

Satisfactory Academic Progress (SAP) Policy

Academic progress of aid recipients is reviewed annually. For all students receiving Title IV funding, this occurs at the conclusion of spring semester.

Good Standing

After the review, students demonstrating SAP are considered in *Good Standing*. Students who do not meet minimum SAP requirements (defined below) will be placed *On Notice* and will be notified by the Financial Aid Officer via their student email account, along with a letter placed in their financial aid file, with the reason for the failure of SAP and how to demonstrate SAP in order to be placed back to *Good Standing*. A student who is On Notice will have the following academic term to remedy the situation by adhering to the Academic Progress steps located in this policy.

Academic Probation

If the SAP is not demonstrated by the start of the following term, the student is placed on *Academic Probation* and will be notified by the Financial Aid Officer via their student email account, along with a letter placed in their financial aid file.

The notice will contain the reason for the probation and how to demonstrate SAP in order to be placed back to *Good Standing*. Students on Academic Probation will be eligible for Federal Student Aid for the coming term only.

Appeal Process

Students may file an appeal to overturn their *Academic Probation* status by documenting why they failed SAP, any extenuating circumstances that led to the SAP failure and what has changed which will now enable them to meet SAP requirements for the upcoming payment period. Students who request summer aid and appear to be in danger of failing SAP prior to the annual review will be subject to a "hold" on summer aid disbursement until their SAP status can be confirmed. Students may appeal this status by submitting a letter to the Financial Aid Officer within one week of determination by following the appeal process.

Academic Suspension

At the end of the term while on *Academic Probation*, if the student does not demonstrate SAP, they are placed on *Academic Suspension* and no longer eligible for additional Federal Student Aid. The student will be notified by the Dean of Students via their student email account, along with a letter placed in their financial aid file. The Financial Aid Officer will, in turn, initiate a R2T4 calculation, if required.

Academic progress is measured in three ways:

1. **Quantitative Standard** – This standard requires all students to complete at least 67% of the credits they have attempted. This is calculated by dividing the number of completed credits by the number of attempted credits. Attempted credits include both those earned at TSOA and those transferred into TSOA. For instance, if a student has attempted 70 credits and completed 62, the student is passing the quantitative standard ($62/70 = 88.6\%$). If a student attempted 15 credits and passed only 6, the student has failed the quantitative standard ($6/15 = 40\%$).
2. **Time Frame** – All students must complete their program of study by attempting no more than 150% of the hours normally required for completion. For instance, if an undergraduate is expected to complete the degree requiring 120 credits, the student can attempt no more than 180 credits before they fail SAP for Time Frame. Please note, transfer credits brought into TSOA count as attempted credits.
3. **Qualitative Standard** - All students must meet minimum GPA standards, maintaining a cumulative GPA of at least 2.0. GPA's is based on a 4.0 Scale.

Letter Grade	GPA
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7

C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

Incomplete, repeated courses, and withdrawals are addressed for SAP according to the following. Students must pass at least 67% of their total attempted TSOA credit hours in their current degree program. Passed credits do not include courses with grades of Incomplete or Withdrawal. A passed course, if repeated, will be considered passed only once, yet attempted twice. Audited courses, ungraded courses, remedial no-credit courses are excluded from this measurement.