



## **Satisfactory Academic Progress Policy (SAP)**

Federal regulations require that colleges monitor the academic progress of each applicant for federal financial aid and that the school certifies that the applicant is making satisfactory academic progress (SAP) toward earning a degree. Students must make satisfactory academic progress in their degree program to be eligible to receive financial aid from federal, state and institutional sources at Lake Erie College. This rule applies to all students applying for aid, whether aid has been previously received or not. The purpose of measuring and enforcing this regulation is to ensure the financial aid recipient's progress toward graduation. The policy and terms described in this SAP policy is for financial aid purposes and is separate from academic probation policies for academic standing with the college.

Failure to meet any SAP measurement may result in loss of all financial aid. The Financial Aid Office evaluates SAP after the completion of each semester or term. All terms of enrollment, including summer, will be considered in the determination of SAP, including periods in which the student did not receive federal student aid funds.

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### **The measure of SAP is threefold:**

1. GPA: Undergraduate students must maintain a minimum cumulative GPA of 2.0. Graduate students must maintain a minimum cumulative GPA of 3.0.
2. Completion Rate (Pace): Students must earn a minimum of 67% of attempted hours in a semester. The percentage is determined by dividing cumulative earned hours by cumulative attempted hours.
  - Attempted credit hours: Courses with grades and with marks of "W" withdrawn, "WF" withdrawal failure, "WP" withdrawal passing, "I" incomplete or "F" failure are counted as courses attempted, as do course repetitions and remedial coursework. Transfer hours are included in the attempted credit hours. Hours enrolled are counted after the add/drop period of the semester.
  - Earned credit hours: Credit hours recorded as earned on the student's academic transcript at the end of each semester in which a student received a passing grade. All other grades, including "F" failing, "W" withdrawal, "I" incomplete or no credit will not be counted as a successful completion or earned. Credits excluded from the credit completion calculation include audit credits, CLEP, and prior learning credits.
  - Transfer credit hours are included in cumulative number of hours attempted and earned
3. Maximum Timeframe: Federal regulations require that a student complete their degree program by the time they have attempted 150% of the hours normally required for the completion of the degree. Students who have reached the maximum timeframe limit and who have completed coursework to graduate but have not yet received their degree cannot continue to receive further financial aid.
  - Undergraduate programs require 120 credit hours for graduation. The maximum timeframe for these students is 180 hours (120 x 150%). If it is determined at any point that the student will not be able to complete the program within 180 credits, financial aid eligibility will cease.
  - The maximum time frame is not increased for dual-degree students or students with minors. All institutional hours attempted are included, even if a second major is added, or a student's major changes. Coursework forgiven for academic amnesty is included in attempted and earned counts for SAP.
  - Periods of enrollment when a student does not receive federal aid are counted toward the maximum timeframe.
  - A graduate student cannot exceed 150% of the published length of time of the program measured in attempted credit hours.

Graduate Program	Published Length	Maximum Timeframe
MBA Program	36 credit hours	54 credit hours
MPS Program	33 credit hours	49 credit hours
MED Program	32 credit hours	48 credit hours
MSPA Program	112 credit hours	168 credit hours

## **Outcomes: SAP Warning, Financial Aid Suspension, SAP Probation, Loss of Financial Aid**

Student's progress is monitored after grades are finalized each semester to determine if a student is eligible to receive financial aid for subsequent enrollment periods. The Lake Erie College Office of Financial Aid will notify any student not meeting SAP after the end of each semester via their LEC email. Notification will include an explanation of the failed measurement, if an academic plan is required, and the timeframe to appeal.

It is the student's responsibility to monitor their own SAP progress. A subsequent term may be in progress by the time a SAP notification is received. Students with concerns should contact the financial aid office.

1. **SAP Warning:** A student who fails a SAP measurement for the first time will be placed on SAP Warning status. The student will be notified via LEC email of their status; no action is required by the student at this time. SAP will be measured at the end of the warning period.
2. **Financial Aid Suspension/Appeal Process/SAP Probation/Loss of Financial Aid:** A student on SAP Warning who fails a SAP measurement for a second time becomes ineligible for financial aid.

If extenuating circumstances contributed to the student not meeting SAP requirements, an appeal may be submitted to the Office of Financial Aid. The purpose of the appeal is to document extenuating circumstances that occurred during the semester that led to the failure of meeting the SAP measurement. The appeal must include:

- Explanation of extenuating circumstances.
- An explanation as to why those circumstances no longer exist and will not affect academic performance moving forward.
- Specific steps that will be taken during subsequent enrollment to ensure academic success.
- Statement or documentation from a third-party source that can support your circumstance and confirm that your situation has been resolved to ensure successful future performance.
- If Maximum Timeframe has been exceeded, a signed statement from an academic advisor indicating the hours remaining for degree completion.

Examples of extenuating circumstances include serious illness or injury, death of a family member or other extreme hardship or personal situation. The appeal letter must be submitted to the financial aid office within 14 days of receiving notification. Include supporting documentation if indicated.

**SAP Probation:** An appeal will be approved if the financial aid office can determine the student will be able to make SAP standards by the end of the next term. Students with approved appeals are on SAP Probation status and regain eligibility for financial aid for the next term.

**Academic Plan:** If the financial aid office determines that a student cannot regain SAP standards by the end of the next enrollment period, the student must include an Academic Plan of action with their appeal. Their academic advisor can assist them in devising a plan to restore their SAP standards by a specific point in time. The student must adhere to the requirements specified in their academic plan to be eligible for financial aid.

**Loss of Financial Aid Eligibility:** Students who do not appeal, or do not meet the terms of their academic plan, lose financial aid eligibility. Students in this status may enroll at LEC at their own expense while attempting to regain financial aid eligibility.

## **Regaining Financial Aid Eligibility**

Students may regain full eligibility for financial aid by successfully completing coursework that raises their cumulative GPA to meet or exceed the minimum requirement and/or raise their completion rate percentage to 67%+.