

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All financial aid recipients are required by Federal regulations to meet standards of Satisfactory Academic Progress established by Raritan Valley Community College. This policy applies to all students receiving assistance from any financial aid program administered by the Financial Aid Office at RVCC. This policy is monitored once per year for all degree seeking students and at the end of each semester for students in certificate programs and those on SAP probation.

The Satisfactory Academic Progress policy has requirements that exceed the College's Standards of Academic Performance.

To receive financial aid, the student must maintain satisfactory academic progress towards a degree or certificate and must complete their educational program within 150% of the published length of their educational program. There are three criteria in the RVCC Satisfactory Academic Progress Policy:

- 1. The maximum number of credits for which a student may receive financial aid.**
- 2. The number of credit hours a student must earn in relation to credits attempted.**
- 3. The cumulative grade point average a student must earn in relation to credits attempted.**

1. Maximum Credit Calculation

All courses including college level, developmental and repeat courses will be included in the maximum credit calculation. ESL courses will be excluded from the maximum timeframe calculation.

Students may not receive financial aid for attempted credits in excess of 150% of the credits required for graduation. Students who have attempted more than 150% of the maximum credits required for graduation are not making satisfactory academic progress.

Once it has been determined that a student will not be able to graduate within this 150% timeframe they will no longer be eligible to receive financial aid.

For example, if a student's degree requires 60 credits, they must complete their program within 90 attempted credits. Once a student has attempted 90 or more credits or it has been determined they cannot graduate within taking 90 credits, they are no longer eligible for financial aid.

2. Attempted vs Completed Classes -Quantitative Measures

Attempted credits include college level, developmental and repeated courses. ESL courses will be excluded from this calculation. Attempted but not completed grades include F, W, I, etc.

Students must complete a percentage of their attempted credits. This percentage will be based on the number of credits the student has attempted versus how many they have completed.

Credit Hours Attempted	Minimum Percentage Completed
13-23	50%
24-47	60%
48 or more	67%

3. GPA - Qualitative Measures

All credits including transfer and college level courses will be counted to determine the credit hours. Students with only transfer courses will be exempt from the Qualitative measure.

Students must achieve a required minimum GPA. This required minimum GPA will be graduated based on the number of credits that the student has attempted and is listed below.

Credit Hours	Minimum Cumulative GPA
13-23	1.60
24-47	1.80
48 or more	2.00

Appeals for Probation

Students who do not meet the minimum standards for Satisfactory Academic Progress are ineligible for financial aid from federal, state and RVCC Foundation sources.

Students have the right to appeal for Probation (continued eligibility for Financial Aid) by submitting an appeal, in writing, to the Financial Aid Appeals Committee if they have exceptional circumstances that prohibited them from meeting any or all of the above standards of academic progress. Submission of an Appeal does not guarantee reinstatement of eligibility for financial aid. All decisions are final.

SAP Appeal requests must provide an explanation of the **circumstances that contributed** to your failure to meet the minimum academic progress standards. Appeals will be accepted and processed on a rolling basis. **All SAP Appeals must include supporting documentation to verify the student's issue and that it has been resolved.**

Situations considered "extenuating circumstances" beyond a person's control include, but are not limited to:

- Serious illness or injury to student that required extended recovery time or significant improvement
- Death or serious illness of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and /or physical health
- Documented changes to employment
- Involuntary call to active duty military
- Readmission under the College policy
- Other documented circumstances

If your SAP appeal is approved, the student's financial aid will be placed on Probation and their Financial Aid will be reinstated for the next semester they enroll. Students are required to complete all classes while on Probation without receiving final grades of F or X (Failure), W (Withdrawal), AU (Audit), or I (Incomplete). The Financial Aid office defines this as the students Academic Plan for repairing their Academic Standing.

We also strongly recommend that you meet with a Counselor to discuss your academic status. Make sure you are in the right program; understand what resources are there to help you pass your classes; get help if there is a personal issue standing in your way of success.

If a student does not meet these requirements they will be ineligible for financial aid until they can meet the college's 3 SAP guidelines.

Note: Classes taken at institutions other than RVCC will not be considered for financial aid reinstatement. All coursework to maintain/regain eligibility must occur at RVCC.

Grades

All F, X, W, I, AU grades will be considered as credits attempted, but not completed.

Transfer and repeated courses will be counted in both attempted and completed credits.

An incomplete course is treated the same as a failed course.

A repeated course is only counted toward progression, if the repeated course is replacing a previously failed course. Development class grades do not count towards GPA per RVCC Academic policy.

Appeal Denied/Academic Plan Revoked

Students whose SAP appeal is denied will be notified of the SAP Committee's decision via Lion's Den and email to their college email account.

Students who do not meet the requirements of their Probation (100% completion of the attempted courses passing grades in each course) will be notified that they will not be awarded future financial assistance and continuation of future course work will be at the student's own expense until they are able to make satisfactory academic progress per RVCC's policy.

Student Notification

Students can view their SAP Status in real time via RVCC's Lion's Den Student Portal. In addition, students will be notified via Argos letters to their college email. These letters are run daily to notify students of changes to their SAP status. The letters will notify the student if:

1. They have an SAP issue and need to appeal for probation
2. Their appeal for Probation has been approved
3. Their appeal for Probation has been denied.
4. Their Probation has been revoked due to not meeting their Academic Plan.

Deadlines to Appeal

Students must have their SAP appeal submitted to the Financial Aid office Fourteen (14) days prior to the start of the Fall or Spring term. Students who apply for financial aid less than two weeks before the start of the Fall or Spring term will not be eligible for aid for that term. Students can still attend but must pay out of pocket for their tuition and fees. SAP appeal decisions will then be applied to the next subsequent term. Summer term students will be given some flexibility to submit SAP Appeals as the Summer term begins before Final Grades for the Spring term are run by the RVCC Enrollment office.

The purpose of the SAP appeal is to give the student the opportunity to prove that they are committed to repair their academic standing. Waiting to start these processes two weeks before the start of a term demonstrates that you are not prepared to succeed.