

## NEED TO KNOW

### Sec. 668.16 Standards of administrative capability

To begin and to continue to participate in any Title IV, HEA program, an institution shall demonstrate to the Secretary that the institution is capable of adequately administering that program under each of the standards established in this section. The Secretary considers an institution to have that administrative capability if the institution--

(e) For purposes of determining student eligibility for assistance under a Title IV, HEA program, establishes, publishes, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory progress in his or her educational program. The Secretary considers an institution's standards to be reasonable if the standards--

(1) Are the same as or stricter than the institution's standards for a student enrolled in the same educational program who is not receiving assistance under a Title IV, HEA program;

(2) Include the following elements:

(i) A qualitative component which consists of grades (provided that the standards meet or exceed the requirements of Sec. 668.34), work projects completed, or comparable factors that are measurable against a norm.

(ii) A quantitative component that consists of a maximum timeframe in which a student must complete his or her educational program. The timeframe must--

(A) For an undergraduate program, be no longer than 150 percent of the published length of the educational program measured in academic years, terms, credit hours attempted, clock hours completed, etc. as appropriate;

(B) Be divided into increments, not to exceed the lesser of one academic year or one-half the published length of the educational program;

(C) Include a schedule established by the institution designating the minimum percentage or amount of work that a student must successfully complete at the end of each increment to complete his or her educational program within the maximum timeframe; and

(D) Include specific policies defining the effect of course incompletes, withdrawals, repetitions, and noncredit remedial courses on satisfactory progress;

(3) Provide for consistent application of standards to all students within categories of students, e.g., full-time, part-time, under-

graduate, and graduate students, and educational programs established by the institution;

(4) Provide for a determination at the end of each increment by the institution as to whether the student has met the qualitative and quantitative components of the standards (as provided for in paragraphs (e) (2) (i) and (ii) of this section);

(5) Provide specific procedures under which a student may appeal a determination that the student is not making satisfactory progress; and

(6) Provide specific procedures for a student to re-establish that he or she is maintaining satisfactory progress.

### Sec. 668.32 Student eligibility-general.

A student is eligible to receive Title IV, HEA program assistance if the student...

(f) Maintains satisfactory progress in his or her course of study according to the institution's published standards of satisfactory progress that satisfy the provisions of Sec. 668.16(e), and, if applicable, the provisions of Sec. 668.34;...

### Sec. 668.34 Satisfactory progress.

(a) If a student is enrolled in an program of study of more than two academic years, to be eligible to receive Title IV, HEA program assistance after the second year, in addition to satisfying the requirements contained in Sec. 668.32(f), the student must be making satisfactory [progress] under the provisions of paragraphs (b), (c) and (d) of this section.

(b) A student is making satisfactory progress if, at the end of the second year, the student has a grade point average of at least a "C" or its equivalent, or has academic standing consistent with the institution's requirements for graduation.

(c) An institution may find that a student is making satisfactory progress even though the student does not satisfy the requirements in paragraph (b) of this section, if the institution determines that the student's failure to meet those requirements is based upon-

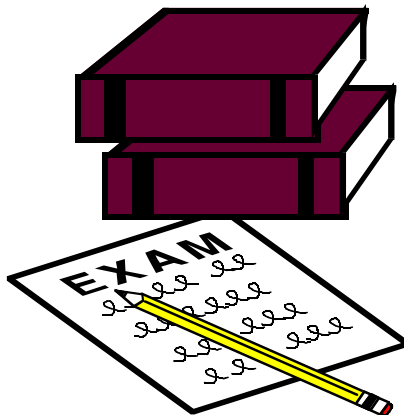
- (1) The death of a relative of the student;
- (2) An injury or illness of the student; or
- (3) Other special circumstances.

(d) If a student is not making satisfactory progress at the end of the second year, but at the end of a subsequent grading period comes into compliance with the institution's requirements for graduation, the institution may consider the student as making satisfactory progress beginning with the next grading period.

(e) At a minimum, an institution must review a student's academic progress at the end of each year.

## NEED TO KNOW (cont'd)

### Class Completion Issues



#### Example 1—excluding “F” grades.

A policy might read:

*“The following will be considered as hours attempted, but the following will not be considered as successfully completed credits:*

*‘F’ — failing grades,*

*‘T’ — incompletes,*

*‘W’— withdrawals, and*

*‘U’ — unofficial withdrawals.”*

#### Example 2— including course repetitions in the time frame and the GPA calculation.

A policy might read:

*“When a student receives a passing grade in a course and subsequently repeats the course, the hours earned in both will count in the calculation of hours attempted and completed hours earned; all grades received for the courses will be included in calculating the GPA.”*



#### Note

Schools can decide how to handle grades from repeated courses. They may take the higher grade, average the grades, or use both grades.

## NEED TO KNOW (cont'd)

### Satisfactory Academic Progress (SAP) Policy for Birmingham College (Non-~~Arm~~)

To be making satisfactory academic progress toward a degree or certificate, students must maintain specified grade averages **and** proceed through the program at a pace leading to completion within a specified time frame. Satisfactory academic progress will be measured every 4.5 months (or every 18 weeks).

#### Required Grade Averages

At the end of each increment, the cumulative grade average will be determined and documented in each student's official record. Students achieving the averages specified in the chart below will be considered to be making satisfactory academic progress:

After this number of months	4.5	9	13.5	18
Students must have at least this cumulative grade average	60%	65%	70%	70%

#### Required Completion Rate

In addition to the cumulative grade average listed above, students must also be progressing toward successful completion of the program within a maximum time frame. Students in this program must contract for 25 hours per week and must successfully complete the program within 18 months at the following rate:

After this number of months	4.5	9	13.5	18
Students must have completed at least this number of clock hours	300	600	900	1200

#### Probation and Reinstatement Procedures

In the event that a student fails to meet **any** of the above criteria for a specified period (every 4.5 months), the student will be placed on probation for one period. A student in this category may receive financial aid for the following probation period. However, by the end of the probation period, the student must meet the stated minimum grade and completion requirements as defined on the school's completion chart in order to receive additional financial aid.

**NEED TO KNOW (cont'd)****Satisfactory Academic Progress (SAP) Policy  
for Birmingham College (Non-Term) (cont'd)**

If a student fails to meet one or more of the requirements by the end of the probation period, the student will no longer be making satisfactory academic progress and will be ineligible for federal financial aid.

Students terminated from receiving financial aid can reestablish eligibility by successfully completing the required number of hours **and** by attaining the overall required cumulative grade average by the end of the next period. Withdrawal from school has no effect on the student's satisfactory academic progress upon reentering.

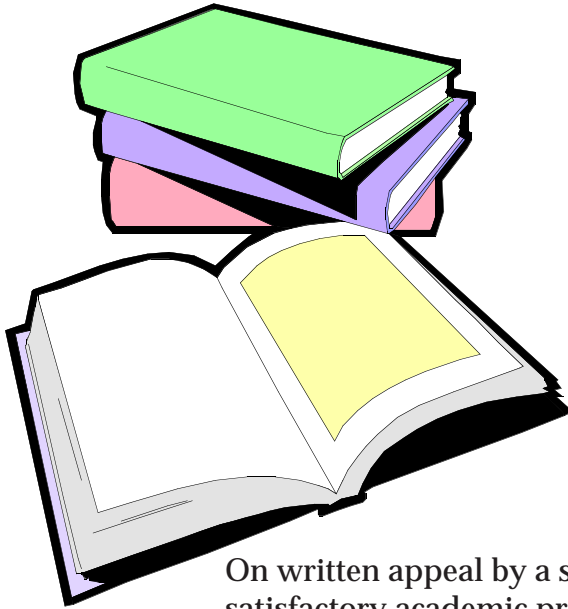
All grades are given in numeric averages. The lowest grade average to pass a class is 60. Hours completed below this minimum average will not be considered successfully completed. However, a student must achieve a cumulative grade average of at least 70 in order to graduate.

**Appeal Procedures**

If a student is found to be ineligible for federal financial aid because satisfactory academic progress requirements were not met, the student may appeal this decision to the school's Director of Financial Aid by stating—in writing—the reasons why the minimum requirements were not met and why financial aid should not be terminated.

The Director of Financial Aid will review the appeal and determine whether suspending financial aid is justified. The student will be advised, in writing, of the decision.

## NEED TO KNOW (cont'd)



### Appeal Policy

On written appeal by a student, failure to meet one or more satisfactory academic progress requirements will be evaluated by the financial aid administrator. A student will be notified of the decision within two weeks of the financial aid office receiving the written appeal request. The following types of information may be considered in determining if a student is still maintaining satisfactory academic progress:

1. Unusual circumstances, such as extended illness;
2. Participation in campus tutoring or support services;
3. Class attendance and completion of assignments; and
4. Changes in educational objective.

If students are terminated from receiving financial aid for failure to maintain satisfactory academic progress, they must meet all requirements for minimum overall grade and cumulative credits earned for their academic level before eligibility for aid can be reinstated. Periods of nonenrollment in school have no effect on a student's satisfactory academic progress status on reentering.

### Academic Probation Policy

#### Example 1: One-Academic-Year Probation

Students who fail to meet one or more of the satisfactory academic progress minimum requirements will be placed on satisfactory progress probation for one academic year. During that academic year, students must meet the stated minimum grade requirements and complete enough work to meet the cumulative amount of work for that academic year as defined by the school's credit-completion chart. The second time students fail to meet one or more requirements, they will no longer be making satisfactory academic progress and will be ineligible for financial aid for the following academic year.



#### Example 2: One-Month Probation

Full-time students whose satisfactory completion rate falls below an average of 120 clock hours per month will be placed on probation for one month. During this time, students must complete enough clock hours to raise their average back up to 120 clock hours. Failure to raise their average within that month means students are not maintaining satisfactory academic progress, and they are ineligible for financial aid until that average is raised to the required minimum.

