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**The following is a presentation prepared for:**  
**Name of Conference**  
**City, ST**  
**Date**

# National Association of Student Financial Aid Administrators

## Satisfactory Academic Progress: From Policy to Application

Name of Presenter, Title  
School

# Training Goals

- Review the satisfactory academic progress (SAP) regulatory requirements
- Examine optional SAP policy components
- Provide best practices for using a SAP appeal process and the use of academic plans
- Review SAP Consumer Information requirements



# Regulatory Requirements



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# What is Satisfactory Academic Progress?

- It is an aspect of the general student eligibility requirements found in 34 CFR 668 Subpart C
- Schools must establish a SAP policy to measure a student's progress in his or her educational program
- Schools have some options in determining its SAP policy



# SAP Policy Standards



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# SAP Policy Standards



**Standards**

**Evaluation**

**Monitoring**



# SAP Policy Standards



- Must be reasonable
  - As strict or stricter
- Consistently applied
  - Enrollment level
  - Classification
  - Program of study
- Applicable to all Title IV programs





# Example: At Least As Strict As

Center City University's has a minimum academic requirement of a 2.5 grade point average to remain enrolled in the business program. Other programs require a 2.0 grade point average.



# Program Integrity Q&A – SAP

SAP-Q9: Is an institution required to use the same SAP policy for all students?

SAP-A9: No, the policy must explain the qualitative (grade-based) and quantitative (time-related) standards the institution uses to check SAP; however, an institution is permitted to establish different SAP standards for different programs or categories (e.g., full-time, part-time, undergraduate, and graduate students) which must be applied consistently to students in that category or program.



# Evaluating SAP



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# SAP Policy – Evaluation



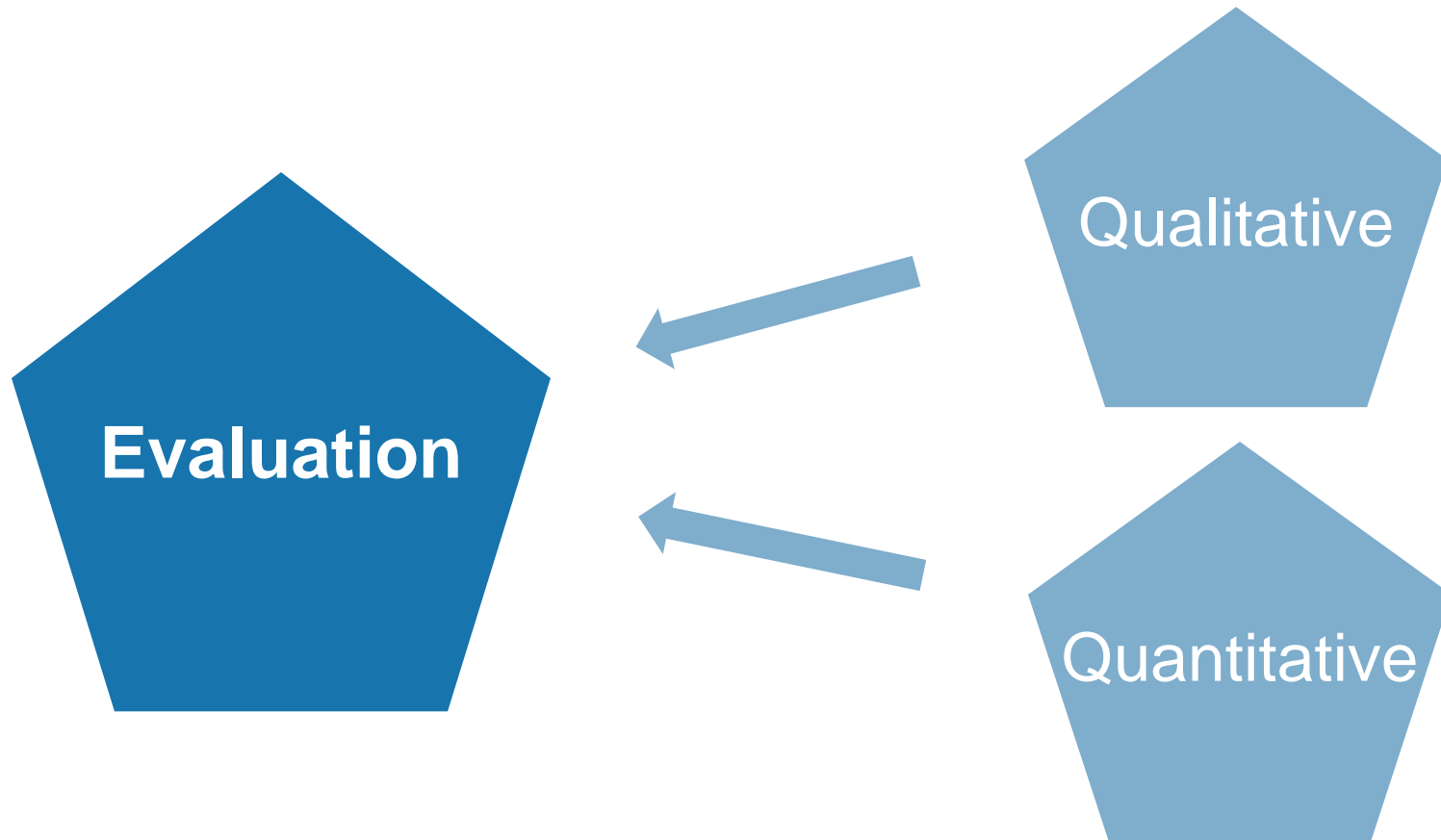
- Measurement towards the completion of a program
- Must be cumulative
- May be a fixed or graduated standard



# Evaluating SAP



# SAP – Evaluation Measurements



# Qualitative Measure – GPA



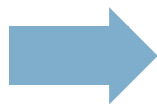
- Defined as a cumulative measurement of a student's academic work
  - Grade Point Average
  - Comparable Qualitative Measure
  - Graduated Standard
- Must be cumulative
- Equivalent of a “C” or better



# Case Study 1: Liam

- Cumulative GPA of at least 2.0
- SAP review after each semester

**Met GPA  
requirement**



Course	Grade	Total Grade Points
English	C	6
Physics	A	12
American Government	B	9
Organic Chemistry	B	9
Calculus I	A	12
		<b>GPA = 3.4</b>





# Case Study 2: Olivia

## Policy

Term	Minimum GPA
1	1.5
2	1.8
3 and subsequent	2.0

**Graduated  
Standard**

## Olivia

Term	Total Grade Points	Cumulative GPA
1	18	1.50
2	39	1.86
3	60	2.22



# Case Study 3: Addison

- Fixed qualitative standard of at least 2.0
- Annual SAP review

Term	Total Grade Points	Cumulative GPA
Fall 2016	36	3.00
Spring 2017	66	2.44
Fall 2017	75	2.08
Spring 2018	87	1.93



**Not making  
SAP after  
two years**



# Case Study 4: Jaxon

## Policy

Number of Badges Earned	Academic Achievement Level
12	Outstanding
10-11	Good
8-9	Acceptable
6-7	Poor
5 or Fewer	Unacceptable

**Comparable Measure**

## Jaxon

Payment Period	Badges Earned	Cumulative Badges	Cumulative Achievement Percentage
1	11	11	91.7
2	10	21	87.5
3	8	29	80.5
4	12	41	85.4



# Quantitative Component – Pace



Progression to ensure completion within the maximum timeframe

- Must be measured at each evaluation
- Graduated pace standard is permitted



# Quantitative Component – Pace

Cumulative Hours Earned

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Cumulative Hours Attempted



# Quantitative Component – Maximum Timeframe



Amount of time allowed to complete an educational program

- Must be measured at each evaluation
- Graduated pace standard is permitted



# Quantitative Component – Maximum Timeframe



- Limits
  - Undergraduate programs
  - Graduate programs
- Schools still free to set own policies related to number of changes in major allowed
- Considered ineligible when determines that cannot meet maximum timeframe



# Case Study 5: Skylar

Term	Completed Credits	Attempted Credits
Fall 2016	9	12
Spring 2017	9	12
Summer 2017	6	6
Fall 2017	9	12
Spring 2018	12	12

$$\frac{45 \text{ Hours Earned}}{54 \text{ Hours Attempted}} = 83\%$$





# Case Study 6: Grayson

## Policy

Term	Number of Attempted Credits	Pace
1	0 - 15	60%
2	16 - 30	65%
Remaining Terms	31 or more	70%

**Graduated Standard**

## Grayson

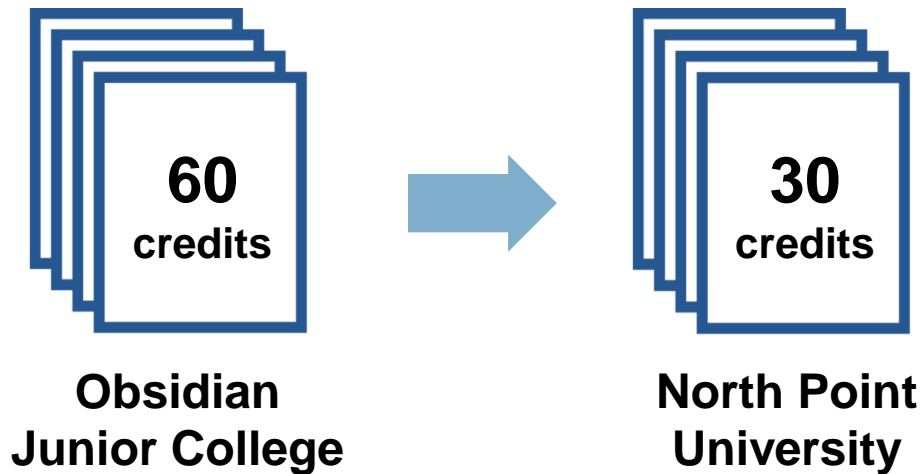
Term	Completed Credits	Attempted Credits	Pace
Fall 2016	9	15	60%
Spring 2017	11	15	67%
Summer 2017	6	9	67%



# Case Study 7: Wyatt

Term	Earned Credits	Attempted Credits	Pace	Total Credits Earned
Fall 2016	6	12		36
Spring 2017	12	18	80%	48

- Pace expectation is 67% at each review
- Annual review after spring semester



# Case Study 8: Penelope

Completed Clock Hours	Scheduled Clock Hours	Pace
325	450	72%



At 16 weeks, her pace exceeds 67%, but she has not yet completed the first payment period

- Program length:
  - 900 clock hours
  - 32 weeks
- Pace expectation is 67%
- Review after first payment period:
  - Completion of 450 clock hours and 16 weeks



# Additional SAP Policy Elements

School  
policy  
required

- Withdrawals and nonattendance
- Incomplete courses or grades
- Repeated coursework
- Transfer hours
- Remedial Coursework



# Additional SAP Policy Elements

School  
policy  
required

- Audited Courses
- Pass or Fail Courses
- English as a Second Language
- Continuing Education or Enrichment Courses
- Comprehensive Transition and Postsecondary Program



# Additional SAP Policy Elements

School  
must  
determine  
SAP  
treatment

- Multiple Degrees or Credentials
- Double Majors
- Change of Program
- Academic Amnesty



# Consequences of Not Meeting SAP Standards

School  
must  
determine  
SAP  
treatment

- Failure to attain SAP will result in immediate loss of Title IV aid eligibility
- Eligibility may be regained:
  - Pay for classes
  - Successfully appeal



# Re-Establishing Eligibility



- Notification to students
- Methods for re-establishing eligibility
  - Permissible vs. impermissible





# Monitoring SAP



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# SAP Policy - Monitoring



- Financial aid warning
- Financial aid probation
- SAP Appeals

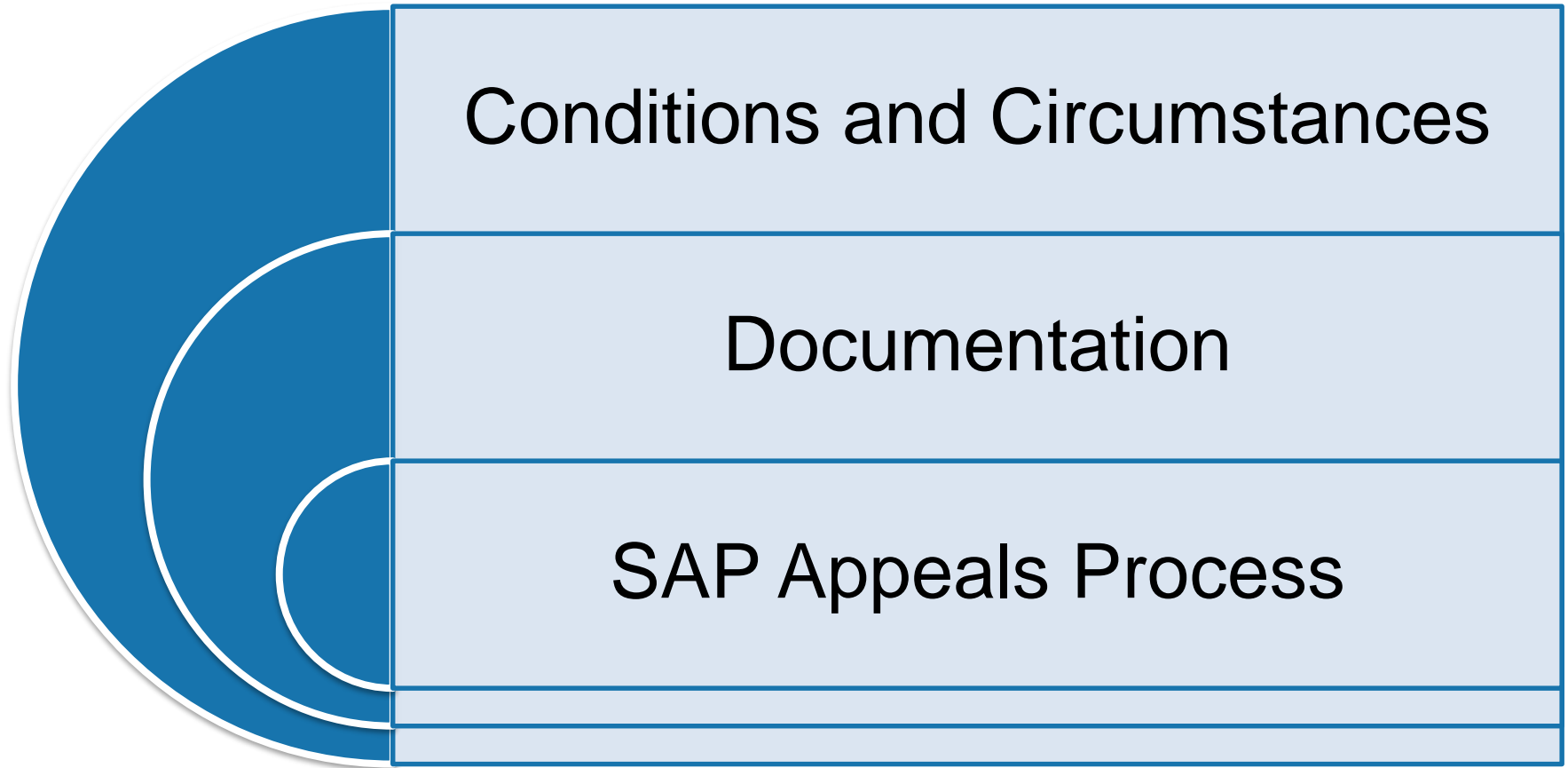


# Financial Aid Warning

- SAP evaluated at the end of each payment period
- Student allowed to continue to receive Title IV aid for ***one payment period***
- Appeal unnecessary
- Multiple warning periods are possible just NOT consecutively



# SAP Appeals



# Financial Aid Probation

SAP evaluated annually

If student appeal is approved, 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 may be for one term or multiple terms based on an Academic Plan



# Academic Plans

Frequency of Monitoring

Development of Academic Plans

Consequences of Not Following the Plan



# Academic Plans

- Under what circumstances does the school use academic plans for students who fail to maintain SAP?
- Who is responsible for developing academic plans for students?
- Who will monitor compliance and how often?



# Case Study 9: Oliver

## Oliver

Term	Earned Credits	Attempted Credits	Total Credits Earned	GPA	Pace
Fall 2016	8	15	8	1.60	
Spring 2017	4	12	4	.77	
Cumulative				1.23	44%

## Academic Plan

Evaluation Frequency	Number of Credits to Qualitative Minimum	Number of Credits to Quantitative Minimum
Payment Period	19	23





# Consumer Information Requirements



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# Consumer Information Requirements

Prospective Students	Currently Enrolled Students
Readily available in paper or electronic format	
Accessible to the public	Easily accessible to students
Describe standards for maintaining and re-establishing Title IV aid eligibility	
Not via restricted intranet	If online, provide exact URL
	Annual notice of SAP policy
	SAP evaluation results, if eligibility is affected



# Conclusion



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# Guidance on SAP

- 34 CFR 668 Sections 668.16(e), 668.32(f), 668.34
- 2016–17 *FSA Handbook*, Volume 1
- Program Integrity Questions & Answers – Satisfactory Academic Progress
- FSA Assessments, Student Eligibility



# Guidance on SAP

- NASFAA's *Policies & Procedures Tool – Satisfactory Academic Progress*
- NASFAA's *Self-Evaluation Guide – Satisfactory Academic Progress*
- *Satisfactory Academic Progress*, NASFAA Monograph 25, August 2012





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