Section 8: Satisfactory Academic Progress (SAP)

Students receiving federal/state financial aid are required to meet Satisfactory Academic Progress (SAP) standards according to Federal Student Aid regulations. Every student’s academic record, regardless of whether or not they received financial aid, is reviewed. The review consists of a complete academic history review, including but not limited to; transfer credit accepted by the college, dual credit, and pass/fail courses.

At the end of each semester after grades post, SFCC will run a SAP process to review the student’s academic record. Any changes made to a student’s academic record after initial SAP is ran (example: transcript received after initial SAP was ran, change in program of study for the current term) will be reviewed on a case by case basis. Although all students are reviewed, only students with a current FAFSA on file will be notified of their SAP status via SFCC student email.

8.1 Types of Eligible SAP Statuses

A student is considered to have an eligible SAP status if they successfully meet all three criteria. Transfer credit accepted from other colleges and universities will be included in the number of credit hours attempted and earned and cumulative GPA.

8.1.1 Max hours - 150% limit

Students are allowed to attempt a maximum of 150% of the credit hours required for their program of study and maintain eligibility to receive federal/state financial aid. All coursework, including accepted transferred credit hours are counted in the 150% limit. For example: a student seeking a degree requiring 64 credit hours may attempt a total of 96 credit hours.

8.1.2 Completion Rate or Pace

Students must successfully complete with a passing grade a minimum of 67% of the total hours attempted. Completion rate or pace is calculated using the following formula

\[
\frac{\text{Number of hours passed}}{\text{Cumulative attempted hours}} = \text{Completion Rate or Pace \%}
\]

- A completion rate of 66.5-66.9% is rounded to 67%.
- Successful completion is defined as receiving a grade of A, B, C, D, P, or CR.
- Unsatisfactory grades are:
  - F = Failure
  - W = Withdrawal
  - AU = Audit
  - I = Incomplete
  - II = Incomplete Internship
8.1.3 Grade Point Average Requirements

Students must maintain the minimum cumulative Grade Point Average (GPA) based on the number of credit hours completed. Courses that do not have a GPA associated with them such as pass/fail and articulated courses are not calculated in the student’s cumulative GPA. Students are expected to maintain a cumulative GPA in accordance with the following criteria:

<table>
<thead>
<tr>
<th>GPA Hours Completed</th>
<th>Minimum Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 - 23 hours</td>
<td>1.50</td>
</tr>
<tr>
<td>24 - 35 hours</td>
<td>1.75</td>
</tr>
<tr>
<td>36 - 47 hours</td>
<td>1.85</td>
</tr>
<tr>
<td>48+ hours</td>
<td>2.00</td>
</tr>
</tbody>
</table>

8.2 Types of Warning Statuses

Upon the first semester that the students fails to meet the minimum requirements for Satisfactory Academic Progress, they will be placed on a financial aid warning status for the upcoming semester. If the student does not attend the upcoming semester, their warning status will continue to the next semester they do attend. While on warning status, the student is still eligible for financial aid.

8.2.1 Warning

Students who fail to meet the minimum cumulative GPA and/or completion rate requirements, will be placed on financial aid warning status for the upcoming semester.

8.2.2 Max Hours Warning

Students nearing the maximum 150% limit of attempted credit hours required for their degree, will be placed on financial aid warning status when the student is within 15 credit hours of reaching the limit.

8.3 Types of Suspension Statuses

After the warning semester and the student fails to meet minimum SAP requirements, will result in financial aid suspension. When on financial aid suspension, the student is not eligible for any federal or state financial aid. Students whose financial aid is suspended may appeal their suspension if certain documented circumstances have contributed to the situation.

8.3.1 Suspension

Failure to meet minimum GPA and/or completion rate requirements will result in
financial aid suspension.

8.3.2 Max Hours Suspension

Students who reach the maximum 150% limit of attempted credit hours for their degree will be placed on financial aid suspension.

8.4 Impact of Repeated Coursework

Students may receive federal financial aid for repeating courses; however, if retaking a previously passed course, federal financial aid can only be used for one repeat of the course. All repeated courses will be used in the calculation of a student’s Satisfactory Academic Progress status. A grade earned in a repeated course, if higher, replaces the previously earned grade. The Missouri A+ Scholarship will not pay for any repeated coursework.

8.5 Reinstatement of Financial Aid/Suspension Appeals

Students may appeal their financial aid suspension if certain circumstances have contributed to the situation.

8.5.1 Circumstances for Appeal

The student must meet one of the following circumstances:
1. Medical situation - serious illness or injury of the student or immediate family member with proper documentation.
2. Death of a family member during the semester in question and with proper documentation.
3. Special circumstances valid if student achieved at least 2.0 GPA the last semester attended. Documentation may be required.
4. If the student has not been actively enrolled in another higher education institution (any institution) for the past five years. This only applies to first appeal.

8.5.2 Process of Appealing

1. Schedule a meeting with their navigator to complete an academic plan.
2. Gather supporting documentation to be submitted with the appeal.

**SFCC allows a maximum of two appeals per academic career. Appeals prior to summer 2014 are not counted.**
**Due to the COVID-19 Pandemic – additional appeals may be allowed due to the interruption of regular coursework and class schedules. These determinations will be made on a case by case basis and final approval from the Dean of Student and Academic Support Services.**

8.5.3 Review and Notification of Decision

The Dean of Student and Academic Support Services will review all appeals. In some circumstances, the dean may convene a Financial Aid Appeals Committee to review an appeal request to determine if mitigating circumstances do warrant approval of the appeal. Once a decision is made, the dean will notify the student of the decision via SFCC student email.

8.5.4 Continuation of an Approved Appeal

8.5.4.1 Approved Appeal for Low Pace or GPA

Students who are on an approved appeal and successfully complete all classes they attempt during that semester and earn at least a 2.0 GPA (for the semester) will have their approved appeal status continued for the next semester.

Students who do not successfully complete all classes they attempt and do not achieve at least a 2.0 GPA (for the semester) will go back on financial aid suspension.

Students on an approved appeal who complete enough credit hours to bring their completion rate (pace) and/or GPA back up to the required standards will be placed back in Good standing.

8.5.4.2 Approved Appeal for Max Hours

Students who are on an approved appeal for max hours and successfully complete all class attempted and maintain at least a 2.0 for the semester will have their approved appeal status continued for the next semester. Students can continue on the same approved appeal status until their degree completion.

Students who do not successfully complete all classes they attempt and do not achieve at least a 2.0 GPA each semester will go back on financial aid suspension. An additional appeal for max hours maybe an option and determination for this option is made on a case by case basis.
8.5.4.3 Students Who Have an Approved Appeal and Are Not Enrolled For One or More Semesters

Students who are on an approved appeal, sit out for more than one semester, and return pursuing the same program of study must meet with their navigator to complete a new Academic Success Plan and provide a copy of it to the Financial Aid & Veteran Services Office.

Students who are on an approved appeal, sit out for more than one semester, and return pursuing a different program of study must file an amendment to their approved financial aid appeal by completing the Financial Aid Suspension Appeal the Dean of Student and Academic Support Services will review the request for amendment. In some circumstances, the dean may convene a Financial Aid Appeals Committee to review an amendment request. Once a decision is made, the dean will notify the student of the decision via SFCC student email.

8.5.5 Reinstatement of Financial Aid without Appealing

A student who is on a financial aid suspension can choose to not to file a financial aid appeal. In this case, federal student aid and some state aid will not be applied to their account. They will be responsible for payment of the next semester or until they achieve the minimum requirements of satisfactory academic progress.

Typically, students who are on financial aid suspension for low pace and/or GPA and are not eligible to file an appeal, can regain eligibility by successfully completing (at their own expense) enough credit hours to achieve the minimum completion rate and/or minimum cumulative GPA. Students who are on suspension for max hours cannot regain eligibility without appealing.

8.5.6 Amendment to an Approved Financial Aid Appeal

Students who are on an approved appeal may be allowed to change their program of study one time during the appeal period. To request changing their program of study, the student must file an amendment to their approved financial aid appeal through mySFCC account in the Financial Aid section. In the Financial Aid Suspension Appeal form, choose the Amendment to My Approved Financial Aid Appeal option. A new academic plan will be required. Each request will be reviewed and final determinations made by the Dean of Student and Academic Support Services. Notification of the final determination are sent via their SFCC student email.