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| SUBJECT: | Satisfactory Academic Progress (SAP) Policy for Clock Hour Certificate Programs |
| REVIEWED/REVISED: | 7/11; 3/16 |
| PURPOSE: | To specify guidelines and procedures for addressing academic progress requirements for receiving financial aid for clock hour programs. |

To receive federal financial aid for attendance at Nebraska Methodist College, students are required to make academic progress toward completion of a degree or certificate. Satisfactory progress for a clock hour program is evaluated at the point when the student successfully completes the scheduled clock hours for each payment period. Below are the detailed requirements that must be met and a description of the consequences if they are not met.

This policy applies to all federal and state aid programs, including Pell Grant, SEOG Grant, Federal Work-Study, Perkins Loan, Stafford Loan, PLUS Loan, and the Nebraska Opportunity Grant program. In addition, NMC applies this policy to determine eligibility for Methodist Grant funds.

Measurement Standards

To be considered eligible for the financial aid programs named above, a student must be meeting **all** of the following conditions:

1. Qualitative - Grade Point Average

Certificate students must maintain a grade point average (GPA) of at least 2.0 each payment period as well as a cumulative GPA of 2.0 or higher.

2. Quantitative - Pace of Progress

Students must successfully complete at least 67% of their cumulative attempted clock hours to stay on pace with the Maximum Time Frame requirements.

- Attempted clock hours are the hours a student attends each payment period.
- Transfer clock hours accepted toward the student's program are included in both the attempted clock hours and completed clock hours.
- Excused absences must be made up.
- Grades of Incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation of the percentage completed, the student must notify the Financial Aid Office.

3. Maximum Time Frame

Students must complete their program requirements within 150% of the time it normally takes to complete the certificate program (as measured in clock hours). A student must complete a total of 930 clock hours before attempting 1395 clock hours ($930 \times 150\% = 1395$).

Warning Period

A student who fails to meet either or both the Qualitative and Quantitative standards will be given a Warning Period of one payment period. During the Warning Period, a student may continue to receive the financial aid for which he/she is otherwise eligible.

Suspension/Termination

A student's financial aid eligibility will be suspended or terminated if either of the following occurs:

- Student failed to meet either or both the Qualitative and Quantitative standards by the end of the Warning Period.
- Student has attempted 150% of the clock hours required for the certificate program.

Appeal

A student whose financial aid eligibility was terminated may submit an appeal to the Financial Aid Appeals Committee. Reasons for an appeal may include: death of a relative, injury or illness of the student, or other special circumstances. At a minimum, an appeal must include the following:

- A written or typed statement explaining the circumstances contributing to the student's failure to meet the SAP standards, along with the nature and timing of the circumstances;
- Supporting documentation, as appropriate;
- A description of what has changed in the student's situation that would allow the student to meet SAP requirements at the end of the next payment period; and
- An Academic Development Plan (ADP) that has been developed with and is signed by the student's advisor. The ADP must include how the student expects to meet the SAP standards as well as the time frame in which the student expects to be back in compliance with such standards.

Probationary Period

A student whose appeal is approved will have financial aid eligibility reinstated on a Probationary basis for one payment period. The student may continue to receive financial aid during this Probationary Period but must meet the regular SAP standards or be making progress under an approved ADP by the end of the Probationary Period. If the student fails to make progress under the approved ADP the student will not be allowed to submit another appeal.

Re-establishing Eligibility

If the student's appeal is denied or has failed to make progress during the Probationary Period, the student may re-establish his/her financial aid eligibility after meeting the following conditions:

- Enroll at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.

Notification

Students will be sent written notification if his/her status changes as a result of the SAP evaluation.