

# Cox College

## COLLEGE POLICY

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**TITLE:** Satisfactory Academic Progress Policy

**FORMULATED:** June 2009

**SUBMITTED BY:** Financial Aid Director

**REVISED:** June 2016; August 2018

**APPROVED BY:** Policy and Compliance Council, 8/2/2018; Leadership Cabinet, 8/7/2018

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**PURPOSE:** Cox College is required to establish satisfactory academic progress (SAP) standards for its federal and state financial aid recipients in accordance with the U.S. Department of Education regulations.

**POLICY:** These standards ensure that only those recipients demonstrating satisfactory academic progress toward the completion of their educational programs continue to receive financial aid.

**FORMS UTILIZED:** SAP appeal form

**PROCEDURE:** Whether a student is considered to be making satisfactory academic progress depends on successful semester completion of courses (credit hours), cumulative grade point average and maximum time limits to complete the student's course of study. Students must meet all requirements listed below:

### **Evaluation of Satisfactory Academic Progress Annually**

A financial aid recipient's satisfactory academic progress is evaluated after the spring semester of each academic year. At that time, a student will be in good standing, or denied financial assistance for future enrollment periods. The student must meet all three progress requirements (completion rate, GPA and be within the maximum time frame) to remain in good standing. Students will be notified by the financial aid office if they are placed on a denial status for financial aid.

### **GPA Requirement**

To meet satisfactory academic progress at the time of evaluation (the spring semester) financial aid recipients must maintain a cumulative grade point average of at least a 2.0 on a 4.0 scale **and** not fall below a grade point average of 2.0 for two consecutive semesters.

### **Completion Requirement**

A student must have earned hours equal to at least 67 percent of the total hours attempted at the time satisfactory academic progress is evaluated to remain in good standing. Students earning less than 67 percent of the hours attempted will not be eligible to receive federal financial aid. Students not earning at least 67 percent of the hours attempted will be placed on immediate denial status for future financial aid consideration until the student meets all satisfactory academic progress standards. Attempted hours are defined as the hours for which the student is enrolled.

Earned hours are defined as the sum of hours for which a student has earned a grade of A, B, C, or D. Withdrawals, incompletes, audits and failures are not earned hours. Passing credits received for pass/fail courses are considered attempted and earned hours; failing grades in pass/fail courses are considered attempted but not earned. Repeated courses are included in the calculation of attempted and earned hours. A student is allowed to repeat a course only once.

Semester hours originally enrolled	Semester hours need to complete (67%)
12+	8
10-11	7
9	6
7-8	5
6	4

**Maximum Time-Limit Requirements**

A student’s eligibility for financial aid will be terminated at the point where 150 percent of the total hours required for a program, as stated in the college catalog, have been attempted. Hours attempted are the sum of all this school’s credits for which tuition was charged plus all transfer hours accepted for credit. If a student changes course of study the hours attempted under all courses of study are included in the calculation of attempted and earned hours.

**Denial Status:** Denial status will prevent the student from receiving any Title IV, state or institutional financial assistance for future enrollment until the student meets all satisfactory academic progress standards, or an appeal has been granted.

**Appeal and Reinstatement**

Students may appeal their denial status by submitting a SAP appeal form to the SAP Appeals Committee. Some circumstances such as medical problems, illness or death in the family, relocation or employment changes can be considered for an appeal. The committee will review the appeal and contact the student. If an appeal is granted, the student will be placed on academic probation. Academic probation will be granted for one semester only, unless an academic plan is developed that a student can successfully follow to complete their program.

**Academic Probation:** Students will be placed on academic probation when they fail to make satisfactory academic progress and an appeal has been granted.

**Probation Status:** Probation status will not prevent the student from receiving financial aid. The probationary semester is meant to provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the probationary period, denial status will be imposed.

**Student Appeal Process**

Students who have been denied financial aid for failing to meet satisfactory academic progress standards have the right to appeal their situation to the SAP Appeals Committee by using the following procedure:

1. Complete the SAP appeal form at [www.coxcollege.edu/financialaid/forms](http://www.coxcollege.edu/financialaid/forms)
2. Submit the completed form to the financial aid office describing the extenuating circumstances that led to your failure to meet the standard.
3. The determination of the committee will be returned to you in writing within two (2) weeks of receiving your request.
4. Appeals granted will be for one (1) semester and the student's academic progress will be checked at the end of the semester to determine future eligibility.
5. The decision of the committee is final.

Students may have their financial aid reinstated by the financial aid office once all satisfactory academic progress standards (completion and GPA requirements) are met.

**Reference:** U.S. Dept of Education regulations:  
HEA Sec. 484(c); 34 CFR 668.16(e); 34 CFR 668.32(f); 34 CFR 668.34