
UA Policy Alignment:		