

# Capital University

## Satisfactory Academic Progress Policy for Adult and Continuing Education students

In accordance with federal regulations, Capital University requires that students maintain satisfactory academic progress (SAP) in order to receive federal and state funds. There are several components included in the SAP policy, so please be sure to read each component closely as this is directly tied to your eligibility for funding.

### **1 - Qualitative measure – Minimum GPA:**

Eligibility for federal and state aid is based on achieving a cumulative GPA of 2.0 following the student's second year of college attendance, regardless of the school. Therefore, if you have completed four semesters of college, you must maintain a minimum cumulative GPA of 2.0 in order to receive your aid.

### **2 - Quantitative measure – maximum time frame:**

Students are able to receive federal and state aid for up to 150% of the normal length of their programs. Students enrolled in programs that require 124 credits for graduation are eligible to receive federal and state aid for up to 186 total attempted credits, regardless of where those credits are earned. Those enrolled in the programs that are 36 credits in length are eligible to receive federal aid for up to 54 attempted credits.

### **3 - Quantitative measure – Pace toward completion:**

Eligibility for federal and state aid is dependent upon students completing 67% of their attempted credits. Withdrawals are considered attempted but not completed credits. For example, if a student attempts 28 credits in his first year at Capital, he must earn at least 18.75 credits ( $28 \times 0.67$ ). If students do not earn enough credits each year, they will immediately lose eligibility for all federal and state aid. \*\*\*Please note that withdrawals are counted in this calculation even if the withdrawal is done within the first two weeks of the semester and it does not show on the transcript.

Transfer credits accepted by Capital University will be counted as completed credits and calculated in the pace toward completion.

*For example, if a student transferred to Capital and 60 of her credits were accepted, these credits are included in the SAP evaluation as earned and attempted. If she completed only 6 of the first 12 credits attempted at Capital, the calculation would include 60 transfer credits earned out of 60 attempted plus 6 Capital credits earned out of 12 attempted. This would total 66 credits earned (60 transfer + 6 Capital) out of 72 attempted (60 transfer + 12 Capital). This student would have earned 92% of her attempted credits and would therefore be making SAP.*

### **Timing of Review**

SAP is monitored annually and reviewed following the spring semester. If a student is not meeting any of the three components of the policy, he will immediately lose eligibility for all federal and state aid. Please continue reading on the next page for information on the appeal process.

### ***Appeals process***

Students who fail to meet any of the above components of the SAP policy are ineligible to receive any additional aid. There is **no warning or probation status**.

Students who fail to meet the minimum GPA (Item #1) or pace toward completion (Item #3) will be given the option to appeal for one additional semester of eligibility. Students will be notified by e-mail to their Capital e-mail addresses when they have been denied any form(s) of aid. The e-mail will explain their opportunity to submit a written appeal explaining the circumstances that prevented them from meeting the standards. The appeal must also include a letter of support from a Capital faculty that is personally aware of the student's situation. If the Appeal Committee grants the appeal, the student is given one additional semester of PROBATION to achieve satisfactory academic progress according to the policy above.

During this semester on probation, a student may continue to receive financial aid while they work to regain good standing either through an improved GPA or by successfully completing at least 67% of total attempted credits.

### ***Academic Plan***

Students who have earned credits in excess of 150% of the normal program length (Item #2) will need to be placed on an **Academic Plan** in order to remain eligible for any types of aid. An academic plan will be set up by the Academic Adviser and the student who work closely together to map out the exact courses that the student will take over the subsequent terms to ensure her completion of the program. The plan will need to be submitted with both the adviser's and student's signatures in order to be considered. Upon submission, the Financial Aid Office will review the student's registration each term to ensure that the courses taken match the academic plan.

### ***Further clarification***

Audited courses (H): will not count as credits attempted or earned and will not be included in cumulative GPA

Repeated coursework (R): will count in pace toward completion; students are eligible to receive financial aid for passed courses repeated one time.

Pass/no-credit: Successful completion will be counted as attempted and earned credits but will not be included in cumulative GPA; failed courses will count as attempted but not earned and will be included in cumulative GPA.

Withdrawals: will count as attempted but not earned credits and will not be included in cumulative GPA

Transfer credits: will be included as credits earned but will not be included in cumulative GPA