POLICY TITLE
Standards of Progress

POLICY NUMBER
ASOM 4.19 (formerly APPM 4.2)

PRIMARY RESPONSIBILITY
Financial Aid and Registrar – status designation
Academic Advising – interventions

CREATION / REVISION / EFFECTIVE DATES
Created August, 2012/Effective Fall, 2013, Revised July 2014/Effective immediately

PURPOSE
The College establishes Standards of Progress to maintain academic standards and standards for financial aid eligibility, to trigger appropriate intervention strategies, document students’ right to appeal and define dismissal action.

ORGANIZATIONAL SCOPE OR AUDIENCE
All degree- or certificate-seeking students

DEFINITIONS
Academic Completion Plan (ACP): New students, in conjunction with their academic advisors, devise an individualized academic plan including but not limited to life, career and degree goals, assessment scores, required remediation and sequence of required courses through degree completion. ACP’s are stored within Starfish or u.direct.

Home Campus: The campus of record for a student’s transcripts, financial aid, and other support functions

SAP Appeal Committee: Appeals filed by terminated students are received and coordinated by financial aid staff. The appeal is reviewed by the SAP appeal committee, comprised of a minimum of four individuals, two from faculty and/or academic staff, one from student affairs and one from financial aid.

Self-pay Student: Students whose education-related expenses are paid through personal or private funds as opposed to receiving financial assistance from the College and federal or state government for the term in question
POLICY
To remain in good academic standing at the College and retain eligibility for Title IV financial aid, students must maintain a minimum grade point average (GPA), complete the courses in which they enroll, and complete their program of study within a reasonable period of time.

The following standards are applied to all degree seeking students (those who receive Title IV financial assistance as well as those who do not) to indicate satisfactory progress:

- Students must maintain a cumulative GPA that is greater than or equal to 2.0.
- Students must complete 67% or more of all attempted credit hours.
- The credit hours attempted by a student are within 150% of the total credit hours required by the student’s declared program.

Students who fail to meet these standards will be subject to a series of intervention activities and related restrictions until such time as they restore satisfactory progress or are terminated from financial aid or academically dismissed due to repeated unsatisfactory progress. Students who are terminated for lack of satisfactory progress may apply for an appeal.

PROCEDURE
Students’ progress will be evaluated at the end of every term, according to the flowchart in Appendix A. The evaluation conducted every term places the student into one of the following statuses.

- Good - Students who meet the standards are in good standing and are financial aid eligible.
- Warning - When students fail to meet one of the standards, they are placed into warning status, and are given one term in which to progress and meet the standards necessary for good standing. Students in warning status remain eligible for financial aid for one term.
- Terminated – When students in warning status fail to meet the standards required for good standing, they fall into terminated status and are no longer eligible for financial aid and may not re-enroll. Terminated students seeking to immediately reenroll must file an appeal by completing the Satisfactory Academic Progress (SAP) Appeal form stored on Campus Connect. The result of the appeals process places students into one of three statuses, probation, academic restriction, or academic dismissal. (Individuals whose appeal is denied for financial aid may continue to enroll as a self-pay student with an appeal approved for Academic Restriction.)
- Probation – Based upon the outcome of the SAP appeal, students may be placed on Probation. Probationary students may continue to be eligible to receive financial aid, but are subject to interventions designed to support academic progress.
- Academic Restriction – Based upon the outcome of the SAP appeal, students may be placed on Academic Restriction. Students placed on Academic Restriction are not eligible for financial aid, but are allowed to complete an SAP appeal to reenroll and self-pay after one semester. Advisors may deny the appeal if a student’s circumstances have not significantly changed to enhance likelihood of academic success. Students on Academic Restriction are subject to interventions designed to support academic progress and are not eligible for online courses. Students on Academic Restriction status who fail to make progress towards good standing may be academically dismissed. Students on Academic Restriction remain there until achieving a cumulative GPA of 2.0.
• Academic Dismissal – Based upon the outcome of the SAP appeal, students may be academically dismissed from the College. Academic Dismissal is for a minimum of one semester during which time the student is not allowed to enroll. Upon returning from Academic Dismissal, the student reenters under the Academic Restriction status and remains ineligible to receive financial aid, but may continue as a self-pay student. No appeal is required to reenroll after the one semester Dismissal period.

Students on Probation/Appeal Approved status must:
• Complete all courses enrolled for the term,
• Obtain a “C” or better in all courses for the term,
• Comply with their Academic Completion Plan (ACP), and
• Comply with all other conditions of their approved appeal, including one mandated intervention to support academic progress.

Students on Academic Restriction status must:
• Meet with advisor to reevaluate appropriate program of study and update ACP to include two mandated interventions to support academic progress,
• Be limited to six credit hours per term for at least two semesters, repeating failed courses when possible, and
• Achieve a term GPA of 2.0 or higher.

Intervention strategies available in each region should be documented and student informed.

Standard of progress status applies to students regardless of the campus in which students are enrolled. Appeals applications are initiated and reviewed at the student’s home campus.

REFERENCES
GPA Calculation policy
Satisfactory Academic Progress (SAP) Appeal form
Department of Education Title IV Financial Aid Regulations
Academic Completion Plan (ACP)

RESOURCE PERSON
Financial Aid and Registrar – status designation
Academic Advising – interventions