SATISFACTORYACADEMIC PROGRESS (SAP)

To be eligible for any form of financial aid, Federal (Title IV) and State and funds, a student must make satisfactory academic progress. Academic progress is evaluated and determined at the end of each academic year, including summer courses based on academic progression (Pace) and grades (CGPA). Students MUST meet **BOTH** components. Students are notified of their progress after all spring semester/term grades have been submitted to the Registrar's Office. Special consideration will be given if late grade changes or course corrections occur.

Dominican College's SAP policy is consistent with the institution's requirements for graduation and conforms to Federal (Title IV) and State regulations that govern financial aid programs. ***See SAP policies below:***

UNDERGRADUATE SAP POLICY

Undergraduate students seeking a degree or certificate are expected to complete coursework and attain a Cumulative Grade Point Average (CGPA) based on the chart below to remain eligible for any form of financial aid: **Student's Total Attempted Credits**	**Percent of Credits Attempted vs. Credits Completed (Pace)**	**Cumulative Grade Point Average (CGPA)**
29 or less Attempted Credits	30%	1.5
30 - 61 Attempted Credits	50%	1.7
Beyond 61 Attempted Credits	67%	2.00

Maximum Time Frame- Once an undergraduate student has attempted **180 credits** or more they will no longer be making satisfactory academic progress regardless of completion percentage or cumulative grade point average.

SECOND UNDERGRADUATE DEGREE SAP POLICY

Students pursuing a second degree or certificate are expected to complete coursework and attain a Cumulative Grade Point Average (CGPA) based on the chart below to remain eligible for any form of financial aid: **Percent of Credits Attempted vs. Credits Completed (Pace)**	**Cumulative Grade Point Average (CGPA)**
67%	2.00

GRADUATE SAP POLICY

Graduate students seeking a degree or certificate	**Cumulative**

are expected to complete coursework and attain a Cumulative Grade Point Average (CGPA) based on the chart below to remain eligible for any form of financial aid: **Percent of Credits Attempted vs. Credits Completed (Pace)**	**Grade Point Average (CGPA)**
67%	3.0

WITHDRAWALS, FAILURES, REPEATS, INCOMPLETES, PASS/FAIL, MISSING GRADES, AUDITED and NON-CREDIT COURSES

- A student who withdraws from a course or receives a failing grade will not receive credit for that course in establishing standards of progress. This may have a serious adverse effect on a student's ability to meet the SAP standards.
- Any course that is listed on a transcript or grade report as a Withdrawal will be counted in the SAP formula as credits attempted.
- Course failures will be counted in the SAP formula as credits attempted. All failing grades will be factored into the CGPA calculation per institutional policy.
- Repeated courses are included in credits attempted for each occurrence. The impact on CGPA will reflect institutional policy.
- All occurrences of previously failed repeat courses will be counted in the SAP calculation. Only one occurrence of a previously passed course will be counted.
- An Incomplete grade will not be counted towards the number of courses completed until the student has successfully met the requirements of the course and/or received a final grade.
- Courses graded on a pass/fail basis will be counted in credits attempted but will not count in the CGPA calculation.
- Courses with a missing grade will be counted in credits attempted with no credits earned. When the student informs the Financial Aid Office that a grade has been submitted, the student's academic performance will be reviewed.
- Courses taken as an Audit do not count toward graduation requirements and will not be included in the calculation of a student's SAP.
- Remedial courses will be counted in credits attempted.

STUDENTS WHO CHANGE THEIR MAJOR

A student who changes his/her major will have the SAP formula calculated based on the number of credits attempted and completed from the previous major that fulfill course requirements for the new major.

STUDENTS WHO LEAVE AND RETURN

A student who withdraws from Dominican College and then returns to the College without attending any other institution must meet SAP standards as if they had never left. An interruption of course work does not change the SAP result.

TRANSFER STUDENTS

Transfer students must meet the percentage requirement based on the number of credits accepted in transfer. A student, who withdraws from Dominican College, enrolls at another college and then returns to Dominican College must meet the same standards as a transfer student. Courses taken at another college as a visiting student and accepted by Dominican College are counted toward Attempted and Completed.

APPEALS

Students who fail to meet the academic progress standards will have their financial aid eligibility terminated. An appeal based on mitigating circumstances may be submitted to the Financial Aid Office. Evaluation of one or more of the following conditions may result in reinstatement of financial aid:

- Exceptional medical or personal circumstances
- Personal injury or illness of the student

- Family difficulties, such as divorce or family illness
- Death of a relative
- Other unusual circumstances

APPEAL PROCESS

- Students must submit an **'Appeal Form to Reinstate Financial Assistance'** available in the Financial Aid Office.
- An appeal will be reviewed by the **SAP Appeals Committee.**
- Appeals must be **submitted within the established deadlines**. Appeal requests submitted after the deadline will not be accepted if the SAP Appeals Committee has met for the final time prior to the start of classes.
- Appeals are **granted** for **one semester** contingent upon an **'academic plan'** outlining the academic requirements which must be fulfilled by the student. If the appeal is accepted, the student will be placed on **'financial aid probation'.** An 'academic plan' must ensure the student will meet the standards by a specific time.
- Reinstatement of aid for the following semester will be considered by the SAP Appeals Committee after a review of the student's academic progress and/or successful completion of the 'academic plan'.
- All decisions made by the SAP Appeals Committee are final.

FINANCIAL AID PROBATION

A student who is failing to make satisfactory academic progress and whose appeal is approved by the appeals committee will be placed on 'financial aid probation'. Eligibility for financial aid may be reinstated for one payment period. Financial aid probation may be granted if the SAP Appeals Committee determines a student should be able to meet the standards after the subsequent payment period and/or will be able to complete an 'academic plan'.

ACADEMIC PLAN

Students who fail the satisfactory progress check at the end of the academic year may only receive aid for the following semester if they successfully appeal. An 'academic plan' outlining the academic requirements, which must be fulfilled by the student, will be provided. A requirement of the plan may include regular scheduled meetings with an academic advisor. Reinstatement of aid will be contingent upon successful completion of this plan. An 'academic plan' must set a specific time to meet the standards.

REESTABLISHING FINANCIAL AID ELIGIBILITY

Students who are not making satisfactory academic progress can restore their eligibility for aid by taking action that brings the student into compliance with the SAP Policy. A student that is granted an appeal based on an 'academic plan' is placed on 'financial aid probation' and will only regain eligibility for one semester. At the end of their financial aid probation, academic progress and aid eligibility will be determined.