

SATISFACTORY ACADEMIC PROGRESS POLICY

In accordance with federal regulations, all degree-seeking students must make Satisfactory Academic Progress (SAP) toward earning a degree as stipulated in the charts below to receive federal financial aid at Art Center. Federal financial aid includes federal grants, federal work study, and federal loan programs. State grant programs and all institutional scholarships have specific criteria to consider.

SAP Evaluation

SAP is calculated at the end of each term. SAP is also calculated at the point when a continuing student applies for aid for the first time as a degree-seeking student.

Both **qualitative** (cumulative GPA) and **quantitative** (credits attempted and earned) progress is measured. These measurements apply to all credits attempted and recognized by Art Center for degree consideration from all institutions.

Federal Qualitative Evaluation

Degree:	Undergraduate	Graduate
Minimum Cumulative GPA	2.50	3.00

Federal Quantitative Evaluation

All Degree Programs	Undergraduate	Graduate
Minimum % of Total Credits Successfully Completed Each Term (Credits Earned divided by Credits Attempted)	67%	67%
Maximum Total Credits Allowed to Complete Degree Requirements for Current Primary Program of Study	150% of the specific degree program's published length (1.5 x number of credits)	150% of the specific degree program's published length (1.5 x number of credits)

1. Students meeting the standards above at the time of calculation will be considered in good SAP standing.
2. Students who do not meet the requirements shown above will be put on **Financial Aid Warning** for the following term. SAP will be calculated again at the end of the warning term. **If the student has not achieved SAP status by the end of the warning term, eligibility for federal student aid programs will be suspended.**
3. Rules are applied uniformly to all students for all periods of enrollment.

4. Students who are returning to the college after being on SAP Suspension by Enrollment Services will be reviewed by the Financial Aid Office upon re-entry and application for financial aid.
5. Eligibility for financial aid is **reestablished** after a student improves his/her academic record to meet the minimum standards or an appeal due to unusual and/or mitigating circumstances is approved.
6. Students are responsible for knowing the SAP eligibility criteria and their status at the end of each term. They may contact the Financial Aid Office if questions arise.

Credits Attempted and Credits Earned

1. All courses taken at Art Center applying to the current degree pursuit are counted as credits attempted regardless of the grade earned. This applies to courses withdrawn from after the add-drop period as well as courses for which a grade of F is received. It also includes withdrawals from the college during the term after the add-drop period.
2. Courses transferred from other institutions will be counted toward the maximum total credits attempted to complete degree requirements.
3. Only courses that count toward degree completion and with final passing grades issued by the Office of Enrollment Services will be counted as Credits Earned.
4. Temporary Incomplete, Missing, or Non Attendance grades will be counted as Credits Attempted and not as Credits Earned.
5. Failed courses will count as Credits Attempted and not as Credits Earned.
6. Courses dropped or withdrawn from AFTER Friday of week two (2) of the term will count as Credits Attempted but not as Credits Earned.
 - a. Failed courses which are repeated count both times as Credits Attempted and, if passed on the second attempt, one time as Credits Earned.
 - b. Passed courses which are repeated count twice as Credits Attempted and Credits Earned.

Changes in Major

For students who change majors, only credits attempted and earned which count toward the new major will be used in the SAP calculation of Credits Attempted and Credits Earned and the maximum total credits allowed.

Study Abroad

All credit hours applicable to the current degree program attempted during Study Abroad terms will count as both Credits Attempted and Credits Earned.

Entering Students

A student with no enrollment history in a degree program at Art Center will enter on SAP good standing and will qualify for aid if otherwise eligible. All work accepted for transfer by Art Center will be included in the SAP calculation.

Returning Students

Returning students will re-enter at the SAP status earned at the end of their last Art Center enrollment term. Students cannot reestablish eligibility simply by taking terms off from Art

Center. Eligibility for financial aid is reestablished after a student improves his/her academic record to meet the minimum standards or an appeal due to unusual and/or mitigating circumstances is approved

Financial Aid Warning and Suspension

Students who fail to maintain SAP will be placed on **Financial Aid Warning** for the following term of enrollment. During this time they will remain eligible for financial aid.

If good SAP status is not achieved by the end of the term, they will lose financial aid eligibility and be placed on **Financial Aid Suspension**.

Regaining Eligibility and Financial Aid Probation

In order to regain financial aid eligibility, the student must either achieve good SAP status while receiving no financial aid or file a successful appeal to regain eligibility. If the appeal is granted, the student will then be placed on **Financial Aid Probation**.

Appeals and Reinstatement

1. **Financial Aid Suspension** – If a student’s financial aid is suspended, it may be appealed if unusual and/or mitigating circumstances affected academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member, the death of a student’s relative, student activation for military service or other circumstances as deemed appropriate for consideration by the SAP Appeals Committee.
2. To **appeal**, students must submit a completed **SAP Appeal Form** to the Financial Aid Office. This should explain in detail why they failed to meet the minimum academic standards, what unusual and/or mitigating circumstances caused the failure and how their situation has improved. This form and a **detailed academic plan** approved by your academic advisor are required to appeal. Not all appeals will be approved. If your appeal is approved, you will be expected to meet the enrollment goals and grades set in the academic plan. In some cases an “**extended**” **academic plan** will be required after review by the Financial Aid Office. If we require an “extended” academic plan, you will be notified by the Financial Aid Office to meet with your advisor and complete an extended academic. In all cases we encourage you and your advisor to be realistic when planning your goals as it must be possible for you to regain good progress in order for us to approve your appeal. SAP appeals should be submitted to the Financial Aid Office.
3. **Financial Aid Probation** - If an appeal is granted, the student will be placed on **financial aid probation** for one term. Academic progress will be reviewed at the completion of the term. Students who have not met the conditions of the **financial aid probation** will be notified that they are no longer eligible for federal financial aid. Students must submit an additional appeal with an updated Academic Plan if they wish to be considered for review. Not all appeals will be granted. If the appeal is successful, another **financial aid probation** term may be granted.
4. Appeals must be submitted no later than 4 pm on the Friday before the beginning of the term for which reinstatement is desired.

5. The SAP Appeals Committee decision result will be sent to the student by postal mail and by electronic mail.
6. Appeal approvals may not be applied retroactively after the end of the term.
7. Appeal approvals will state the conditions and timeframe for maintaining aid eligibility. SAP Appeal Committee decisions are final and cannot be appealed to another source.
8. Students who have raised their cumulative GPAs or course completion rate to equal or exceed the minimum requirements should contact the Financial Aid Office to see if they may be **reinstated** to good SAP standing.

Institutional Satisfactory Academic Progress (SAP)

Time Limitations

There are time limitations on Art Center scholarships for students who entered in Spring 2011 and forward.

Students holding Art Center scholarships enrolled in BFA degree programs are entitled to maintain their scholarships for a maximum of four years or nine semesters.

Students in BS degree programs can hold the scholarship for ten semesters due to the larger credit requirement for graduation.

These specified amounts of time are the normal time frame in which students complete the program or are capable of completing the program.

Entering scholarships may be specified for a shorter time, but unless specified, they are for 4 years or 9 semesters.

Grade Point Requirement

Students must achieve a 3.0 cumulative grade point average each semester to retain their Art Center Scholarship. Students whose cumulative GPA falls below 3.0 **are given one "warning" term and one "probation" scholarship term** to bring their GPA back up to 3.0. Failure to bring grades back up will result in the forfeiture of scholarship awards.

For additional information regarding Institutional Scholarship awards, please see full information on Art Center Scholarships and Grants.