SATISFACTORY ACADEMIC PROGRESS (SAP)

DR. ANGELA ALVARADO COLEMAN
AVP, STUDENT AFFAIRS

LISA STEWART
DIRECTOR, OFFICE OF FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

The federal government requires that students who receive Title IV financial aid make satisfactory academic progress towards completing their degree. Satisfactory academic progress is measured in three ways:

1. Course Completion Rate
2. Program Time Frame to Complete a Degree (Timeframe Limitation)
3. Cumulative Grade Point Average

Students must satisfy all three of these standards of progress to maintain financial aid eligibility. Failing to comply with this policy will result in the loss of financial aid.
Qualitative Progress

<table>
<thead>
<tr>
<th>Undergraduate Student Status</th>
<th>Hours Completed</th>
<th>Undergraduate Cumulative G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>0 - 29</td>
<td>1.8</td>
</tr>
<tr>
<td>Sophomore/Junior/Senior</td>
<td>30 and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Law Student Cumulative G.P.A.</th>
<th>Pharmacy Professional Cumulative G.P.A.</th>
<th>Graduate Student Cumulative G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>2.5</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Quantitative Progress

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Average Program Hours</th>
<th>Percentage</th>
<th>Maximum Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree</td>
<td>120</td>
<td>150 %</td>
<td>180</td>
</tr>
<tr>
<td>Second Bachelor’s Degree</td>
<td>30</td>
<td>150 %</td>
<td>45</td>
</tr>
<tr>
<td>Graduate Program</td>
<td>36</td>
<td>150 %</td>
<td>54</td>
</tr>
</tbody>
</table>
How are GPA and pace affected by incompletes, withdrawals, forgiveness, or transfer of credits?

- Institutions must count transfer hours accepted toward completion of the student’s program as both hours attempted and completed.

- FAMU counts all incompletes, withdrawals, and repeated coursework, including grade forgiveness courses.
Academic Plans and Academic Advisors
Critical that students seek assistance from an academic advisor.

- explore ways of eliminating deficiencies
- establish a realistic plan towards graduation

The student should be able to meet the SAP standards by a specific point in time established in the plan.
EVALUATION: SAP will be evaluated annually (based on academic year calendar) after spring grades are available. Academic progress is evaluated each term for students on probation. Students who do not meet the terms of their probation are returned to ineligible status.

SUSPENSION: Students who fail to meet the standards for SAP will be placed on suspension and will not be eligible to receive financial aid. Students who are placed on suspension will be notified by via iRattler and via email in mid-May for the upcoming academic year.

APPEAL PROCESS: Students who have their financial aid suspended may submit a written appeal using the SAP Academic Progress Appeal form. Appeal forms are available at www.famu.edu/financialaid.

APPEAL DEADLINE: Appeals must be submitted to the Financial Aid Office by the deadline specified on the SAP appeal application. Please refer to the Appeal Instruction Packet for deadlines.

PROBATION: Students who have an appeal approved will be placed on probation and their academic progress will be monitored each term to ensure they meet the conditions of their individualized Academic Plan.
SAP GUIDE CONTINUED

DENIED APPEALS: If an appeal is denied, there is no secondary appeal process. The decision of a SAP Committee is final. Students are notified of the appeal decision electronically.

REINSTATEMENT: A student who has had their aid eligibility suspended for failing to maintain the Standards for Satisfactory Academic Progress, or who have a denied Satisfactory Academic Progress Appeal may regain financial aid eligibility by bringing themselves into compliance with the qualitative and quantitative components of the Academic Progress Standards. Students who have exceeded the Maximum Timeframe cannot regain eligibility through the Reinstatement process.

ACADEMIC PLANS: Students are required to submit an Academic Plan as a condition of their approved appeal. Students on an Academic Plan will be evaluated each term. Their ability to adhere to the guidelines specified in their Academic Plan will be closely monitored. A student’s financial aid will not be disbursed until the Financial Aid Office confirms the student has adhered to their individualized Academic Plan. Failure to adhere to your Academic Plan will cause delays in aid being disbursed and may result in the suspension of financial aid eligibility.
Change of Academic Major/Double Majors or Minor: Students who have a change of academic major or pursue a double major or minor will not have additional financial aid eligibility beyond the Maximum Timeframe established in the policy.

Remedial coursework will be count towards credits attempted.

Appeal Submission: Appeals must be submitted in the term for which the student is seeking financial aid. Approval decisions cannot be deferred to another semester and cannot be applied retroactively to a previous semester.

Stop-outs, Dropouts, and Dismissed Students
SAP MYTH BUSTERS

SAP Evaluation: Satisfactory Academic Progress is evaluated annually (based on academic year calendar), for the entire population, after spring grades are available. Academic progress is evaluated each term for students on probation. Students who do not meet the terms of their probation are returned to ineligible status.

SAP Re-Evaluation: Students requesting evaluation of grade changes or reinstatement must notify the financial aid office; the office does not automatically evaluate the progress of students who have met the reinstatement conditions or have had grade changes.

Appeal Decisions: The SAP Appeals Committee is the final authority on appeal decisions.
Welcome to the SAP Checklist Database

Auto Checklist

Student Data

Firstname: John
Lastname: Adams
Student ID: 
Application Status: APPLICATION DENIED

1. Did the student provide a qualifying mitigating circumstance?  
2. Did the student provide supporting documentation?  

3. Enter the Following:

   - Student's cumulative G.P.A.: 1.25
   - Number of hours attempted: 60
   - Number of hours earned: 30

   - NOT MATHEMICALLY PROBABLE STUDENT WILL MEET 2.0 GPA
   - NOT MATHEMICALLY PROBABLE STUDENT WILL MEET 2.0 GPA
   - NOT MATHEMICALLY POSSIBLE STUDENT WILL MEET 67%

4. Did the student's mitigating circumstances apply to all terms with GPA < 2.0?

Save  Close
CONTACT INFORMATION

If you have follow-up questions about this session, contact us at:

Angela A. Coleman
angela.coleman@famu.edu
(850) 599-3183

Lisa Stewart
lisa.stewart@famu.edu
(850) 561-2000