Sample SAP Policy

Satisfactory Academic Progress (SAP) & Financial Aid Policy

To maintain eligibility for financial aid, you must make Satisfactory Academic Progress (SAP) toward completing your degree. We evaluate your SAP **[once a year or each term].**

The Three Main Requirements of SAP

To stay eligible for most types of financial aid, you must meet these three basic standards:

1. **Grade Point Average (GPA):** You must maintain a cumulative GPA of 2.0 or higher.
2. **Pace of Completion:** You must successfully complete at least 67% of all cumulative credits you try.
3. **Maximum Timeframe:** You can only receive financial aid for up to 150% of the published length of your program. Talk with your academic advisor if you are unsure how long your program is.

Special Course Rules

- **Remedial Coursework:** Remedial classes are excluded and do not count toward your maximum timeframe limit. Talk with your academic advisor if you are unsure what courses count.
- **Transfer Credits:** When we calculate your maximum timeframe, we only count transfer credits that apply to your current major. Talk with your academic advisor if you are unsure what courses count as transfer credits.

Contact Us About SAP

If you have any questions about your financial aid eligibility, please contact our office:

[Contact Information, including physical address, email, phone, and virtual option (if available)]

How We Check and Share Your SAP

- **Term-by-Term Review:** We check your grades after every term of enrollment. If you fall below the standards, we will notify you right away.
- **Cumulative Evaluation:** We look at your overall (cumulative) progress instead of requiring you to meet these standards for each individual term. We will not cancel your aid for one bad term unless you are already on probation.
- **Broad Communication:** We share this policy during new student orientation, on our website, and in financial aid letters. We also ask faculty to include it in course syllabi.

The SAP Appeals Process

If you lose your financial aid eligibility, you have the right to appeal.

- **Re-entering Students:** If you left the school while ineligible for financial aid, you can appeal immediately upon returning so you can qualify for financial aid during your first term back.
- **Fair Deadlines:** You can submit an appeal during any subsequent term of enrollment, and deadlines will never be earlier than three weeks before the end of the term.
- **Submit Online or on Paper:** You can submit your appeal electronically or on paper.
- **No Appeal Limits:** There is no limit to the total number of appeals you can submit during your enrollment.

Valid Reasons to Appeal

We consider a broad range of special circumstances. These include, but are not limited to:

- Death of a relative or another significant person
- Injury or illness, including mental health conditions
- Pregnancy or the birth of a child
- Homelessness
- Loss of childcare or transportation
- Loss or change in your job
- Being a victim of a crime, even if not officially reported
- Natural disasters
- Changing your major

Appeal Regulations

1. **Waiver of Proof:** We recommend turning in documents to support your appeal. However, if you cannot get proof, you can sign a statement swearing that your story is true.
2. **Decision Within 45 Days:** We will review your appeal and notify you of the decision within 45 days.
3. **Not Dropped:** We will not drop you from your classes for unpaid bills while your appeal is pending.
4. **Second Review:** If we deny your appeal, you can request a second review. A reviewer who did not participate in the first review will conduct the second review.
5. **No Past Financial Aid:** Approved appeals apply only to the approved term and future eligible terms.

Financial Aid Probation and Academic Plans

If your appeal is approved, you will be put on Financial Aid Probation. As long as you follow the academic plan you set with your advisor, you will keep receiving your financial aid term by term. This remains true even if you have not yet fully resolved your overall GPA or pace issues.

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