

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title:</b> Satisfactory Academic Progress
<b>FPU Policy Number:</b> FPU-5.00742AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> February 13, 2017
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Office of Financial Aid
<b>Initiating Authority:</b> Terry Parker, Provost & Executive Vice President, Academic Affairs

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all students applying for, and utilizing, Federal Student Aid Title IV funding at the University. The Office of Financial Aid is responsible for overseeing this policy.

**B. POLICY STATEMENT:**

1. **Satisfactory Academic Progress.** Federal regulations require students attending the University to maintain Satisfactory Academic Progress (SAP) in their degree programs in order to receive Federal Student Aid. A student who fails to maintain SAP may lose his/her eligibility for Federal Student Aid. A student’s collegiate academic history, including all courses taken at the University and all accepted transfer credit hours towards degree completion, is included when determining whether or not the student is maintaining SAP.

The Office of Financial Aid monitors SAP using three different standards:

- a. Grade Point Average (GPA);
  - b. Completion of Courses Ratio; and
  - c. Maximum Time Frame of Degree Completion.
2. **Grade Point Average.** A student must maintain the required minimum cumulative GPA each semester, including summer. The Office of Financial Aid will monitor the GPA taking into account any forgiven grades as approved under **FPU-5.0006AP Grade Forgiveness Policy**. The minimum required cumulative GPA is based on a student’s academic level. Undergraduate students must maintain a minimum cumulative GPA of 2.0. Graduate students must maintain a minimum cumulative GPA of 3.0.
    - a. A student who does not meet the minimum cumulative GPA requirement at the time of review will be placed on Financial Aid Warning for the next semester.
    - b. If a student has been placed on Financial Aid Warning and does not meet the minimum cumulative GPA requirement at the time of his/her next review, all future Federal Student Aid will be cancelled until the student meets the GPA requirement in a subsequent review or submits a successful appeal.
  3. **Completion of Courses Ratio.** A student must complete 67% of all attempted credit hours, including transfer hours. The calculation used to determine successful SAP completion is:  $\text{Total Cumulative Credit Hours Successfully Completed} \div \text{Total Cumulative Hours Attempted} = \text{Percentage of Completed Courses Result}$ . All unsuccessfully completed courses are counted towards attempted hours. Successful completion of a course is defined as receiving credit. A grade of “D” is considered successful completion of a course if it is considered a passing grade within the student’s major.

- a. A student who has not earned 67% of all of his/her attempted credit hours at the time of review will be placed on Financial Aid Warning for the next semester.
- b. The student will then need to meet the 67% standard by the time of his/her next review or all future Title IV funds will be cancelled until the student meets the 67% standard in a subsequent review or submits a successful appeal.
- 4. **Maximum Time Frame for Degree Completion.** The maximum time frame for a student to complete his/her degree is 150% of the required number of credit hours needed to graduate.
  - a. If it is determined that a student will need to attempt an excess of 150% of the required credit hours needed to complete his or her program, then that student will no longer be eligible for Federal Student Aid and will be placed in a cancellation of aid status for future semesters.
  - b. Students will become ineligible for Federal Student Aid at the time of determination, which may be before the student attempts 150% of the required courses. See the chart below for maximum hours allowed per degree.

Classification	Maximum Hours Allowed For Completing Degree
<b>Undergraduates (All Undergraduates, Including Second Degree)</b>	<b>180 Attempted Hours (Includes all undergraduate level hours)</b>
<b>Graduate/Masters</b>	<b>70 Attempted Hours</b>

- c. Student Seeking Second Degree. A student seeking a second undergraduate degree will be held accountable to the SAP policy of 180 hours attempted. A student's previous degree, and hours transferred from that degree, will be taken into account.

## C. PROCEDURES

1. **Monitoring of SAP/Time of Review.** The Office of Financial Aid will review a student's SAP at the end of each semester to determine if the student has met the minimum requirements to remain eligible for Federal Student Aid. Students who have never received Federal Student Aid will not receive SAP notifications. If a student wishes to apply for Federal Student Aid for the first time, SAP standards will apply.
2. **Satisfactory Academic Progress Warning, Probation & Cancellation.**
  - a. SAP Warning. A student who does not meet the minimum SAP standards during the review period will be placed on SAP Warning.
    - i. A SAP Warning notification will be sent to the student's University email account.
    - ii. A student on SAP Warning remains eligible to receive Federal Student Aid.
    - iii. If a student on SAP Warning is not able to meet the minimum SAP standards by the next review period, his/her Federal Student Aid will be cancelled for future semesters.
    - iv. A student must either have an approved SAP appeal or meet the minimum SAP standards during the next review period to continue receiving Federal Student Aid. An approved SAP appeal allows the student to continue receiving Federal Student Aid on a probationary status (see SAP Probation section below).
    - v. Students who have never received Federal Student Aid will not receive a SAP Warning.
  - b. SAP Probation. If a student's SAP appeal is approved, the student will be placed on SAP Probation.
    - i. A SAP Probation notification will be sent to the student's University email account.

- ii. A student on SAP Probation remains eligible to receive Federal Student Aid.
  - iii. For a student to be taken off SAP Probation, he/she must meet the minimum SAP standards by the following review period.
  - iv. If a student is on SAP Probation and is not able to meet the minimum SAP standard by the next review period, his/her Federal Student Aid will be cancelled for future semesters. Federal Student Aid cannot be reinstated until the student is able to meet SAP standards.
3. **Satisfactory Academic Progress Appeal.** A student who has had his/her Federal Student Aid cancelled for not meeting the minimum SAP standards may appeal the decision to have his/her Federal Student Aid reinstated. Appeals are subject to University Policy **FPU-7.0021P Financial Aid Appeals.**
- a. A student may appeal a decision to have his/her aid reinstated for not meeting SAP standards if circumstances outside the student’s control prohibited him/her from being able to perform academically.
  - b. All students who appeal are required to complete an academic plan with an Academic Success Coach or Advisor. Academic plans ensure the student is able to meet SAP standards within a specific timeframe. Academic Success Coaches and/or Advisors perform academic plan evaluations at midterm and end of semester to determine the student is on track to meet SAP requirements. A student with an approved SAP appeal will be required to meet the progress standards outlined in his/her academic plan each semester to continue receiving Federal Student Aid.
  - c. If a student fails to meet the standards provided in his/her academic plan for any semester during the length of that academic plan, the student will have all future disbursements cancelled and will not be able to receive additional Federal Student Aid until being identified as meeting the minimum SAP standards during a subsequent review period.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: <u>FPU-5.00742AP</u>	
Initiating Authority	Date
Academic Policies Committee Chair	Date
Vice President of Academic Affairs	Date
President/Designee	Date
Approved by FPU BOT, if required	Date
<p><b>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</b></p>	