

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal Regulations require all students applying for financial assistance to maintain satisfactory academic progress in order to receive aid. The progress standards that students are required to meet in order to maintain financial aid eligibility at the Alamo Colleges is as follows:

1. maintain a minimum 2.0 GPA, "C" or better, per semester and overall,
2. successfully complete sixty-seven percent (**67%**) of all course work attempted, **and**
3. complete the program of study **within** 99 hours of attempted course work (Including developmental classes and all hours attempted at other colleges).

Student compliance with the satisfactory academic progress policy is evaluated after every Spring semester and students are advised of their status via email through the Financial Aid Notification (FAN). Progress is categorized in one of three ways: 'Good Standing', 'Probation Status', and 'Suspension Status'. Students may receive financial aid while in good standing or on probation status, but not if they are on suspension status. The information below describes specifically what these categories mean.

GOOD STANDING (RC1): A student is considered to be in good standing if he/she meets all three standards of progress outlined above. These students may participate in all financial aid programs provided they meet all other eligibility criteria, subject to availability of funds.

PROBATION STATUS (RC2): Students are placed on probation if by the end of the Spring semester they have not completed 67% of all coursework attempted **and/or** do not have at least a cumulative 2.0 GPA. These students may receive financial aid while on probation, subject to individual program requirements. For example, most colleges will not approve student loans for students in this status.

SUSPENSION STATUS (RC4): Students are suspended from financial aid if by the spring semester of their probationary year they do not meet one or more of the satisfactory academic progress criteria listed above. These students are sent a financial aid suspension notice and **can continue to enroll, but at their own expense.**

APPEAL PROCESS (RC3): Students may appeal their suspension status, or may appeal to receive a loan if they have been denied one due to their probationary status. The appeal should include a personal statement (with appropriate documentation) detailing the circumstances that resulted in their failure to meet the required standards. Those who have been suspended due to exceeding 99 attempted hours must submit a degree plan, signed by an advisor, clearly showing courses earned towards the program, courses still needed, and their anticipated graduation date.

If the appeal is approved eligibility is reinstated subject to program requirements. Progress is reviewed at the end of the semester to make sure that the student is meeting the standards and following the degree plan. Failure in either of these will again result in financial aid suspension.

If the appeal is denied no financial aid of any kind may be awarded. Students can continue to enroll, but at their own expense. A re-appeal is acceptable after the student has completed at least one semester (preferably 2) and feels they can make a case for being back on track academically.

Students who believe the denial is unfair may appeal to the Director of Student Financial Services. The Director will review the decision and respond with the final determination. The College's decision is final and may not be appealed further.

FOR OFFICE USE ONLY

Comments: _____

Approved: YES / NO FAA Signature: _____ Date: _____