Satisfactory Academic Progress (SAP) for Financial Aid Recipients
Federal Regulations, HEA Sec. 484(c), §668.16, 668.34

In order to maintain eligibility for federal, state, and some forms of institutional financial aid, students must meet certain minimum standards. Students receiving financial aid are required to make progress toward a certificate, degree, or transfer program during all periods of enrollment, including periods when a student did not receive financial aid. A student’s SAP status will be calculated after grades are posted at the end of each term, based on factors defined by the Department of Education. Academic Fresh Start granted by the Midland College Registrar’s Office does not apply to a student’s financial aid progress.

PLEASE NOTE: For all standards below, normal rounding rules apply.

Quantitative (further referred to as Pace) – Students must successfully complete at least 67% of all attempted credit hours for which they have registered.

Qualitative (further referred to as GPA) - Students must maintain a cumulative financial aid grade point average of at least 2.0. The Financial Aid Office uses the financial aid GPA to determine eligibility, which includes incompletes and withdrawals in the calculation of the GPA. This is separate from the academic GPA, which does not include withdrawals in the calculation.

Maximum Timeframe - Federal regulations specify that the maximum timeframe for program completion may not exceed 150% of the published length of the program. Students with excessive hours will be flagged for Maximum Timeframe and the Financial Aid Office will review the student transcripts and degree plans to determine how many hours have been attempted in the current program of study.

Maximum timeframe calculation:
Total number of credit hours in certificate/degree x 1.5 = 150% of certificate/degree

<table>
<thead>
<tr>
<th>Certificate/Degree</th>
<th>Hours to complete requirements</th>
<th>Maximum hours covered by financial aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>16-42</td>
<td>24-63</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>60-66</td>
<td>90-99</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>120</td>
<td>180</td>
</tr>
</tbody>
</table>

PLEASE NOTE: The completion of multiple certificate programs as a part of an Associate’s Degree is allowable. However, courses taken in certificate programs will be counted toward the maximum timeframe of the Associate’s Degree of which the certificate is embedded.
Factors in determining SAP Status

Transfer credits
- All transfer credits for students will be counted toward both Pace/GPA measures as attempted/completed.
- Only transfer credits that apply to the student’s program of study will be counted toward maximum timeframe.
- Transfer credits will be calculated at the end of the student’s first term at Midland College.

Pass/Fail Grades Considered for Pace and GPA
- Successful completion of coursework is measured by: A, B, C and D and will be counted in the GPA and Pace calculation, as both attempted and earned hours.
- Grades of F, W, AU, N, NR, and I are counted toward the total hours attempted, but not successfully completed each term and will affect both Pace and GPA.
- Grades of P or CR in Pass/Fail courses will be counted toward earned hours only.

Withdrawals, Failing Grades, and Incompletes
- Grades of F and W will count towards attempted hours and maximum timeframe.
- All incompletes (I) and withdrawals (W) will be considered failing grades (F) when calculating financial aid eligibility.
- SAP will be recalculated if the student earns a passing grade that replaces the incomplete or has a grade change after grades have posted.
- If a student withdraws prior to completing over 60% of the term, they may be responsible for paying back any unearned portion of Title IV funds (Refer to Return to Title IV Policy).

Repeated Courses
- Students who fail a class may repeat the course and receive federal financial aid.
- Federal financial aid can pay for one repetition of a passed class.
- Repeated courses are limited to two additional attempts after the first fail.
- After the third attempt of a course, credit hours will no longer be used in calculating the amount of federal financial aid the student can receive.
- All initial and repeated courses will count toward Pace, GPA and maximum timeframe.

Note: Students in this situation can learn more by contacting their assigned Financial Aid Advisor.

Developmental Courses
- A student is limited to 30 credit hours of developmental course work while receiving federal and state financial aid. Any additional developmental hours beyond 30 credit hours will not be funded with federal aid, but will count towards SAP.
- Developmental course work will count towards the determination of Pace and/or GPA components.

Change of Program of Study
- No more than two Associate’s degrees pursued and completed at Midland College will be considered for financial aid purposes.
Financial Aid Statuses

**Good Standing:** A degree-seeking student who is meeting all SAP requirements is eligible for funding.

**Warning:** A degree-seeking student did not meet minimum financial aid SAP requirements for Pace of 67% or financial aid GPA of 2.0 or greater for the first term is eligible for funding for one subsequent term.

**Suspension:** A degree-seeking student did not meet one of the financial aid SAP requirements for more than one consecutive term or exceeded maximum timeframe and is no longer eligible for funding.

**Probation:** A degree-seeking student whose Suspension Appeal was approved and has signed an Academic Plan will maintain eligibility for aid as long as progress continues.

**Maximum Timeframe:** Student has been flagged due to excessive cumulative hours. The Financial Aid Office will review the student’s SAP transcript and degree plan to determine the amount of hours attempted in the current program of study.

**Maximum Timeframe – OK:** Student’s record has been reviewed and based on attempted hours in the current program of study, has not exceeded 150% of the published program length, and is therefore eligible for aid.

Sufficient Progress must be made in all three standards.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Status</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial aid GPA above 2.0</td>
<td>Good Standing</td>
<td>Receive Aid</td>
</tr>
<tr>
<td>Financial aid GPA below 2.0 (1st semester)</td>
<td>Warning</td>
<td>Receive aid for 1 subsequent term and complete Financial Aid Academic Success Class</td>
</tr>
<tr>
<td>Financial aid GPA below 2.0 &gt; 1 semester</td>
<td>Suspension</td>
<td>No Aid</td>
</tr>
<tr>
<td>Pace above 67%</td>
<td>Good Standing</td>
<td>Receive Aid</td>
</tr>
<tr>
<td>Pace below 67% (1st semester)</td>
<td>Warning</td>
<td>Receive aid for 1 subsequent term and complete Financial Aid Academic Success Class</td>
</tr>
<tr>
<td>Pace below 67% &gt; 1 semester</td>
<td>Suspension</td>
<td>No Aid</td>
</tr>
<tr>
<td>Flagged for Max Timeframe - Attempted Hours &lt; 150%</td>
<td>Max Timeframe – OK</td>
<td>Receive Aid</td>
</tr>
<tr>
<td>Flagged for Max Timeframe - Attempted Hours &gt; 150%</td>
<td>Suspension</td>
<td>No Aid</td>
</tr>
<tr>
<td>Flagged for Max Timeframe - financial aid GPA below 2.0 or all Fs/Ws for term</td>
<td>Suspension</td>
<td>No Aid</td>
</tr>
</tbody>
</table>

Procedures for Re-establishing Satisfactory Academic Progress

- Students may regain their eligibility for financial aid by achieving the financial aid GPA of 2.0 or greater and a Pace of 67%.
- Obtaining an approved Suspension Appeal.
Notification of failure to meet SAP

- Students will be notified via their Midland College issued email address or the email address that is on file with the Student Records Office.

Suspension Appeal Process

- Students must be enrolled for the term they are appealing and have a completed FAFSA on file.
- Student is responsible for submitting Suspension Appeal Form, documentation of extenuating circumstances, a written statement of explanation, and a degree plan from his or her assigned Pathway Academic Advisor.
  - **Extenuating circumstances** include: The student's illness or injury, extended hospitalization, the death of a close relative, a call to action in military service, or other extreme circumstances beyond the student's control. Students may not claim the same extenuating circumstance for different appeals.
  - **Statement of explanation**: Explanation of why SAP was not made and what has changed in order to allow the student to meet SAP for all following terms.
  - **Supporting documentation**: Any and all supporting documentation must be submitted in the original form to the Financial Aid Office.

  **Note**: Any manipulation or doctored documents will be cause for ineligibility of federal, state, and/or institutional aid.

- All appeals will be reviewed, along with academic transcripts, by the Suspension Appeals Committee.
- Appeals are reviewed once a term. The dates of submission deadlines will be August 1st for fall, January 4th for spring and June 1st for summer.
- Student is responsible for payment of charges or making payment arrangements for registration while the appeal decision is pending.
- Students will be notified of the Committee’s decision to their Midland College issued email address approximately three weeks after submission deadline. All decisions of the Appeals Committee are final.

  **Note**: There is a separate appeal for veteran benefits. For more information contact the Military Resource Center.

Probation Process and Eligibility

- Students approved by the Appeals Committee for probation will be required to sign an academic plan with their Financial Aid Advisor within the same term for which the appeal is approved.
- Student must earn at least a 2.5 SAP GPA per term and maintain 67% Pace.
- Failure to meet probation requirements will result in a return to suspension status and loss of future aid.