



SAP Roundtable

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SAP Basics

Required Elements of an Institution's SAP Policy:

- Financial Aid progress standards must be as strict as or stricter than institution's academic progress standards
- Frequency of SAP evaluation
 - At least annually – No Warning permitted
 - May evaluate at end of each payment period – Warning permitted
- Grade Point Average Standard – consistent with graduation requirements, but minimum of C-average at end of two academic years
- Pace Standard – Pace at each evaluation that permits student to complete degree requirements within 150% of requirements
 - 67% completion rate at each evaluation
 - Maximum Time Frame



SAP Basics

Required elements continued

- Impact of course incompletes, withdrawals, repetitions, and transfers of credit
- Defined SAP statuses, in compliance with new Federal definitions, including statuses in which students are not eligible to receive Federal Financial Aid funds
 - Making Progress
 - Not Making Progress
 - Financial Aid Warning
 - Financial Aid Probation (for Approved Appeals)
- Appeal procedures
- How students regain eligibility to receive Federal Financial Aid funds
- Notification to students



SAP Basics

Warning

- Can only be used if checking SAP each payment period
- Financial aid warning status is assigned automatically and student is still eligible to receive aid during the financial aid warning term. Students do not need to appeal to be given financial aid warning status.



SAP Basics

Probation

- If SAP is checked annually, student may appeal to have a financial aid probation term to meet minimum requirements
- If SAP is checked each term, student may appeal if after financial aid warning term SAP standards are not met
- Financial aid probation without an Academic Plan is for one term only; probation with an Academic Plan may be for one term or multiple terms



SAP Basics

Appeals

- Regulatory changes now require the examination of the mathematical possibility for re-gaining SAP for approved appeals within the subsequent semester *or* the use of *academic plans* for approved appeals that are mathematically impossible to attain within one semester.



SAP Basics

Academic Plans

- An Academic Plan for an approved appeal may state specific conditions that must be met such as:
 - Register for fewer credit hours
 - Certain term grade point average required
 - May only take certain courses
- May be as simple as a calculation or as detailed as a class by class schedule
- May require buy-in from other offices on campus such as Academic Advising/Counseling



SAP Basics

Hot Buttons

- How do you handle change of majors?
- Non-accepted credits for transfer students? Some evidently count them!
- Happy Holidays and the appeal crunch....
- Buy-in from lots of departments



BEST SAP Practices

Cape Fear Community College

Rachel Cavenaugh
Interim Director of Financial Aid



SAP Stats at CFCC

- Financial Aid Warning Status for Fall 2014: 806
- Financial Aid Suspension for Fall 2014: 445
- Financial Aid Warning-Max Timeframe for Fall 2014: 238
- Financial Aid Max Timeframe for Fall 2014: 234
- Financial Aid Probation (Appeals)
 - 901 Denied Appeals
 - 591 Approved Max Timeframe Appeals
 - 310 Approved Appeals for GPA and completion rate (includes continuing students – making progress on plan)



CFCC SAP Policy

- Maintain cumulative 2.0 GPA
- Achieve 67% completion rate
- Complete program within 150% of length of program measured in credit hours attempted
- SAP calculated at the end of each term
- Warning status for first term of unsatisfactory progress



CFCC SAP Appeals

- Two forms – one for GPA/Completion Rate issues and another for Maximum Timeframe
- GPA/Completion Rate appeals require documentation
- Maximum Timeframe appeals require letter from advisor estimating graduation date



CFCC SAP Appeal Plans

- All students on Probation must complete 100% of their attempted coursework with a 2.0 GPA or higher.
 - No F grades or Withdrawals permitted
- Conditions will continue until progress is achieved. Maximum timeframe appeals are given a maximum number of remaining terms of eligibility.



CFCC SAP Strategies

- Students on Warning status are notified by email and by letter.
- The letter is mailed approximately one month after the start of classes. It reminds students of their Warning status and points them to resources on campus that can assist them with improving their progress.



BEST SAP Practices UNC Greensboro

Amy Berrier
Assistant Director for Operations



SAP Stats at UNC Greensboro

- Total Non-Compliant with SAP policy for Spring 2015 = 1495
- Financial Aid Warning for Spring 2015
 - 291 UG coded as financial aid warning, 5 GR coded as warning
 - 227 UG approved as financial aid warning, 2 GR approved as warning
- Decisions for Spring 2015
 - Denials – 101 First Denial, 12 Second Denial, 2 Final Denial
 - Approvals – 26 for max hours, 37 for late grade postings, 349 for extenuating circumstances, 52 for making up hours at own expense



SAP at UNC Greensboro

- Each student is notified about non-compliance with SAP policy at the end of each term
- SAP is reviewed after each term – Fall, Spring, Summer
- Financial Aid SAP policy is now more in line with the Academic Good Standing Policy due to UNC System Changes
- Proactive instead of reactive



Appeals Process

- Student is notified of non-compliance with SAP policy via email
- Different emails directed towards Financial Aid Warning and SAP Non-Compliance with specific requirements for each
- Student submits appeal and required documents to the Financial Aid Office for review
- Second appeals are reviewed by Financial Aid SAP Appeals Committee
- Third appeals are reviewed by University Directors Committee
- Decision made and student notified via email



Undergraduate Students

Appeals Process

- Submit appeal to the Financial Aid Office
- Submit required academic/personal success plan
- Submit approved graduation plan signed by advisor (juniors/seniors)
- Submit any other required documentation and/or comply with additional information requests by the Financial Aid Office



Graduate Students Appeals Process

- Submit appeal to the Financial Aid Office
- Submit required academic/personal success plan
- Submit approved plan of study signed by advisor/Graduate School
- Submit any other required documentation and/or comply with additional information requests by the Financial Aid Office



Financial Aid Warning

- Students who earn between 50% and 67% of locked hours and who have never been non-compliant with the SAP policy at UNCG will be placed on Financial Aid Warning.
- Students on Financial Aid Warning must submit the following:
 - Undergraduate students – academic/personal success plan & graduation plan (juniors/seniors)
 - Graduate students – academic/personal success plan & plan of study



Students First Office at UNC Greensboro

- SFO works with students directly on completion of graduation plan and academic success plan if needed
- Refer to SFO for academic advising issues/clarification
- Degree Works – students can run degree evaluations themselves now
- Manage academic interventions for Academic Warning & Academic Probation students
- Work closely with the Financial Aid Office regarding student specific issues



Student Success Center at UNC Greensboro

- SSC consists of the Supplemental Instruction Program, Tutoring & Academic Skills Programs (TASP), & Special Support Services
- SSS Director works closely with students who qualify regarding academic success plans
- Students are referred to SSC for assistance with time management, study skills, and other academic issues
- The Financial Aid Office works closely with the SSC on student issues and referrals



On-Campus Resources

- The Financial Aid Office refers students to different on-campus resources for assistance with Academic Support, Health/Wellness Issues, and Student Advocacy.
- Our Campus Resources Brochure is used widely at the University to direct students to the appropriate resources
- <http://fia.uncg.edu/forms/2014-15/14CampusResources.pdf>
- <http://fia.uncg.edu/forms/2014-15/Brochures/14CampusResourcesBrochure.pdf>



SAP Documents at UNC Greensboro

- SAP Policy
- <http://fia.uncg.edu/forms/2014-15/14SAPpolicy.pdf>
- SAP Appeal Instructions
- <http://fia.uncg.edu/forms/2014-15/14SAPinstructions.pdf>
- SAP Appeal Form
- <http://fia.uncg.edu/forms/2014-15/14SAPappealinstructions.pdf>
- SAP Success Plan Information Sheet
- <http://fia.uncg.edu/forms/2014-15/14SAP%20success%20Plan%20Information%20Sheet.pdf>



SAP Documents at UNC Greensboro Cont'd

- Graduation Plan Instructions
- <http://fia.uncg.edu/forms/2014-15/14SAPGrad%20Plan%20Instructions.pdf>
- Graduation Plan Template
- <http://fia.uncg.edu/forms/2014-15/14SAPGraduation%20Plan%20Template%20with%20example.pdf>
- SAP Medical Documentation Form
- <http://fia.uncg.edu/forms/2014-15/14SAPMedDoc.pdf>
- Student Success Center Fact Sheet
- http://fia.uncg.edu/forms/2014-15/14SAPSSCFactSheet_new.pdf



BEST SAP Practices Lees-McRae College

Cathy Shell
Director of Financial Aid



LMC SAP Policy

Qualitative Standard - GPA

Hours Attempted	Minimum GPA Required
1-33	1.80
34-59	1.90
60-89	2.0
90 and above	2.0



Quantitative Standard - PACE

- Students must successfully complete 67% of the total credit hours attempted.
- Grades acceptable to earn credit include A,B,C,D, or M. All grades including F, XF, I, W, or N do not earn credit. These grades are included in the total hours attempted calculation.



Quantitative Standard - PACE

- Accepted transfer credit hours count as attempted and earned hours.
- All repeated courses effect SAP calculations. A repeated course along with the original attempt must be counted as attempted hours.



Maximum Time Frame

- Students must complete program of study in a time frame not to exceed 150% of the published length of the program.
- The length of an undergraduate program at LMC is 120 credit hours; therefore students are allowed 180 attempted hours to be considered for federal aid.



SAP at LMC

- SAP is reviewed annually, at the end of the spring semester.
- Students not meeting SAP requirements are notified via letter that they are no longer eligible to receive aid from any federal, state, or institutional aid program.



Options for SAP Students

1. Attend LMC with no financial aid at their own expense until they meet minimum SAP requirements.
2. Earn credit hours and meet the minimum SAP requirement during the summer term.
3. Submit a LMC Satisfactory Academic Progress Appeal form and all required supporting documentation.



SAP Appeal Process

- Students may appeal for **one** additional semester of financial assistance if they have special circumstances that prevented them from meeting minimum SAP requirements.
(Serious illness or injury, death of an immediate family member, emotional or mental health issue (for student) that required professional care)



SAP Appeal Process

Students must submit:

1. LMC Satisfactory Academic Progress Appeal Form
2. Typed statement describing the circumstances that resulted in their failure to meet SAP.
3. Typed statement outlining the specific steps that they intend to take in the next semester to improve their academic performance.
4. Supporting documentation



SAP Appeal Process

- Submitted appeals are reviewed by the LMC Scholarship and Financial Aid Committee.
- Student is notified in writing of the Committee's decision.



SAP Appeal Process

- If an appeal is approved, the decision notification will outline the conditions of the financial aid reinstatement.
- Student is placed on financial aid probation status for the subsequent semester.
- Academic progress is then reviewed at the end of the enrollment period specified.



SAP Appeal Process

- If the appeal is denied, the notification specifies the conditions and recommendations for future consideration for financial aid eligibility.
- The decision of the Committee is final and cannot be appealed.



SAP Documents at LMC

- http://www.lmc.edu/students/incoming/financial_aid/academic_standards_finaid.htm (SAP Policy)
- http://www.lmc.edu/students/prospective/financial_aid/files/LMC%20Satisfactory%20Academic%20Progress%20Appeal%20Form.pdf (LMC SAP Appeal Form)



BEST SAP Practices for Veterans Cape Fear Community College

Rachel Cavenaugh
Interim Director of Financial Aid
& Veterans Services



VA SAP Basics

- VA generally allows a student to be certified for 2 terms while on probation, subject to the school's policy & SAA approval
- A student terminated for Unsatisfactory Progress cannot be certified until he/she is once again meeting the progress standards published by that school
- VA does not have its own standard progress standard, VA defers to the school's policy
- If the school's standard is deemed not stringent enough, SAA establishes a separate policy for VA students that the school must follow



VA SAP Basics

- Each student meets with Certifying Official (Rachel Cavenaugh)
- Evaluation is ran for their program of study (student can also sign into their web advisor and run EVAL)
- After each semester, file is updated with grades for that semester
- If student is below 2.0 GPA, a verbal and written warning is given
- Student cannot be certified for the next semester until grades have been reviewed to see GPA
- If GPA is below a 2.0, student cannot receive pay for the next semester as they cannot be certified



VA SAP Basics

- Student needs to pull GPA back up to 2.0 or they can do an appeal to see if they can be reinstated for their VA benefits. The appeal is sent to the Judicial Appeals Committee for their decision
- If reinstated, the student can be certified
- The school GPA is used for VA. This is calculated in accordance with the school's academic progress policy
- The Financial Aid GPA is used if developmental classes have been taken since the registrar's side of the house does not include developmental grades



VA SAP Basics

- The Veterans Administration leaves it up to the school to determine if a student is making SAP or not
- If the student is on warning, the SCO should send an e-mail through the www.gibill.va.gov to let VA know the student is on warning
- If the student goes on suspension, the SCO sends the information through VAOnce (software system that is used to transmit information to VA) as a termination with the message: "Unsatisfactory attendance, conduct or progress."
