

SATISFACTORY ACADEMIC PROGRESS POLICY

In accordance with federal and state regulations, all degree-seeking students must make Satisfactory Academic Progress (SAP) toward earning a degree as stipulated in the charts below to receive federal and state financial aid at ArtCenter. Federal financial aid includes federal grants, federal work-study, and federal loan programs. State financial aid includes the Cal Grant. Institutional scholarships have separate SAP criteria addressed at the end of this policy.

SAP Evaluation

SAP is calculated at the end of each term a student attends. SAP is calculated for domestic students who may be eligible to submit the FAFSA (whether or not they have submitted one) and California Dream Act Application (CADAA) filers who are eligible for the Cal Grant.

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

Federal Qualitative Evaluation

The qualitative (cumulative GPA) measurement is based ArtCenter's GPA requirement for graduation.

| Degree | Minimum Cumulative GPA |
|---------------|------------------------|
| Undergraduate | 2.50 |
| Graduate | 3.00 |

Federal Quantitative Evaluation

There are two quantitative evaluation measurements for SAP: Pace (also referred to as Cumulative Completion Rate) and Maximum Time Frame.

Pace

All students (undergraduate and graduate) must complete and pass a minimum of **67%** of all cumulative courses attempted. Pace, or Cumulative Completion Rate, is calculated by dividing total credits earned by total credits attempted.

Maximum Time Frame

All students (undergraduate and graduate) must complete their degree within **150%** of the published minimum credits required to graduate from their particular degree program. Maximum Time Frame is calculated by multiplying the number of credits required for completion of the particular degree program by 150%.

Credits Attempted and Credits Earned

1. All courses taken at ArtCenter applying to the current degree program are counted as Credits Attempted regardless of the grade earned.
2. Courses transferred from other institutions and accepted toward degree completion at ArtCenter will be counted as Credits Attempted and Credits Earned.
3. Courses with final passing grades issued by the Enrollment Services Office 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 the end of the Add/Drop period will count as Credits Attempted and 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 ArtCenter will enter on satisfactory SAP standing and will qualify for aid if otherwise eligible. All work accepted for transfer by ArtCenter will be included in the quantitative SAP calculation.

Returning Students

Returning students reenrolling at ArtCenter after a break will re-enter at the SAP status earned at the end of their last ArtCenter enrollment term. Students cannot reestablish eligibility simply by taking terms off from ArtCenter. Eligibility for financial aid is reestablished after a student submits a new appeal due to unusual and/or mitigating circumstances and is approved or improves their academic record to meet the minimum SAP standards on their own. If a returning student submits an appeal and is approved, they will be able to receive aid while following the approved academic plan on their SAP appeal form.

Results of Evaluation

1. Rules are applied uniformly to all students for all periods of enrollment.
2. Students meeting the standards above at the time of SAP calculation will be considered in satisfactory (good) SAP standing.
3. Students who were previously Satisfactory and 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 regained satisfactory SAP standing by the end of the Warning term, eligibility for federal and state financial aid programs will be suspended with an opportunity to appeal.**
4. Eligibility for federal financial aid is reestablished when:
 - a. the student meets the federal SAP standards; or
 - b. the student files a successful SAP appeal due to unusual and/or mitigating circumstances and is approved for probation; or
 - c. a returning student files a new appeal and is approved.
5. 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.
6. Students who believe they have raised their cumulative GPAs or pace to equal or exceed the minimum SAP requirements can contact the Financial Aid Office to see if they may be **reinstated** to good SAP standing.

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 Warning term, they will remain eligible for financial aid. Students who are placed on Financial Aid Warning will be notified via email and on their Financial Aid Dashboard on Inside.

If satisfactory SAP status is not achieved by the end of the Warning term, students will lose financial aid eligibility and be placed on **Financial Aid Suspension**. Students who are placed on Financial Aid Suspension will be notified via email and on their Financial Aid Dashboard on Inside.

During Financial Aid Suspension, students cannot receive federal and state aid. In order to regain financial aid eligibility, the student must either file a successful appeal to regain eligibility or achieve satisfactory SAP status while not receiving financial aid. If the student appeals and is approved, the student will then be placed on **Financial Aid Probation** and can receive federal and state aid while on probation.

Appeals and Financial Aid Reinstatement

1. Basis for Appeal

Students may appeal a financial aid suspension decision based on **special or mitigating circumstances**, including (but not limited to):

- severe illness or injury of the student or immediate family member
- death of a loved one
- student activation for military service
- documented mental-health conditions
- caregiving responsibilities
- disability-related reasons
- housing or food insecurity or homelessness
- any extenuating circumstances outside the student's control

2. Appeal Process

To appeal, students must submit a complete SAP Appeal Form to the Financial Aid Office via email or in-person at Hillside Room 264. The SAP Appeal Form is available on the [Financial Aid Inside page](#), under Financial Aid Forms, and is linked in the SAP notification email.

- The appeal must explain in detail why the student failed to meet the minimum academic standards, what special and/or mitigating circumstances led to the Unsatisfactory progress, and what has changed that will allow them to be successful moving forward.
- Students must also meet with a Department or Academic advisor to detail an academic plan. The academic plan must be documented on the Appeal Form and signed by the Advisor.
- In some cases, an extended academic plan will be required after review by the Financial Aid Office. If an extended academic plan is required, you will be notified by the Financial Aid Office.

3. Appeal Deadline

Appeals should be submitted to the Financial Aid Office by 4PM on the Friday before the beginning of the term for which reinstatement is desired for priority consideration, and no later than Week 13 of the term for which reinstatement is desired. Appeals are not considered retroactively after the end of the term.

4. Appeal Decision

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 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.

5. **Appeal Notification**

The SAP Appeals Committee or a Financial Aid Counselor will notify students of SAP appeal decisions via email within two weeks of submission of a complete appeal. Appeal approvals will state the conditions and timeframe for maintaining aid eligibility.

6. **Denied Appeals**

If your appeal is denied, you may file a Second Appeal by submitting a new completed SAP Appeal Form to the Financial Aid Office via email or in-person at Hillside Room 264. When filing a Second Appeal, submit additional information that may assist with explaining the circumstances for which you were not able to maintain the standards for SAP. The Second Appeal review process will be conducted by a reviewer who did not participate in the initial appeal review. Students are notified of the decision of the Second Appeal via email. The decision of a Second Appeal is final.

Financial Aid Probation and Academic Plans

If an appeal is approved, the student will be placed on **Financial Aid Probation** for one term and is eligible to receive federal and state financial aid while on probation. Academic progress will be reviewed at the completion of the probation term.

If a student has regained SAP compliance after the Probation term, they regain financial aid eligibility and do not need to appeal again.

If the student has not regained SAP compliance but successfully completed their federally compliant academic plan, the student may remain on probation for the next term and continue to receive financial aid so long as they are adhering to their academic plan.

If the student has not regained SAP compliance and did not adhere to their academic plan, they will be placed back on **Financial Aid Suspension** and will not be eligible for federal and state financial aid. Students may submit a new 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.

Institutional Satisfactory Academic Progress (Scholarship SAP)

GPA Requirement

Undergraduate students must achieve a 2.50 cumulative grade point average (GPA) each semester to maintain their scholarship. Graduate students must achieve a 3.00 cumulative grade point average (GPA) each semester to maintain their scholarship. These GPAs represent the minimum requirements for remaining in good academic standing with the College.

Students whose cumulative GPAs fall below these levels are given one “warning” term and one “probation” term to bring their cumulative GPA back up to the minimum required levels. Failure to bring grades back up will result in the forfeiture of scholarship awards. Exceptions may only be made through an appeal process with the Financial Aid Office.

For additional information regarding Institutional SAP, please review the ArtCenter Scholarship and Grant Policy available on the [Financial Aid Inside page](#).

Time Limitations

There are time limitations on ArtCenter scholarships. Credit requirements vary by major and are subject to change. Students holding ArtCenter scholarships enrolled in BFA degree programs are entitled to maintain their scholarships for a maximum of 9 terms. Students in BS degree programs may hold the scholarship for 10 terms due to the larger credit requirement for graduation. Graduate students may hold their scholarship for the approved length of their program plus one additional term. These specified amounts of time are the normal time frame in which students complete the program, or can complete the program.

Entering scholarships are generally held for the length of time specified above, unless stipulated otherwise. Students who are awarded scholarship(s) through the continuing student scholarship process will hold the funds no longer than the maximum duration required to complete the program, unless specified for a shorter time. The duration cannot exceed the College’s time limitation policy. A full-time term is counted as one term, and if a student enrolls in an ArtCenter Lite term, it will be counted as half a term.