

# VICTORIA COLLEGE

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## SATISFACTORY ACADEMIC PROGRESS (SAP) PROCEDURES

Federal regulations mandate a student receiving financial assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester. Title IV funds include Pell Grant, SEOG, Direct Loans, and Federal Work Study.

**Financial Aid SAP standards are not the same as the Victoria College Academic Standards.**

Although students may be granted an Academic Fresh Start, the Financial Aid Office is required to include all prior credits earned or attempted, including prior grade point averages (GPA) when determining eligibility for financial aid. Student financial aid, as defined in this policy, specifically applies to all federal, state, and certain institutional aid programs. Federal guidelines stipulate that this policy applies to ALL enrollment periods, regardless of whether students have received financial aid. This policy also applies to continuing education students who may receive state aid assistance for their non-credit courses.

### NECESSARY REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS:

**Qualitative** - Cumulative Grade Point Average (GPA) must be at least a 2.0. The GPA used will be that established by the Admissions and Records office and will not include any developmental classes.

**Quantitative** – Refers to a student's pace. Must complete at least 67% of the cumulative hours attempted. This will include developmental classes. Attempted also includes any classes with a grade of "F, W, S, SA, SB, SC, T, U, UD, UF, I, and Q". Transfer credits accepted by the institution towards a student's program are included in the attempted and completed hours and will be used in the pace calculation.

**Maximum timeframe** - Victoria College is a two-year public community college with certificate and associate degree programs. Students must complete their program of study within 150% of the length of the program. For example, a program with a length of 60 hours must be completed within 90 **attempted** hours.  $60 \times 150\% = 90$  hours. Another example would be the LVN program with 44 hours required-  $44 \times 150\% = 66$  maximum attempted hours. Again, all courses taken, including transfer courses and courses with a grade of "F, W, S, SA, SB, SC, T, U, UD, UF, I, and Q", will be included in this calculation.

#### **Qualitative Standards (Cumulative Grade Point Average)**

Students will be expected to maintain the minimum academic standards as outlined in the Academic Regulations in the Victoria College Catalogue and established by the Admissions and Records Department. Students must maintain a cumulative GPA of at least 2.0. This will not include any developmental classes.

#### **Quantitative Standard (Pace)**

Students must complete 67% of their cumulative attempted hours. This number will not be rounded up or down. The quantitative standard is used to measure a student's pace in a program. A student may be on pace for the semester but not be on pace when calculating the cumulative hours. Pace is measured by dividing the cumulative

number of hours the student has successfully completed by the cumulative number of hours the student has attempted. Keep in mind attempted means all the hours a student registered for, even those he/she may have received an “W, F, S, SA, SB, SC, T, U, UD, UF, I, and Q” for. Completed means those hours a student has registered for and received a grade sufficient for graduation. Developmental coursework is included in this calculation as well as transfer credits accepted by Victoria College.

**Maximum time Frame:** Maximum time frame is measured by dividing the number of credit hours the student has attempted by the number of credit hours required to complete the student’s program of study. If the student will exceed 150% by the end of the program, the student will be placed on suspension. The timeframe requirement applies to certificate programs as well as associate degree and applied science degrees. Some examples are:

| Program Requirement Hours | Maximum Time Frame Percentage | Attempted Hours Permitted |
|---------------------------|-------------------------------|---------------------------|
| 60                        | 150%                          | 90                        |
| 45                        | 150%                          | 67                        |
| 32                        | 150%                          | 48                        |

## FAILURE TO MEET MINIMUM REQUIREMENTS

**Financial Aid Warning** is a status assigned to a student who fails to make satisfactory academic progress at the end of a payment period (semester) and will be allowed to continue to receive aid for one payment period (semester). There is no warning for Maximum timeframe.

**Financial Aid Probation (PLAN)** is a status assigned to a student who fails to make satisfactory academic progress for a subsequent payment period and who has appealed and has had eligibility for aid reinstated. A student on financial aid probation may receive Title IV funds for one payment period. At that point, the student must meet the school’s SAP standards or the requirements of the established individual academic plan to maintain Title IV eligibility.

**Financial Aid Suspension** is a status assigned to a student who has not met the requirements for Satisfactory Academic Progress and has not been granted an appeal or a student who was on Financial Aid Probation and failed to meet Satisfactory Academic Progress or the requirements of the established academic plan and will not be eligible to receive Title IV funds.

## APPEAL PROCEDURES

Students who have not made satisfactory academic progress after being placed on warning status may file an appeal to the Satisfactory Academic Progress Appeals Committee (SAPAC).

**You can appeal if:**

- There is a death of a relative
- an injury or illness occurred
- other special circumstances

**How to appeal:**

- a. Complete the SAP appeal application (available in the Financial Aid Office or at <https://victoriacollege.edu/Explore/WaysToPay/FinancialAid> - Financial Aid Forms)
- b. Appeal is due to the Financial Aid Office the Friday prior to the committee's meeting. The Appeals Committee meets once a month. Contact Financial Aid for specific meeting dates.
- c. Financial Aid only covers courses required as part of your declared major as stated in Degree Works. If you have questions regarding your declared major, make an appointment to speak to your Academic Advisor.

**If your appeal is approved:**

- a. You will be placed on Financial Aid Probation (PLAN).
- b. You must meet the Satisfactory Academic Progress minimum requirements EVERY semester.
- c. You will be evaluated at the end of each semester to determine continued eligibility for Title IV funds.

**If your appeal is denied:**

- a. A student can submit a 2<sup>nd</sup> appeal with additional documentation not submitted with the first appeal to the financial aid office. Online appeal form available at <https://victoriacollege.edu/Explore/WaysToPay/FinancialAid> - Financial Aid Forms
- b. The student has 15 business days after receiving the Appeals Committee's decision to appeal to the Dean of Student Services.
- c. The decision of the 2<sup>nd</sup> appeal is final and no other appeal exists.
- d. The student must follow any conditions set forth while in PLAN status in order to continue for subsequent terms. For example, if a student is required to meet with an Academic Coach/tutoring during a specified semester, failure to do this would place a student back in suspension status.

**If you fail to meet minimum standards while you are on Financial Aid Probation (PLAN):**

- a. You will not be eligible for further financial aid.
- b. You are not eligible to appeal for GPA/PACE suspension, you must get back into Good Standing on your own.
- c. If you are on suspension for Maximum Timeframe, you must meet cumulative GPA/PACE requirements for a subsequent payment period before you may be eligible to re-appeal.

**ADDITIONAL INFORMATION:**

1. Federal Financial Aid recipients who withdraw or stop attending classes before completing at least 60% of the semester may have to pay back a portion of their grant and/or loan money. The 60% completion rate will be determined by the attendance as submitted by the instructors. This is known as a Return to Title IV calculation (R2T4). This includes all W's, Q's, U's, UD, UF, and F's. The amount of financial aid that you have earned up to the last attendance date is determined by a specific federal formula.
2. A maximum of 30 developmental hours may be taken and paid with Title IV funds.
3. Students may not receive federal aid for courses that were previously taken and passed beyond the first re-take. Repeat courses still count toward your attempted hours for Financial Aid purposes. Other restrictions may apply in regard to repeat courses. Check with the Financial Aid office for clarification.
4. A student on Warning or Probation will not be eligible for any TPEG grant funds.
5. Pell Lifetime Limits – the Department of Education limits the student's eligibility for Pell Grant to 600% or 12 full-time awards.
6. Loan Aggregate Limits – the Department of Education limits loan awards based on student status; dependent/independent, undergraduate/graduate.
7. A student must be in Good Standing or on Academic Plan to receive institutional scholarships or Childcare Assistance.