

ADM Policy #60-02-03 (2018) Satisfactory Academic Progress Policy and Procedure

Policy Title: Satisfactory Academic Progress (SAP) Policy and Procedure

Policy Type: Administrative

Policy Number: ADM Policy #60-02-03

Approval Date: 11/13/2018

Responsible Office: The Office of Financial Aid

Responsible Executive: Vice President for Enrollment Services

Applies to: All Students who are Recipients of Title IV Aid

POLICY STATEMENT

Title IV of the 1992 Higher Education Amendments requires that institutions establish a minimum standard of “Satisfactory Progress” for students. A minimum standard for “Satisfactory Academic Progress” (SAP) is defined as follows:

“SAP” is a measure of whether a student is progressing adequately toward completion of his or her degree. It is determined in terms of grade point average and course completions. For a student to be eligible for Title IV aid during his/her attendance at Wiley College, the student must matriculate based on the established policy.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	1
Contacts	2
Stakeholder(s) (For Administrative Policy).....	2
SAP: Policy Contents.....	2
Publication.....	7
Review Schedule	7
Related Documents.....	7
Forms	7

DEFINITIONS

Satisfactory Academic Progress – federal regulation requiring Wiley College to monitor the

progress of each student who is receiving financial aid as they move toward completing their degree.

CONTACT(S)

The Office of Financial Aid officially interprets this policy. The Vice President for Enrollment Services is responsible for obtaining approval for any revisions as required by ADM Policy # 01 (2018). Questions regarding this policy should be directed to the Vice President for Enrollment Services.

STAKEHOLDER(S): Students

SAP: POLICY CONTENT

The following Satisfactory Academic Progress (SAP) policy measurements are immediately. These measurements shall be used to determine student eligibility for all need-based and federal Title IV financial assistance unless the terms of a particular grant or funding source state otherwise.

Frequency of Monitoring and Evaluation

Wiley College will review a student's progress at the end of each academic year. For this purpose, the Wiley College academic year is defined as two semesters of 15-weeks of coursework occurring between August 1st and May 31st.

Transfer students must meet the same SAP requirements and maximum enrollment limit as other students. Also, students who have only been enrolled for one semester during their first academic year and do not meet SAP, will be placed on SAP Probation until the following academic year evaluation.

At the end of each academic year, the Financial Aid Office determines whether or not a student is making SAP towards his/her program of study and is thus eligible to continue to receive federal student financial aid during the following academic year. A student progress is measured both qualitatively and quantitatively according to the eligibility stated below.

The following are considered when evaluating a student's satisfactory academic progress:

Grades of A, B, C, or D are considered attempted and earned hours.

Withdrawals (W), Incompletes (I), Failures (F), No Credit (NC), and In Progress (IP) grades are considered attempted but not earned.

Audited courses are included in the attempted hours but not in the total of hours earned.

Remedial courses are included in the calculation of both attempted and earned hours.

Transfer credits are included in the calculation of both attempted and earned hours and the cumulative GPA.

If the removal of an incomplete grade (“I”) makes the student eligible, the student must make sure the Financial Aid Office is informed of the removal of the incomplete grade.

Financial Aid Suspension

If, at the end of the academic year and a student is deemed ineligible for financial aid due to not meeting SAP standards, the student will be placed on Financial Aid Suspension. Financial aid, once lost, cannot be reinstated retroactively for previous semesters. The student must pay expenses incurred while a student’s aid is suspended until the minimum SAP standards are met again. This policy applies to all students a Wiley College receiving financial aid.

The following chart displays the undergraduate SAP requirements for Wiley College.

SAP Requirements		
Wiley College will determine the eligibility of a student for financial assistance based on:		
Cumulative Hours Attempted	Pace of Progression	Minimum Cumulative GPA
1 -59	67%	1.75
60 and above	67%	2.00

Pace of Progression

Each student is required to complete successfully 67% of all credit hours attempted, including transfer hours accepted towards the student’s major. Attempted hours are credit hours that the student is enrolled in after the drop/add period and includes grades of A, B, C, D, F, I, and W. In calculating the student’s pace, **all hours attempted**, including courses from which the student withdrew, received a grade of no credit (NC), incomplete (I), and/or in progress (IP) are considered.

If a student has attempted these hours:	18	36	60	84	106	130
Then the student must have successfully completed at least these hours to be SAP eligible:	12	24	40	56	71	87

Note: Repeating courses that have already been passed with a grade of D or better will decrease

the credit completion rate. Also, academic amnesty only impacts a student's GPA measurement for financial aid purposes.

Maximum Time Frame

The maximum timeframe a student is eligible for financial aid is 150% of the published length of the educational program in which the student is **currently** enrolled. Most baccalaureate degrees require a minimum of 120 credit hours, and associate degrees require a minimum of 60 credit hours. Therefore, a student working towards a bachelor's degree is eligible for financial aid up to 180 credit hours attempted. A student working towards an associate degree is eligible for federal aid up to 90 semester hours attempted. *Students should also be reminded that only hours needed to complete the declared degree, including those attempted from previous institutions, will be counted in the total hours and therefore the calculation by Wiley College.*

To determine the maximum allowable hours for a specific major, refer to the College Catalog, the total hours required for the degree, and multiply that number by 1.5.

The maximum timeframe is **not** increased for changes in major, double majors, or adding a minor in another subject area.

NOTE: MAXIMUM TIME FRAMES FOR SECOND DEGREES WILL BE DETERMINED ON A CASE-BY-CASE BASIS.

Appeal Procedures

Undergraduate students who fail to meet the SAP standard may appeal the suspension of their student federal aid. The appeal must be based on some type of mitigating circumstances that impacted negatively upon the students' ability to meet the required standards and must include official documentation to support. Examples of such circumstances are: (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the student (i.e. hurricanes, earthquakes, etc.) or other personal or family matters/situations which may have negatively impacted the student's ability to meet the required standards. Each appeal is reviewed by an anonymous SAP Appeals Committee and a decision is based on the following:

The appeal application must be completed in its entirety and by the designated deadline. The appeal application should describe the student's special or mitigating circumstance. It must include how the circumstances affected the academic performance and the dates and time-periods involved. An appeal should explain how the situation has changed and the steps being taken to resolve the circumstances. If these items are not being addressed, the appeal letter ***will be considered incomplete***. Incomplete appeals ***will not be reviewed***. ***Students will be notified of incomplete files and given one opportunity to submit appropriate documentation no more than three days after notification.***

Students must attach all necessary documents. Important documents such as police reports, death certificates, birth certificates, medical records, medical bills, court or police documents, letters

from third- party professionals on his/her letterhead and other documents should be attached which may help with the Committee's decision.

The students' letter of appeal will be reviewed within two (2) weeks of receiving the request and **all** necessary documents by the SAP Appeals Committee.

The SAP Appeals Committee will not review an incomplete application. **If any of the requested documentation is not received within the requested timeframe, a decision of denial will be rendered due to lack of sufficient evidence.**

Students who are **DENIED** financial aid due to appeal results and/or placed on **Financial Aid Suspension** are **responsible for payment of tuition and fees. (Please see business office for possible payment arrangements)**

Notification of the decision will be sent to the student's Wiley's email account and email address listed on the application. All SAP Committee's decisions are final. **Explanation of justification for the decision is not provided to the student or parent(s).**

Appeals will only be approved for the upcoming academic year. A student can only receive 3 appeals during his/her matriculation at Wiley College.

If a student has NOT met SAP requirements after the 1st appeal BUT completed the required academic plan, the student can utilize a SAP appeal for the next academic year and be considered a roll-over. If a student has not met SAP requirements and has not completed the required plan, the student will have to reapply for a SAP appeal. However, they cannot use the same mitigating circumstances previous SAP appeal approval was based upon.

Terms and conditions of appeal approval will be included in an Academic Contract that the student must sign before financial aid will be awarded.

If student has attended any other colleges or universities, an **official transcript** from **each** college/college must be submitted to the Admissions office and **must be posted in Jenzabar**. If transcripts are unavailable, the appeal will not be accepted. Also, if the student does not disclose all previous schools attended, any approval appeal will be marked "**VOID**", and the student will be required to appeal again with all previous enrollment history being considered.

Student must submit a completed application to the following address by the designated deadline for each semester:

Wiley College
Office of Financial Aid
711 Wiley Avenue
Marshall, Texas 75670

Academic Plan

Students must be placed on an academic plan upon submission of granted appeal. Students must complete the academic plan for the entire academic year the appeal has been granted with the end goal of resolving all academic deficiencies. An academic plan varies in length and is determined by SAP Appeals Committee and Academic Affairs. Students granted aid eligibility through an academic plan will be reviewed after each semester to ensure progression with Academic Plan stipulations. If the student does not maintain Academic Plan stipulations, Financial Aid eligibility could be cancelled immediately.

NOTE: All academic plans will be disseminated and evaluated by the Division of Academic Affairs' Center for Student Success.

Reinstatement of Financial Aid

Students who demonstrate mitigating circumstances that interfered with academic performance will have financial aid eligibility reinstated until the next SAP review period and be placed on Financial Aid Probation. To maintain financial eligibility after the approved academic term, a student must meet the SAP policy or successfully follow an approved Academic Plan.

Reinstatement of Financial Aid without a Successful Appeal

Students who appeal and are denied become eligible to submit a subsequent appeal once completion of the following requirements are met at his/her own expense (no financial aid will be granted at Wiley College to those on financial aid suspension):

Enroll and successfully complete coursework to remedy the SAP deficiency - earn a cumulative grade point average of 1.75 (with 0-59 attempted hours) or 2.0 (with 60 and above attempted hours) AND passed 67% of coursework.

When the required course work is completed, the student is eligible to file an appeal and the appeal must be approved for financial aid to be reinstated.

Note: The procedures and policies listed above are subject to change without advance notice based on changes to federal laws, federal regulations, or school policies. If changes are made, students must abide by the most current policy.

PUBLICATION

REVIEW SCHEDULE

- Next Scheduled Review: 07/01/2019
- Approval by, date: Executive Cabinet, 11/13/2018
- Revision History: Unknown
- Supersedes: Unknown

RELATED DOCUMENTS

FORMS

2018-2019 SAP Application