Satisfactory Academic Progress (SAP)

According to federal regulations, students must maintain satisfactory academic progress in their course of study to continue receiving Federal Title IV financial aid. Federal Title IV financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS).

Any state administered financial aid programs (i.e. HOPE Grant, HOPE Scholarship, HERO, Public Safety Memorial Grant, and Law Enforcement Personnel) follow the same requirements.

Satisfactory academic progress (SAP) includes three standards; qualitative, quantitative and maximum time frame. Students must meet these standards to continue receiving financial aid. It is the responsibility of the student to be aware of SAP standards and their respective status.

Qualitative

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain a minimum cumulative GPA of 2.0. The cumulative grade point average will be used to determine academic standing for financial aid. The cumulative GPA includes grades of A, B, C, D, F, and WF. Grades of I, W, and WP do not affect the GPA. The cumulative GPA, which is determined by the Registrar's Office processes, will be checked at the end of each term for satisfactory academic progress.

Quantitative

Regulations allow a student to maintain financial aid eligibility for attempting credit hours that are within 150% of the credit hours (maximum time frame) required to receive a degree, diploma, or certificate. Students must complete and pass (earn) 67% of all courses attempted. Courses earned include grades of A, B, C, D, or S. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, I, S, U or IP are given. This percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the number of hours the student has attempted. The calculation must not fall below 67% and will be checked at the end of each term.

Maximum Time Frame:

Maximum time frame is 150% x total number of hours required to complete their degree program. Students must complete their respective program within the following number of attempted credits:

Certificate Program = 59 credit maximum
Diploma Program = 89 credit maximum
Associate Program = 110 credit maximum

All courses including transfer courses, repeated courses, remedial courses, incomplete courses and withdrawn courses are included in this calculation. The maximum time frame criteria will be checked at the end of each term.

Monitoring Process

If a student has not maintained a cumulative 2.0, has not completed 67% of the cumulative attempted hours, or exceeded maximum time frame (150%) at the time academic standing is checked, the student is placed on **SAP warning**. During the SAP warning period, the student may continue to receive financial aid for one term only. If, at the end of that term, the student has raised his/her cumulative GPA to at least a 2.0, maintains a 67% cumulative completion rate, and is still within maximum time frame, the student may be in **good standing**. If the student is still not making SAP by the end of that term, the student's financial aid will be **suspended**.

Audit Courses

Students are not eligible to receive financial aid for audit courses. Audited courses are not included in the number of hours attempted or earned for SAP determination. Students do not receive a grade in audited classes.

Transfer Credit

Transfer credit will be included in the completion rate when determining eligibility for financial aid. If no credits transferred in, then SAP will be evaluated solely on work at CTC. Transfer credits must also be included when determining progress toward the maximum time frame allowed.

Incomplete Courses

Any course with 'I' is counted in hours attempted (quantitative). When a grade of 'I' is changed to an actual grade, the course will be considered completed (qualitative).

Withdrawals

Any course with a 'W', 'WP', or 'WF' is considered as hours attempted. Students should be aware that excessive withdrawals from classes could result in the loss of financial aid at some point in future semesters due to the 67% quantitative standard for SAP.

Repeating Courses

Repeated courses are included in the qualitative and quantitative calculation. Students may repeat each successfully passed course only once for Title IV purposes.

Appeals

Any student on SAP suspension may appeal to the SAP Appeals Committee. An appeal for reinstatement must be based on specific extenuating circumstances. Examples may include but are not limited to health reasons, family reasons, or personal reasons. The appeal statement of the student should explain the extenuating circumstances. Documentation supporting the extenuating circumstances must be submitted. Documentation may include one or more of the following: signed statement from a physician on letterhead, death certificate or newspaper obituary, signed statement from employer on letterhead, etc. The appeal form and procedures may be obtained on the CTC website under "Quicklinks", "Financial Aid", and then "Financial Aid Forms".

The deadline for submitting the appeal for reinstatement of financial aid eligibility is the MIDTERM OF THE TERM following suspension notification. Students who have their appeals granted are reinstated for financial aid eligibility in a conditional status and given an academic plan. Students will remain on conditional status for the length of their academic plan provided they meet the conditions of their academic plan each term.

The student is expected to be making SAP at the end of that term; or be successfully following an academic plan designed to ensure the student will be able to meet SAP by a specific point in time. The academic plan is developed by the Dean of Student Support or her designee.

Appeals are reviewed by the SAP Appeals Committee. The decision of the SAP Appeals Committee is final. Students will be notified of the decision of the SAP Appeals Committee via CTC email account.

A student may appeal SAP suspension up to 3 times. However, financial aid may be reinstated only 1 time. To regain eligibility for financial aid, a student must meet the required standards. Neither paying for classes nor sitting out periods of enrollment in and of themselves affects a student's academic progress standing; therefore, neither action is sufficient to regain financial aid eligibility.

This SAP Policy is effective beginning the summer 2012 and supersedes any previous regulation.