

Policy Name: Satisfactory Academic Progress (SAP) Policy **Policy Effective Date:** July 5, 2022

Ownership Area: Academic Operations

Last Revision: November 4, 2022

Owner: VP of Education

Review Date: March 21, 2022

Next Review Date: April 2025

Current Policy Location in Catalog/Student Handbook:

College Catalog > Academic Information > Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) Policy

All students must meet the standards of the satisfactory academic progress (SAP) policy to remain enrolled at the College. The standards of SAP must also be maintained to remain eligible for Federal Student Aid (FSA), Veterans Education Benefits (VA), and other forms of financial assistance.

Satisfactory academic progress is determined by measuring the cumulative grade point average (CGPA) and the pace of completion (POC) toward completion of the student's program of study. Both components (CGPA and POC) of SAP must be met at each SAP evaluation period to remain eligible and considered to be maintaining SAP. Additionally, students must complete their program of study within the maximum timeframe for program completion.

SAP Status Evaluation

The students' SAP statuses are evaluated at the end of each quarter (SAP evaluation period) after grades have been posted to determine if students are progressing satisfactorily, as outlined below. Both components (CGPA and POC) of SAP will only include courses that are required for graduation in the student's program of study.

1. **Cumulative Grade Point Average (CGPA)** – The cumulative grade point average (CGPA) is the student's overall academic average based on grades and credit hours earned in the student's program of study. The CGPA is calculated by dividing the total earned quality points by the total attempted credit hours for which grades are awarded. Students that have attempted a course(s) multiple times only have the best grade earned for the CGPA calculation. A student must meet minimum CGPA requirements based on the cumulative number of credit hours attempted at each SAP evaluation period.
2. **Pace of Completion (POC) Requirements** – In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the cumulative credit hours attempted in the program of study at each SAP evaluation period to maintain SAP. Credit hours attempted are defined as those credits for which students are enrolled past the add/drop period of the quarter. In the POC calculation, a grade of W (Withdrawn) is

included in hours attempted. Courses removed during the add/drop period are not included in POC calculations. Furthermore, students who are granted a Leave of Absence during the quarter will not be subject to POC for the courses in the specified quarter. Please refer to the Grading Scale, Add/Drop, and Leave of Absence policies for more information.

- 3. Maximum Time Frame to Complete Program (Financial Aid Requirement)** – A student is not allowed to attempt more than 1.5 times, or 150%, of the number of quarter credit hours (QCHs) in their program of study. For example, a program that requires students to earn 109 QCHs to complete the program. The maximum allowable attempted QCHs for the specified program would be 163.50 QCHs (1.5 times or 150% of 109). This means students must successfully complete and earn 109 QCHs after attempting no more than 163.50 QCHs.

Therefore, the minimum percentage requirement for the pace of completion (POC) is to ensure that students are progressing at a pace at which they will complete their program within the maximum time frame. If at any point it is determined that it is mathematically impossible for a student to meet the minimum SAP standards or complete their program of study within the maximum time frame allotted, the student becomes ineligible to receive financial aid funding for the remainder of their enrollment.

The minimum CGPA requirement and corresponding minimum POC percentage are outlined in the table below.

MINIMUM SAP STANDARDS		
Total Attempted Quarter Credit Hours	Minimum Cumulative GPA (CGPA)	Minimum Pace of Completion (POC)
0 – 25	1.50	50%
26 – 50	1.75	58.33%
51 and more	2.00	66.67%

How Change of Program or Transfer Credits Affect SAP

When students change programs at the College, any course(s) taken in the original program that is also part of the new program, are associated with the new program. Any associated courses are included in computing the CGPA (except for grades not included in the CGPA), POC, and the maximum time frame under the new program. This includes all course attempts (fail, withdraw, or pass) from the original program.

Transfer credit(s) awarded, either from a Pierce Mortuary College, another postsecondary

institution, or military transcript, that are applicable to the new program of study will **not** be calculated in the CGPA, but transfer credits are included as credits attempted and earned in the POC and maximum time frame calculation.

SAP Statuses

At the end of each quarter once final grades have been posted, each student's CGPA and POC are reviewed to determine whether the student is meeting the satisfactory academic progress requirements. The following terminology is used by the College to indicate each student's academic standing:

SAP Met: A student who met the minimum CGPA and POC requirements at the end of the quarter.

SAP Warning: A student who was in good academic standing at the beginning of the quarter but failed to achieve the minimum CGPA and/or POC requirement at the end of the quarter. The student will automatically be placed on SAP Warning for the subsequent quarter and notification of academic standing including requirements to meet SAP at the end of the subsequent quarter will be sent to the student. This status allows a student to remain eligible for Federal Student Aid and Veterans Education Benefits for one additional quarter (payment period). Students placed on SAP Warning may be assigned an Academic Plan to better assist their academic progression.

At the end of the warning period (subsequent quarter):

- A student who meets or exceeds the minimum SAP standards are returned to SAP Met.
- A student unable to meet the minimum SAP requirements at the end of the quarter are placed on SAP Probation status.

SAP Probation: A student who has not met SAP at the end of the SAP Warning quarter will enter the following quarter on SAP Probation status and are not eligible for Financial Aid or Veterans Education Benefits. An academic plan is required and a plan is assigned prior to the student starting the SAP Probation quarter. The student does have the option to submit a SAP Appeal within the required timeframe to potentially re-establish Financial Aid and Veterans Education Benefits, if approved.

A student's Academic Plan may be approved for more than one quarter when the student is unable to meet minimum SAP requirements after one-quarter of probation. A student who has filed a SAP Appeal and has received approval, are eligible for Financial Aid and Veterans Education Benefits during the period(s) of probation, as long as the student is meeting the requirements outlined in their approved academic plan.

Additional Considerations

- Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the College as a condition of their academic monitoring. Students who fail to comply with these requirements **may** be subject to dismissal even though their CGPA or POC may be above the dismissal levels.
- At any point it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements, the student is dismissed from the College. The College also reserves the right to place students on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.
- Notification of academic dismissal is provided in writing to the student. The *Student Conduct* section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a dismissed student, a tuition refund may be due in accordance with the College's Refund Policy.

Academic Dismissal

Students are subject to academic dismissal when they:

- Fail to meet the minimum cumulative grade point average (CGPA) or pace of completion (POC) at the end of a SAP Probation quarter.
- Do not meet their Academic Plan requirements at the end of a SAP Probation quarter.
- Become mathematically impossible for the student to meet the minimum SAP requirements.
- Exceed the maximum time frame for program completion.

Students facing dismissal from the College for failing to meet SAP may appeal their dismissal in writing to the College Dean, in accordance with the *SAP Appeal for Reinstatement* section of this catalog. The appeal should explain why the student failed to meet satisfactory progress and what has changed in their situation that will allow the student to make satisfactory progress at the next evaluation period. A student with a pending SAP Appeal, and currently on Financial Aid Hold, is approved to observe a class as an inactive student during the add/drop period of the quarter or until the appeal has been reviewed.

The College may grant an appeal and return a student back to the probation status when the student had an extenuating circumstance that affected the student's ability to meet SAP standards and the College determines (1) that the student should be able to meet SAP standards after the subsequent quarter or (2) that the student should be able to meet SAP standards by a specific point in time if they follow an academic plan developed by the College.

Approved students must return with an Academic Plan and cannot exceed twelve (12) credit hours in their first quarter returning from dismissal.

SAP Appeal for Federal Financial Aid and Veterans Education Benefits

To regain financial aid or veterans' education benefits eligibility in a probationary status, a student must submit a complete SAP Appeal packet to the College Dean. The SAP appeal must include:

1. A letter of appeal prepared and signed by the student stating the reason(s) for past academic issues and what has changed that will allow the student to achieve SAP standards;
2. Supporting documentation of extenuating circumstances (e.g., unforeseen medical issue/illness, death of a relative, family emergency injury/illness, or other special circumstances), dated during the quarter(s) of unsatisfactory progress.

The SAP Appeal for Federal Financial Aid must be submitted to the College Dean within seven (7) days of notification of their financial aid/veterans' education benefits suspension status. The College Dean submits the appeal to the Academic Appeals Committee for review. The student will receive notification from the Campus Dean of the appeal decision within seven (7) days of receipt of the student's SAP Appeal. If the appeal is approved, the student will be eligible as demonstrated; if denied, the student will be responsible for covering all quarter charges through non-financial aid/veterans' education benefits means.

Re-entering students who were not meeting SAP when they withdrew from the program are required to submit an SAP Appeal before re-enrollment. Students seeking re-enrollment requiring an SAP Appeal are not subject to the seven (7) day limitation for filing the appeal but must submit the appeal before the start of the quarter.

Students transferring from program to program will be placed in the appropriate enrollment SAP status according to their SAP status at the time of withdrawal.

SAP Appeal for Reinstatement

To regain eligibility to continue enrollment after academic dismissal, a student must submit a SAP Appeal with supporting documentation to the College Dean. The SAP appeal must include:

1. A letter of appeal prepared and signed by the student stating the reason(s) for past academic issues and what has changed that will allow the student to achieve SAP standards;
2. Supporting documentation of extenuating circumstances (e.g., unforeseen medical issue/illness, death of a relative, family emergency injury/illness, or other special circumstances), dated during the quarter(s) of unsatisfactory progress.

The College's portion of the SAP Appeal packet will include the following:

3. An academic plan by the student and College Dean, or academic designee, detailing specific requirements for the student to meet SAP within the next quarter(s);
4. SAP calculation prepared by College Dean, or academic designee, used to develop the academic plan;
5. A copy of the Academic/FA Warning letter/notification sent to the student; and
6. An unofficial transcript with final grades for the most recently completed quarter.

The SAP Appeal packet must be submitted to the College Dean within seven (7) days of notification of their academic suspension status. The College Dean submits the appeal packet to the Academic Appeals Committee for review. The student will receive notification from the Campus Dean of the appeal decision within seven (7) days of receipt of the student's SAP Appeal.

Students who opt to attend school while an Academic Appeal is pending must have their balance paid in full or have arrangements approved by the College, or other means than federal funding before the start of the quarter.

Re-entering students who were not meeting SAP when they withdrew from the program are required to submit an SAP Appeal before re-enrollment. Students seeking re-enrollment requiring an SAP Appeal are not subject to the seven (7) day limitation for filing the appeal but must submit the appeal before the start of the quarter.

Students transferring from program to program will be placed in the appropriate enrollment SAP status according to their SAP status at the time of withdrawal.

Academic Dismissal and Reinstatement

Students who are deemed academically ineligible and dismissed from the College may apply for readmission after one (1) quarter. If their readmission application is approved, the student is required to retake all failed courses during their first quarter after reinstatement or as soon as the course(s) is offered. Approved students must return with an Academic Plan and cannot exceed twelve (12) credit hours in the first quarter back from dismissal.

Students who are successful with the course retakes are permitted to continue with their enrolled program of study.

Withdrawal from a PMC College

Students who enroll in all quarters of an academic year, however, withdraw during one of the quarters, must still fulfill the minimum quarter credit hours and pace of completion requirements outlined in the SAP policy.

Students that withdraw during two (2) consecutive quarters of attendance are subject to academic dismissal. Those who are dismissed and wish to return to the program are required to complete the academic appeals process to seek approval for possible reinstatement.

Academic Plans

Students who are on SAP Probation status receive an academic plan outlining requirements to regain good academic standing. The academic plan is monitored regularly by the Dean, academic advisor, or designee. Status updates are shared regularly with the students.

Related Policies

- Transfer Credit Policy
- Add/Drop Policy
- Audit Policy
- Grading Scale
- Repeated Course Policy
- Incomplete Policy
- Academic Progression Policy
- Grade Appeal Policy

Impacted Form(s):

- Student Enrollment Information (“Enrollment Docs”)
 - Receipt of College Student Handbook
 - Authorization for Direct Deposit of Student Refund