

# Talladega College Financial Aid Office

## Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress Policy requires all students receiving federal, state, and/or institutional aid to meet and maintain specific academic standards. All forms of financial aid are affected by this policy except for some externally funded scholarships and some private alternative loans.

The Financial Aid Office is required to do a qualitative and quantitative evaluation of a student's academic record before we can release funds for disbursement. At Talladega College, the evaluations occur at the end of each semester. As part of this evaluation the Financial Aid Office, also, needs to ensure that the student has not exceeded the maximum timeframe of their degree program, which at Talladega College amounts to 180 credit hours.

Your academic record, all transfer credits and all credits attempted while you are not receiving financial aid are subject to the Satisfactory Academic Progress Policy. Your academic progress will be evaluated at the end of each semester during which you attend school, and it will be reviewed before any disbursement of financial aid funds for a new semester. Satisfactory Academic Progress Policy at Talladega College is evaluated using the following three standards: ①Academic Standards, ②Completion Rate, and ③Maximum Time Frame. **To make SAP, students must meet all three of the following standards:**

1. Academic Standards
2. Completion Rate
3. Maximum Time Frames

### Academic Standards

A student must maintain a minimum overall cumulative grade point average of 2.0.

### Completion Rate

A student must successfully complete a minimum of 67 percent of all attempted coursework. If the number of earned hours drops below 67 percent of attempted hours, the student will no longer be eligible for financial aid. For example, see the table below:

Enrollment in this many credits	Must complete this many credits
6 credits	4 credits
9 credits	6 credits
12 credits	8 credits
13 credits	9 credits
15 credits	10 credits
18 credits	12 credits

### Maximum Timeframe

The number of semester credit hours a student **attempts** may not exceed 150 percent of the number of semester credit hours required for graduation in his/her program of study, as published in the College catalog. All periods of enrollment are considered, even those for which the student did not receive financial aid as well as hours transferred from another school. If the number of attempted hours reaches 150 percent of the hours required for graduation, the student will no longer be eligible for financial aid. Maximum timeframe for most programs is 180 attempted credit hours. 180 attempted credit hours (120 credits needed to graduate X 150% = 180 attempted credit hours).

### What is your SAP status?

	Cumulative GPA	Cumulative Completion Rate	Maximum Time Frame
<b>Required Level</b>	2.0	67%	120 credits to graduate x 150% = 180 credits
<b>Your Level</b>	_____	_____%	_____ attempted credits

## ACADEMIC STATUSES:

### "MEETING SAP"

You are considered to be "MEETING SAP":

- By maintaining a cumulative grade point average (GPA) of at least 2.0.
- By maintaining a cumulative completion rate of 67% or higher.
- By not exceeding 150% of the number of semester credit hours required for graduation in your program of study, as published in the College catalog.

### "SAP WARNING"

You will be placed on "SAP WARNING", the first time you do not meet one (1) of the SAP standards:

- Your cumulative grade point average (GPA) drops below a 2.0
- Your cumulative completion rate drops below 67%; and/or
- You have reached 150 of the number of semester credit hours required for graduation in your program of study, as published in the College catalog.
- have completed at least 67% of the credit hours you have attempted, but your pace of progression is less than 75%.
- You have attempted between 130 and 180 cumulative credit hours, including transfer credits.
- You have not completed between 36 and 60 of the credits you have attempted.

### "SAP SUSPENSION"

If you do not meet the SAP standards after the period of "SAP WARNING" you will be placed on "SAP SUSPENSION" and denied financial aid for future semesters until you meet the College's SAP standards or submit a "SAP APPEAL". With a "SAP APPEAL" you will complete a form and attach to the form a letter, along with support documentation, that supports and clarifies what caused you to do poorly academically; and what has changed in your life that will now allow you to meet the academic standards. In addition, the "SAP APPEAL" form must also include a S.T.A.R (Students Targeted to Achieve Retention) Plan for future academic success. You can develop a S.T.A.R. Plan with a Student Success Center Advisor, located in Swayne Hall 2<sup>nd</sup> floor and submit a copy of the S.T.A.R. Plan to the Financial Aid Office before your financial aid can be processed.

- **If your "SAP APPEAL" is approved, you will be placed on "SAP Probation".**
- **If your "SAP APPEAL" is denied, you will not be eligible to receive financial aid; and you cannot submit another appeal. You are required to take 6 credit hours in your program of study; pay for those credit hours using your own money; and earn at least a 'C' grade out of each class.**

### "SAP PROBATION"

If you have an appeal approved, you will be placed on "SAP Probation". The length of the "SAP Probation" will be determined on a case-by-case basis. The length of the "SAP Probation" status will be based on the length of time and /or course load necessary for the student meet the SAP standards. It is also possible for students to be subject to more than one period of financial aid "SAP Probation" throughout the course of their academic career at Talladega College. If you continue to complete 100% of your attempted credits with a term GPA of at least 2.00 during a semester on probation, you will not need to submit an appeal in order to receive financial aid for the following semester unless you have reached the overall 180 attempted credit limit. Student's progression will be monitored during the "SAP Probation" status to ensure the student is meeting the SAP standards and successfully matriculating through their program of study.

### "INELIGIBLE"

You will be considered ineligible for financial aid, without the option to appeal, if you have attempted 180 or more credit hours or if you are mathematically unable to graduate within the 180 credit limit.

- You reach the equivalent of 180 credit hours attempted toward your first undergraduate (Bachelor's) degree without earning your degree. Your entire academic record, all transfer credits and all credits attempted while you were not receiving financial aid will be counted toward the 180 credit maximum.
- It is mathematically impossible for you to graduate within the 180 attempted credit limit. If you have attempted but not completed 60 or more credits, it is mathematically impossible for you to graduate with the required 120 completed credits.