

# SAP Desk Guide

*Financial Aid is a key factor in the Retention and Success of our students.*

**The Federal Government requires every student receiving Federal financial aid to make measurable progress toward completion of a degree, diploma, or certificate. If they do NOT meet the Standards of Satisfactory Academic Progress, they will lose their Financial Aid.**

## **Satisfactory Academic Progress (SAP):**

1. **Cumulative completion rate MUST be 67% - this includes all courses attempted – F, W, I, NC, and CF do count.** (student takes 4 courses, drops 2 courses, already at 50%)
2. **Cumulative Grade Point Average – must be 2.0 each semester or term**
3. **Length of Eligibility – A program must be completed within 150% of the number of credits required in the program.** (30 hr program must be completed within 45 hrs)

## **NEW Policies to help students maintain SAP:**

1. Changes of Major will be limited to THREE, for a total of FOUR for FA funding (*effective Fall Term forward*)
  - A. If a FOURTH change occurs, the student will be placed on FA Suspension
  - B. Student must submit an Appeal and receive an approval for FA funding
  - C. Nested changes do not count (*CNA to LPN to ADN*)
  - D. New Change of Major Form requires Student and Advisor signature
2. Completed Credentials will be limited to THREE for FA funding (*Fall Term Forward*)
  - A. Includes degrees, diplomas, and certificates
  - B. Nested programs do not count (*MTT7 and MTT3*)

## **Developmental Studies Policy**

Financial Aid can only pay for 30 hours of developmental courses (*100 level or lower*).

All Developmental courses COUNT towards the 150 % rule.

## **Academic Issues that Advisors can help students understand:**

1. Students do not understand that grades of F, W, NC, CF, and I affect all three SAP Rules.
2. When a CF or I is converted to a satisfactory grade, it may help a student on probation.
3. Prior courses completed by Re-Admit students do count in SAP.
4. Fresh Start courses that are forgiven do count in SAP calculations.

## Financial Aid FACTS

- **Complete Withdrawals** – PELL students who withdraw from all classes PRIOR to 60% of the term WILL BE REQUIRED TO PAY BACK MONEY.

Fall T Term: Oct. 18    Spring T Term: Mar 21    Summer T Term: July 5  
L Term: Nov. 12        L Term: Apr 5                    L Term: July 18

- **Financial Aid Probation** - Students MUST meet SAP rules or they will be SUSPENDED.
- **Financial Aid SUSPENSION** – If Student's APPEAL is approved, must meet ALL THREE SAP RULES. If student does not APPEAL, Financial Aid will be cancelled.
- **Financial Aid SUSPENSION a 2<sup>nd</sup> time** – students must pay for one term and show progress, then submit an APPEAL, to be considered for Financial Aid.
- **180 Attempted Credit Hours** – This is the limit that can be funded by a Pell Grant
  - This is 150% of a bachelor's degree
  - A student planning to transfer needs to SAVE hours
- **LIFE Scholarship** – Students MUST be registered for 12 or more hours
  - Courses 100 level or lower do not count
  - Students MUST complete 30 hours a year, non-developmental
- **FA FREEZE ENROLLMENT Dates** – After these dates, Pell Grant awards will not be adjusted up or down. Courses added will not be funded.
  - Students needing A and B term classes must register for all of them
  - If Never Attends are reported late, awards will have to be adjusted

Fall: September 7

Spring: January 31

Summer: June 3