

PURPOSE:

At the end of each semester Satisfactory Academic Progress (SAP) is calculated. If a student is in the failed status for SAP, they will receive a Workday notification and an Appeal Questionnaire in their Workday Inbox. Refer to the below chapters for an explanation of SAP, how to check your Workday Inbox for your SAP appeal and an outline of the appeals process.


What is SAP

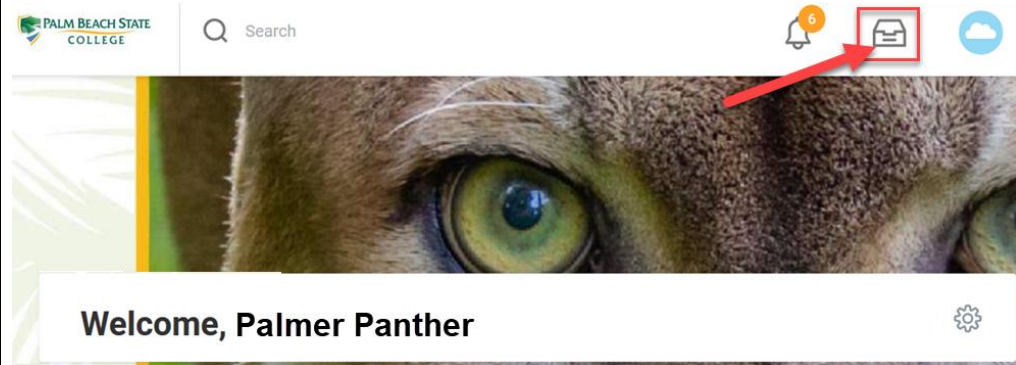
Satisfactory Academic Progress, or SAP for short, is a policy that applies only to applicants/recipients of federal student aid and sets academic standards which a student must achieve to remain eligible for federal student aid. Current SAP standards are:

- End of every semester
- GPA requirement is:
 - o 0-14 credits 1.40 GPA
 - o 15-27 credits 1.60 GPA
 - o 28-45 credits 1.80 GPA
 - o 46 and more 2.0 GPA
- Cumulative credit hours completed (divided by) attempted must equal at least 67%.
- Maximum Timeframe Standard (AKA the 150% rule). Cannot attempt 150% of program hours.
EX: If in a 60-credit hour program, then you cannot attempt more than 90 credit hours.

SAP will not calculate for a student if there are any outstanding grades for that term.

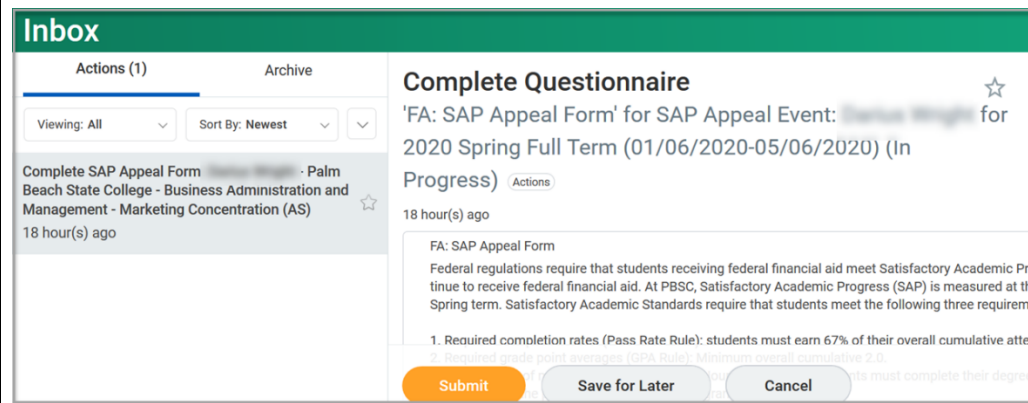
SAP Notification and Appeal

1. Log into Workday and click on the Inbox icon  in the upper right of the homepage.



2. Click on and open the Inbox message/questionnaire regarding your "SAP Appeal Form." You will be required to complete and Submit this Questionnaire.

NOTE: Clicking Save for Later will not Submit your SAP Appeal. It will remain in your Inbox until you complete and Submit it.



Financial Aid: Satisfactory Academic Progress (SAP) Appeal

- When completing the SAP Appeal Form questionnaire, begin by reading the information contained within the form for an explanation of what is required. Then, scroll down to the first field.

In the field, type a statement of the extenuating circumstances which prevented you from making Satisfactory Academic Progress this past semester. Also, you will need to upload documentation for each circumstance cited.

NOTE: Your uploaded documentation can be an image such as a picture/scan you took with your phone, or a document such as a .PDF or .DOC . You can upload multiple documents in this field.

Please submit a written statement of the extenuating circumstances which prevented you from making Satisfactory Academic Progress this past semester. (Required)

Provide documentation for each circumstance cited. (Required)

Drop files here
or
Select files

- Scroll down to the next field. Type an explanation of how the circumstance(s) have been resolved/remedied and will no longer hinder future academic success. Also, upload supporting documentation for how each circumstance cited was resolved/remedied.

NOTE: Your uploaded documentation can be an image such as a picture/scan you took with your phone, or a document such as a .PDF or .DOC . You can upload multiple documents in this field.

Please explain how the circumstance(s) have been resolved/remedied and will no longer hinder future academic success. (Required)

Provide supporting documentation for how each circumstance cited was resolved/remedied. (Required)

Drop files here
or
Select files

- Once you have completed all fields and uploaded your documentation for each, click **Submit**. You will receive a decision within 10-15 business days.

Submit