
Section 8: Satisfactory Academic Progress (SAP)

Federal regulations require SFCC to establish, publish, and apply standards of Satisfactory Academic Progress (SAP) for financial aid eligibility. The purpose of measuring and enforcing these standards is to ensure financial aid recipients make progress toward graduation.

The SAP statuses will be evaluated every semester, once final grades are posted. Every student's academic record is reviewed regardless of whether or not they receive financial aid. The review consists of the student's complete academic history, including but not limited to; transfer credit accepted by the college, dual credit, and pass/fail courses. Any changes made to a student's academic record after initial SAP review (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.

Students with a current FAFSA on file and who are close to or not meeting SAP requirements will be notified of their SAP status via SFCC student email. If the student failed to meet SAP requirements and are placed on financial aid warning or suspension, their notification will include which standard(s) were not met (i.e., GPA, completion rate or pace, and/or max hours). When on financial aid suspension, the student is not eligible for any federal and some state financial aid.

***Due to the COVID-19 Pandemic – Students with covid-19 related issues resulting in a warning or suspension status will be reviewed on a case by case basis for final determination of their SAP status. Proper documentation may be required.*

8.1 Types of SAP Statuses

Students are given one of the following SAP statuses. (Located in ROAENRL)

8.1.1 Good (GOOD)

A student is considered to have a GOOD SAP status if they successfully meet or exceed the GPA and completion rate requirements and not exceed MAX hours.

8.1.2 Max Hours Warning (WARN)

Students on a WARN status are allowed to attempt a maximum of 150% of the credit hours required for their program of study to maintain financial aid eligibility. Students nearing the 150% limit of attempted credit hours required for their degree, will be placed on a WARN status when the student is within 15 credit hours of reaching the maximum credit hours. *For example: A student seeking a degree*

requiring 64 credit hours may attempt a total of 96 credit hours, but will receive a WARN status once they have earned 81 credit hours.

8.1.3 Max hours - 150% limit (MAX)

Students who meet or exceed 150% of attempted credit hours required for their degree, will be placed on a MAX status. This is considered a financial aid suspension and the student will need to appeal to become eligible for federal/state financial aid.

mySFCC Tip: *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 SAP 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.

8.1.4 Warning (WARNP, WARNC, WARNG)

Students will be placed on WARN(P/G/C) status for the upcoming semester if they fail to meet the minimum requirements for SAP for the first time. If the student does not attend the upcoming semester, they will maintain the WARN(P/G/C) status until they attend. While on a WARN(P/G/C) status, the student is still eligible for financial aid.

- WARNP = Warning for Completion Rate or Pace
- WARNG = Warning for low GPA
- WARNC = Warning for Pace and GPA

If the student has failed to meet SAP requirements, after the WARN(P/G/C) semester, they will be placed on financial aid suspension. The student will be given one of the following financial aid suspension statuses: SUSPP, SUSPG or SUSPC.

8.1.5 Completion Rate or Pace (SUSPP)

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

8.1.6 Grade Point Average (SUSPG)

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:

GPA Hours Completed	Minimum Cumulative
12 - 23 hours	1.50
24 - 35 hours	1.75
36 - 47 hours	1.85
48+ hours	2.00

8.1.7 Combination (SUSPC)

Students who fail to meet both the completion rate (SUSPP) and grade point average requirement (SUSPG) are placed in a Combination SUSPC status.

8.2 Reasons for Appealing

Students may appeal their financial aid suspension if certain circumstances have contributed to the situation. To file an FA Appeal, students must meet one of the following circumstances:

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

8.3 Instructions for Appealing

If students fail to meet the SAP requirements, they are ineligible to receive financial aid, which can be reinstated in one of two ways: (1) you become compliant with SAP requirements or (2) you successfully [appeal](#) and become eligible for financial aid on a probationary status.

1. Complete the [Financial Aid Suspension Appeal](#) located in mySFCC on the Financial Aid page. Students must provide a narrative explaining why they have not earned the minimum requirements for financial aid eligibility. **The SAP appeal narrative should clearly explain what happened (i.e. why you were**

unable to maintain satisfactory progress) and what has changed (i.e. what corrective measures you have taken or will take to maintain satisfactory progress).

2. Gather supporting documentation to be submitted with the appeal.
3. Schedule a meeting with a navigator to complete an Academic Success Plan. The plan must outline to completion of the current program of study.

8.4 Financial Aid Appeal Committee Review

All [SAP appeals](#) are reviewed by the Financial Aid Appeals Committee on a case by case basis. Incomplete appeals will delay the review as the committee will only consider complete appeals. The committee may request additional or updated information before making a final decision. Appeal decisions made by the committee are final and not subject to further review. All appeal decisions will be communicated to students via SFCC student email.

Student appeals that are approved will be given an APPEAL status. Students with an appeal that is denied, may meet with a financial aid advisor to discuss options for funding their education and eligibility criteria for re-appealing in the future. 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 Financial Aid Appeals Committee.*

8.5 Continuation of an Approved Appeal (APPCON)

Students on an approved SUSP/G/C or MAX appeal and successfully complete all classes attempted and earn at least a 2.0 GPA - for the semester – will automatically have their approved appeal continued. Their courses and GPA will continue to be reviewed until the student has completed the program of study.

Students on an approved appeal for SUSP/G/C who complete enough credit hours to bring their completion rate (pace) **and** cumulative GPA back up to the required minimum standards, will be placed back into a GOOD status.

Failure to successfully complete all classes attempted (have a grade of; 'W', 'F', 'I', 'II' or 'AU' on any course) and/or do not achieve at least a 2.0 GPA – for the semester – will be placed back on financial aid suspension status of SUSP/G/C or MAX. They will need to file another [appeal](#) (if applicable) to determine eligibility of financial aid for the next enrolled semester.

8.5.1 Students on an APPCON/APPEAL Status and Are Not Enrolled For One or More Semesters

Students on an APPCON/APPEAL status, who do not attend one or more semesters, and decide to return pursuing the **same** program of study, must meet with their navigator to complete an updated Academic Success Plan. They do not need to file a new appeal but will need to provide the Financial Aid & Veteran Services Office with the updated Academic Success Plan.

Students on an APPCON/APPEAL status, who do not attend one or more semesters, and decide to return pursuing a **different** program of study, must file an [Amendment to the Appeal](#) and submit an updated Academic Success Plan. The amendment will be reviewed and final decision made by the Financial Appeals Committee.

8.6 Reinstatement of Financial Aid without Appealing

Students on a SUSP/G/C or MAX status can choose **not** to file a [Financial Aid Suspension 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 for financial aid eligibility.

Typically, students on a SUSP/G/C status **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 SAP requirements. Students on a MAX status cannot regain eligibility without appealing.

8.7 Amendment to an Approved Financial Aid Appeal

Students on an APPCON/APPEAL status may be allowed to change their program of study **one time** during the appeal period. An amendment to the appeal is only necessary if the required courses for the new program of study has changed and/or increased in credit hours from the original Academic Success Plan.

An Amendment to the Appeal is not needed if the student is in an AA Allied Health program of study and later is accepted into the AAS Allied Health program while on an appeal. They will need to send an email to finaid@sfccmo.edu to notify us of the change in program of study and the effective semester of the change.

To file an amendment, fill out the [Amendment to the Appeal](#) form located in mySFCC, Financial Aid Appeals section and submit an updated Academic Success Plan. The amendment will be reviewed and final decision made by the Financial Appeals Committee.