


# PROCEDURE MANUAL

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		Last Revision Date: 12/15/14	
		Effective Date:	
Section		Subject	Title Satisfactory Academic Progress

LDCC adheres to the LCTCS policy on Title IV Federal Financial Assistance- Satisfactory Academic Progress (policy # 1.026)

## 2014-2015 Satisfactory Academic Progress (SAP) Policy - All Campuses

### Effective May 2012 for All Students (New, Transfer and Continuing)

Beginning with the 2011-2012 academic year, significant changes were made to regulations for Satisfactory Academic Progress Standards. The Federal Government mandates that students must maintain Satisfactory Academic Progress toward the completion of their degrees within a reasonable period of time in order to be eligible for Title IV financial aid programs, including Pell, SEOG, Go Grants, and Federal Work Study.

#### Satisfactory Academic Progress (SAP) is defined as:

- Earning (passing) a required number of hours (67% of all hours attempted) and
- Achieving and maintaining a required grade point average (see GPA chart)
- Total attempted hours must not exceed 150% of the published length of the students' degree program. Refer to the LDCC academic catalog at [www.ladelta.edu](http://www.ladelta.edu) for program requirements.

#### When is SAP Reviewed

1. Our preliminary evaluation is taken at the end of the Spring semester with the official evaluation reviewed at the end of the Summer. Students are notified of their SAP status through their LDCC e-mail and their SAP status can be viewed through their LOLA account.
2. Satisfactory Academic Progress (SAP) will be reviewed and determined BEFORE aid is initially awarded.
3. SAP is also reviewed at **\*specific increments** (\*increment = one semester), explained below, depending upon the student's program of study.

**LDCC Certificate Program:** Satisfactory Academic Progress will be reviewed after **each semester** for students enrolled in certificate programs only. Certificate programs eligible for federal aid must be at least **15** weeks in length. Certificate programs that are less than 15 weeks

are not eligible for federal financial aid.

## HOW IS SAP REVIEWED

Three measures - (1) Qualitative, (2) Quantitative/Pace, and (3) Maximum Time Frame

### QUALITATIVE MEASURE (GPA)

The qualitative standard is the student's cumulative grade point average (GPA). The qualitative standard requires that as the number of hours attempted increases, the student's cumulative GPA increases. LDCC students will need to achieve a cumulative GPA relative to the total number of hours attempted as outlined in the chart below.

<b>QUALITATIVE MEASURE (CUMULATIVE GPA CHART)</b>				
<b>Cumulative (Total) Credit Hours Attempted</b>	<b>1-15 hours</b>	<b>16-30 hours</b>	<b>31-45 hours</b>	<b>46 hours and above</b>
<b>Minimum Cumulative (Total) GPA</b>	<b>1.50</b>	<b>1.75</b>	<b>1.95</b>	<b>2.00</b>

All grades attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework.

### QUANTITATIVE MEASURE/Pace

In calculating the quantitative measure, we will measure the "Pace" at which the student is progressing. This is done by dividing the cumulative course hours completed/earned by the cumulative/total course hours attempted. SAP will be met if the student is achieving the appropriate cumulative GPA (see GPA chart above) and the Pace is equal to 67% or higher and the student has not reached 150% maximum time frame allowed for their degree program. (See Maximum Hours Allowed below). In calculating the quantitative measure/Pace, **all** hours attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework. See SAP Table on next page.

### SAP TABLE

<b>If Attempted</b>	<b>Must Earn</b>		<b>If Attempted</b>	<b>Must Earn</b>
<b>6(67%) hrs.</b>	<b>4 hrs.</b>		<b>61</b>	<b>41</b>
<b>7 or 8</b>	<b>5</b>		<b>62 or 63</b>	<b>42</b>
<b>9</b>	<b>6</b>		<b>64</b>	<b>43</b>
<b>10 or 11</b>	<b>7</b>		<b>65 or 66</b>	<b>44</b>

12	8		67	45
13 or 14	9		68 or 69	46
15	10		70	47
16 or 17	11		71 or 72	48
18	12		73	49
19 or 20	13		74 or 75	50
21	14		76	51
22 or 23	15		77 or 78	52
24	16		79	53
25 or 26	17		80 or 81	54
27	18		82	55
28 or 29	19		83 or 84	56
30	20		85	57
31 or 32	21		86 or 87	58
33	22		88	59
34 or 35	23		89 or 90	60
36	24		91	61
37 or 38	25		92 or 93	62
39	26		94	63
40 or 41	27		95 or 96	64
42	28		97	65
43 or 44	29		98 or 99	66
45	30		100	67
46 or 47	31		101 or 102	68
48	32		103	69
49	33		104 or 105	70
50 or 51	34		106	71
52	35		107 or 108	72
53 or 54	36			
55	37			
56 or 57	38			
58	39			
59 or 60	40			

**MAXIMUM HOURS ALLOWED**

Students may receive federal financial aid if they have attempted below 150% of the hours required to complete their program. To determine the maximum allowable hours for a specific program or study, refer to the LA Delta catalog at [www.ladelta.edu](http://www.ladelta.edu). Determine the total number of hours required for the program and multiply that figure by 1.50.

(Example: If 60 hours are required to complete the degree program, then multiply 60 hours x 1.50 = 90. The maximum allowable *attempted* hours for the degree program in this example = 90 hours.)

*Hours attempted includes **all** Academic and Technical hours pursued, earned, dropped, and failed. All of these hours are counted as attempted even if the student did not receive aid.*

## **HOW OTHER FACTORS PERTAIN TO SAP**

### **“T” GRADES**

An “T” (incomplete) will be considered an “F” until a letter grade is assigned in its place. It is the student’s responsibility to notify the Office of Financial Aid of the grade change.

### **DEVELOPMENTAL/REMEDIAL COURSES**

The maximum number of hours that a student can receive Title IV federal aid for developmental/remedial courses is 30 hours. From that point forward, developmental/remedial hours will not count in enrollment status.

### **WITHDRAWALS**

**Official Withdrawal**— (also called Resignation) A student who totally resigns (receives all W’s) is considered to have officially withdrawn from the college. This process includes receiving Financial Aid and Enrollment Services signatures on the Withdrawal Form.

**Unofficial Withdrawal**-Students receiving Title IV aid and stop attending all classes and receive all F’s will be treated as unofficial withdrawals. Both types of withdrawals affect satisfactory academic progress.

### **ACADEMIC AMNESTY**

Academic amnesty does not affect or alter the student’s financial aid records for financial aid eligibility. All courses, hours attempted, and grades will be counted for financial aid Satisfactory Academic Progress.

Students who are granted Academic Amnesty may also submit a financial aid appeal if not making satisfactory academic progress. (See “Re-establishing Financial Aid Eligibility”)

### **TRANSFER STUDENTS**

Transfer students are required to meet the minimum academic standards set by LA Delta in order to receive Federal Financial Aid. A transfer student must supply the Admissions Office with transcript(s) from all previous institutions of attendance. The academic grades and cumulative hours earned and attempted will be reviewed for satisfactory progress before financial aid eligibility can be determined.

### **REPEATED COURSES**

Repeated courses will count in the cumulative attempted hours. Only **one** repeated course may be funded with Title IV federal aid if the student has **previously passed** the course.

## **WHAT HAPPENS ONCE SAP IS REVIEWED?**

At the time of SAP review students will fall into one of the following categories:

1. **GOOD STANDING:** Student has met progress standards and is eligible for aid for the following semester or academic year.
2. **PROBATION:** Student has NOT met progress standards, but has an approved appeal and is eligible for financial aid for one semester or length of Academic Plan.
3. **RESTRICTION:** Student has NOT made progress. Student is no longer eligible for Federal Financial Aid. Please see re-establishing eligibility below.
4. **ACADEMIC PLAN:** A plan designed specifically for a student whose Federal Financial Aid eligibility has been disqualified. The requirements within the Academic Plan must be met to regain eligibility. See details under Appeal (with an Academic Plan).

## **RE-ESTABLISHING FINANCIAL AID ELIGIBILITY**

(Should the student choose to “sit out” or attend another school for a period of time, she/he is still subject to meeting the SAP requirements for the semester in which she/he re-enrolls at LDCC. “Sitting out” has no bearing on regaining eligibility.)

Students who do not meet SAP Standards have two options to receive Financial Aid in future semesters:

1. Attend and regain without the benefit of financial aid or
2. Appeal to the Financial Aid Appeals Committee

You must enroll and be attending to re-establish your financial aid eligibility. Should you choose to "sit out" a semester, you are still subject to meeting the conditions listed below for the semester in which you re-enroll.

### **Attend and regain without the benefit of Federal Financial Aid:**

Students may attend at their own expense without the benefit of federal financial aid, attempt and earn a cumulative 67% of hours attempted and earn the appropriate GPA. (See GPA increment chart)

**Appeal (without an Academic Plan):** If the student is able to meet the Satisfactory Academic Progress requirements by the end of one semester (the semester that the student is appealing), the student may appeal to the Financial Aid Appeals Committee. If the appeal is approved the student will be considered on “Probation”, meaning the student is eligible for aid for one semester only. To meet the Satisfactory Academic Progress requirements the student must earn the appropriate cumulative GPA (according to the GPA increment chart), maintain Pace by passing/earning 67% percent of cumulative course attempted, and not exceed 150% of the degree program.

**Appeal (with an Academic Plan):** If it is clear the student will NOT be able to meet the progress requirements by the end of the semester the student may appeal. If the Appeal is approved, the student will be placed on an Academic Plan. The student will be eligible for aid as

long as the student adheres to the *Academic Plan*. Aid will be awarded, with an Academic Plan, up until the student has reached 150% of their degree program. However, students approved for a Maximum Hour appeal may not receive aid beyond the hours indicated on the Maximum Hours Appeal Form.

### **Other Types of Appeals**

Students who have not attended a college or university for ten years or more must submit an appeal letter for automatic approval. These students will be placed on an Academic Plan. Students who do not maintain the Academic Plan will not be eligible for federal financial aid.

**\*\*\*Effective Fall 2014, students failing to meet the quantitative standards or students failing to meet the qualitative standards by exceeding the federal 150% limit (Maximum hours for Degree Program), may appeal citing a change of major (i.e. changing from a Technical to an Academic Major or Academic to Technical Major), change in degree (such as a change from a 4-year degree to a 2-year degree), a double major, or a second Associate's Degree.**

**Students that have exceeded the federal 150% limit must submit a completed "Maximum Hours Appeal Form", a Degree Audit from their Academic Department, and a Financial Aid Appeal Form. These appeals are automatically approved. Students will be placed on an Academic Plan.**

### **HOW TO SUBMIT A FINANCIAL AID APPEAL**

Students who do not meet Satisfactory Academic Progress (SAP) standards have the right to appeal to the Financial Aid Appeals Committee. These appeals are generally based on mitigating circumstances.

Examples of mitigating circumstances may be defined as, medical illness, accidents that require hospitalization of the student, death of an immediate family member, exceeded maximum hours, change of degree/major. Per federal regulations, only appeals documenting specific circumstances will be considered for approval.

All appeals **MUST** have documentation that corresponds with the type of appeal the student is filing.

Students may appeal to the Financial Aid Appeals Committee. The student must be able to meet the LDCC SAP requirements by the end of the semester in which the student is appealing and students must:

Complete a SAP Appeal Form (located on our webpage at [www.ladelta.edu](http://www.ladelta.edu)) and follow these steps:

1. Indicate the extenuating circumstances and attached supporting documentation.
2. Write an Appeal Statement that explains the extenuating circumstances that was selected in Step 1.
3. Explain in detail your future academic goals for completion of your program.
4. Attach an unofficial copy of ALL college transcripts from schools that you have attended.

**SAP Appeal Limits**

Students can appeal no more than three times while attending L