
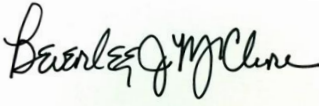


<u>ADMINISTRATIVE POLICY</u>  ADAMS STATE UNIVERSITY	POLICY NUMBER:	PAGE NUMBER Page 1 of 4
	CHAPTER: Academic Affairs	
	SUBJECT: Satisfactory Academic Progress	
RELATED POLICIES:	EFFECTIVE DATE: May 1, 2017	
	SUPERSESION: Grades: Academic Standing/Probation/Suspension 100-11-01	
	 DR. BEVERLY	
OFFICE OF PRIMARY RESPONSIBILITY: Academic Affairs		

I. POLICY:

Satisfactory Academic Progress (SAP) requires all officially admitted degree-seeking students, enrolled in courses applicable to an eligible program of study at Adams State University, to maintain progress to degree completion.

II. PURPOSE:

The purpose of this policy is to ensure all degree-seeking students are making progress to complete an eligible program of study through regular qualitative and quantitative monitoring of completion of degree requirements.

III. DEFINITIONS:

- A. Good Academic Standing: A student is in good academic standing if they are meeting the quantitative and qualitative standards of the SAP policy.
- B. Cumulative GPA: The grade point average of a student over the entire period of study at ASU. This is also known as cumulative scholastic average.
- C. Grade Point Average (GPA): The Adams State University grading system is based on a standard four-point scale, and GPA is calculated by dividing the total quality points earned by the number of credit hours attempted.
- D. Academic Semester Hours: The number of credit hours attempted by a student in a semester.
- E. Progress Toward Degree: The student is enrolled and successfully completing courses that meet requirements for their declared program of study according to their student record.
- F. Institutional Suspension: Suspension from ASU for failure to meet SAP expectations over the course of multiple semesters. This suspension period does not have an appeal if the student has already appealed their SAP at an earlier time.

IV. PROCEDURES:

- A. The Registrar's Office will maintain and calculate the GPA for every enrolled student at the end of each fall, spring and summer semester. The Registrar's Office is also responsible for transferring in credits only applicable towards the students intended program of study and also transferring in the grades associated with those courses.
- B. A review of each admitted, degree-seeking student's academic progress toward degree will be conducted by the Financial Aid Office immediately after final grades are posted for each semester. In the SAP review process, a SAP status will be determined and (see following descriptions) will be posted to each student's financial aid record, even if the student has not applied for financial aid. Except for some private scholarships, all forms of financial aid are affected by the student's SAP standing. All official correspondence regarding a student's SAP status will be sent to student "@grizzlies.adams.edu" email accounts.
- C. The Athletic Department will review student-athlete eligibility by the beginning of the fall term and certify good academic standing based on the SAP standards and will notify students if they are ineligible for athletic competition. Undergraduate students who do not have a minimum cumulative GPA of a 2.0 and graduate students who do not have a minimum cumulative GPA of 3.0 prior to the beginning of each fall term are ineligible to compete in athletic programs.
- D. SAP STANDARDS:

The following three SAP standards are monitored at the end of each semester of attendance:

- **Minimum Cumulative GPA Standard (Qualitative):** maintaining the minimum cumulative grade point average (GPA) standard of at least 2.0 for undergraduate students and 3.0 for graduate students.
- **Pace Standard:** maintaining a successful cumulative completion rate at or above 67% of *all* attempted credits (Passed Hours/Attempted Hours), including institutional and accepted transfer credits.

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- **Maximum Credit Standard (Quantitative):** completing program(s) of study within 150% of the credits required for the program(s), even if multiple majors are being pursued.
  - 180 credits is the maximum for bachelor's degrees. For second bachelor's degrees, the credit limit is 150% of the requirements for the second degree.
  - Master's degree credit maximums are program specific (e.g., 150% of the MBA degree is 54 credits).
  - Attempted credit hours not completed, including official withdrawals, will be counted when determining the total number of credits of the Maximum Credit Standard.
  - Any failed course may be repeated until passed but will be counted in the overall attempted hours.
  - Financial aid is applicable only to requirements for a program of study. If a student has not applied for graduation, but degree requirements are met and a degree can be conferred, all financial aid eligibility will cease.
  - If at any point during a student's degree program a review determines that the student cannot complete their program of study within SAP standards, all financial aid eligibility will cease.

E. SAP STATUS:

Each student is placed in one of the following statuses after SAP evaluation (within two business days after semester grades are officially posted):

- **Good Academic Standing:** Students are in good standing at Adams State University if all of the above SAP standards are met. For purposes of NCAA compliance, student athletes must meet the same requirements for good academic standing as all other students.
- **Warning (First Semester Not Meeting Standards):** Students are given a Warning status if the semester is the first in which SAP Minimum GPA and Pace Standards have not been met but are still considered to be in Good Academic Standing. A warning status does not require an appeal to receive disbursement of financial aid. Students are encouraged to meet with their academic advisor to discuss options on campus that may assist them. Only one warning period is allowed. Students with a status of Warning are considered eligible for financial aid.
- **Review/ Probation (Second Semester Not Meeting Standards):** Students are placed on "Review" status if they have had a previous warning status and are not meeting criteria for the Minimum GPA and Pace Standards. Students can submit an appeal to attempt to gain Probation or Good Standing Status. Students whose appeals are denied will be ineligible for financial aid and athletic competition. Students with a "Review" status are moved to "Probationary" status if they submit an appeal signed by their advisor that is then approved by the Office of Student Financial Aid. Only one probationary period is allowed. Probation does not apply if students are not meeting the maximum credit standard (see following Ineligible for Title IV section). A student with a cumulative GPA of 0.0 after completion of 2 consecutive semesters, regardless of enrollment type (full time, half time, etc.) will automatically move to an Ineligible status.
- **Ineligible with Chance to Appeal with an Approved Academic Plan (AP) (Third Semester Not Meeting Standards):** Students may appeal their financial aid ineligibility by submitting an academic plan with their SAP appeal form. If more than 150% of degree requirements have been attempted, students may be required to meet Minimum GPA and Pace Standards to be considered for approval. If appeals of "Ineligibility" status are approved, students are placed on an Academic Plan outlined by their assigned academic advisor. The academic plan must move a student successfully toward degree completion in the fewest number of semester hours possible (e.g., unnecessary elective credits are excluded from Academic Plans). Academic plans must include a degree plan that outlines course requirements (including courses to repeat to obtain passing grades) and a course completion rate. Academic plans will be reviewed at the end of each semester for compliance. A minimum semester GPA requirement will be calculated by the financial aid office. The calculation will be based on current attempted credits, current cumulative GPA, total credits needed for degree, and the desired minimum cumulative GPA (2.0 for undergraduates or 3.0 for graduate students). If at any point a student cannot reach the minimum GPA needed they will no longer be approved for continued eligibility. **Students who do not adhere to the academic plan will lose financial aid eligibility with no option for appeal. To regain eligibility, students must obtain good standing without federal, state or institutional financial assistance.**
- **Ineligible for Title IV Financial Aid with No Chance to Appeal ("Selfpay") (4<sup>th</sup> Semester Not Meeting Standards):** Students are placed in an "Ineligible/Selfpay" status and will no longer be eligible to receive financial aid, including federal, state and institutional grants, student loans, and work-study. A student with "Selfpay" status will not be considered for any financial aid awards at Adams State University. External and private donor scholarships may still be awarded. Students are placed in "Selfpay" status at Adams State University for one or more of the following reasons:
  - **The Minimum GPA Standard is not attained within maximum credit standard.** To obtain good standing, the Minimum GPA Standard must be met *without* the benefit of financial aid. This may be appealed by documenting reasons why the Minimum GPA Standard has been violated.

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- **The Pace Standard has not been met within maximum credit standard.** To obtain good standing, the Pace Standard must be met *without* the benefit of financial aid. This may be appealed by submitting documentation explaining why at least 67% of the total attempted credit hours have not been completed.
- **The Maximum Credit Standard has been violated.** All Title IV aid must stop if the student has exceeded the maximum number of credits or if at any point in time during the student's enrollment it is determined through the SAP review process that the student cannot complete their program of study within the maximum time frame of 150% and meet all other SAP standards. *The entire academic record, all transfer credits, and all credits attempted at Adams State University (even if not receiving financial aid) will be counted toward the 150% credit-hour limit.*
- **AND/OR an appeal for Probation Status is not approved by the student's assigned academic adviser.**

F. THE APPEAL PROCESS:

1. Students who are on "Review" status or "Ineligible for Title IV Financial Aid" due to violation of the SAP policy have the right to submit an appeal. Appeal forms can be obtained from the One Stop Student Services Center or online at <http://adams.edu/sap>.
2. Appeals based on extenuating circumstances that prevented meeting SAP standards can be defined as, but not limited to medical problems or a death in the immediate family. Documentation of the circumstances must be submitted with each appeal.
3. Appeals must also explain how student will meet SAP standards in the future.
4. All appeal forms and supporting documentation must be signed by the student's academic advisor and submitted to the One Stop Student Services Center by mail, fax, email, or in person. If at any point an academic adviser has reason to believe the student will not make sufficient progress to obtain a degree, they may indicate a "denial" on the SAP appeal and may include any supporting documentation. Denied SAP appeals will move the student straight to "Selfpay" status with no option to appeal.
5. To retain eligibility, appeals must be submitted within 30 calendar days after classes begin each semester to the One Stop in the Student Union Building.
6. For appeals not submitted by the stated deadline, financial aid will be cancelled and returned to the appropriate program. The student will be responsible for Adams State University student account charges if financial aid is cancelled or the student is ineligible for financial aid.
7. Appeals will be reviewed by a financial aid counselor. All appeals related to the Maximum Credit Standard will be reviewed by the Director of Financial Aid and/or an authorized designee. Students will be notified of appeal results via their Adams State student email account. The appeal decision is final.
8. Students awarded in error while ineligible for financial aid are responsible for repayment.

G. ADDITIONAL CRITERIA AFFECTING SAP STANDARDS

1. **INCOMPLETE COURSES:** Receiving more than one (1) grade of IN (incomplete) in any semester or period of enrollment will stop any subsequent financial aid disbursement(s). Any grade of IN (incomplete) must be updated before the end of the subsequent semester in order to receive any further financial aid.
2. **ACADEMIC AMNESTY:** A student's entire academic record is considered when an appeal is reviewed. Please note that this includes any semesters in which tuition and fees were paid without financial aid assistance. Overall academic record and all credits attempted (institutional and accepted transfer credits), even those attempted without financial aid, are subject to this SAP policy. Any student awarded Academic Amnesty by Academic Affairs is subject to the same SAP calculations as all other students. All courses and grades earned by a student will be included in their SAP calculation.
3. **REPEATING COURSES:** Students can receive financial aid for repeating courses only once if the course already has a passing grade.
4. **REMEDIAL COURSEWORK:** Per financial aid federal regulations an institution may allow up to one academic year of remedial coursework in a student's enrollment status under financial aid. Students can receive a maximum of 30 credits of remedial coursework (course level 090-099) toward financial aid eligibility.
5. **WITHDRAWAL:** If all final grades post as "TF", "TU", and/or "W", by federal regulation Adams State is required to assume the student unofficially withdrew. Faculty will be contacted to determine a last date of attendance and a Return to Title IV Calculation will be made based on that date. Students may have to repay all or a portion of federal aid. (See Institutional TF & TU Policy 100-11-13).
6. **SAP STATUS RECALCULATION:** If a student's academic record is updated or changed after end-of-semester SAP evaluation, the SAP status can subsequently be recalculated based on the academic record update.
7. **INSTITUTIONAL SUSPENSION:** If at any point during a student's academic career that student is not meeting SAP standards, they may potentially be placed on Institutional Suspension. Students will be evaluated on a case by case basis by Student Services and/or Academic Affairs.

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8. **CHANGE OF MAJOR:** A student may change their major a maximum of 2 times after they have already declared a major. All credits completed towards a prior major are applicable towards the student's SAP status, as the entire academic record is used when calculating a SAP status.

H. ATHLETIC ELIGIBILITY:

1. The Athletic Department will review student-athlete eligibility by the beginning of the fall term and certify good academic standing based on the SAP standards and will notify students if they are ineligible for athletic competition.
2. NCAA Bylaws necessitate additional restrictions for students participating in athletics. In order for a student to be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must be enrolled full-time (12 credit hours), have a 2.0 cumulative GPA or greater (3.0 or greater for graduate students) prior to the beginning of each fall term and maintain satisfactory progress towards degree requirements.
3. Per Adams State University Declaration of Major Policy, a student-athlete must be accepted into a major before the start of the fourth semester. After declaring a major (and/or minor), credits used to meet progress towards degree requirements must be credits required for that specific degree program.
4. To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must earn nine- semester hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full time at any collegiate institution.

V. RESPONSIBILITY:

- A. The student is responsible for maintaining good academic standing, verifying their standing in their ASU student account, and checking their Adams State University e-mail account regularly for notices about academic standing.
- B. The Registrar's Office is responsible for calculating GPA at the end of every semester and processing GPA updates throughout the semester. The Registrar's Office is also responsible for transferring in credits only applicable towards the students intended program of study and also transferring in the grades associated with those courses.
- C. The Financial Aid Office is responsible for running SAP procedures at the end of every semester after grades post, notifying students if they are not meeting SAP standards, reviewing appeals and determining eligibility of academic progress.
- D. The Athletic Department is responsible for monitoring additional academic and athletic eligibility factors as required by NCAA and is responsible for notifying students of their eligibility status for athletic competition.

VI. AUTHORITY:

**FEDERAL SAP REGULATORY CITATIONS:**

- Higher Education Act, § 484(c)
- 34 Code of Federal Regulations, § 668.16(e)
- 34 Code of Federal Regulations, § 668.32(f)
- 34 Code of Federal Regulations, § 668.34

**NCAA REGULATORY CITATIONS:**

- 3.3.4.6 Publication of Progress Towards Degree Requirements
- 14.4 Progress Towards Degree Requirements

**Adams State University:**

- Academic Policy 100-11-01 – Grades: Academic Standing/Probation/Suspension
- Academic Policy 100-13-02 – Transfer Policies: Transferable Grades
- Academic Policy 100-13-05 – Transfer Policies: Vocational Credit
- Academic Policy 100-02-13 – Declaration of Major
- Academic Policy 100-11-10 – Grades: Repeating Courses (GPA Update)

VII. HISTORY:

March 2, 2016

VIII. ATTACHMENTS:

[SAP Appeal Form](#)