



“To offer quality professional trainings in healthcare, it & business related disciplines”

Policy for Satisfactory Academic Progress (SAP)

Purpose

This policy ensures that students receiving federal financial aid are making timely, measurable academic progress toward program completion, as required by federal law.

a. SAP Evaluation Criteria

SAP is evaluated based on the following standards:

- **Qualitative Standard – GPA Requirement**
 - Students must maintain a minimum cumulative GPA of 2.0 (or its equivalent for non-credit programs).
- **Quantitative Standard – Pace of Completion**
 - Students must complete at least 67% of all attempted credit hours (or clock hours) to ensure completion within the maximum time frame.
- **Maximum Time Frame**
 - Students must complete their program within 150% of the published program length.
 - For example, a 1,000-hour program must be completed within 1,500 attempted hours.

b. SAP Evaluation Period

- SAP is evaluated at the end of each payment period (e.g., term, semester, or module).
- Evaluations include all periods of the student’s enrollment, including any periods during which the student did not receive financial aid.

c. Financial Aid Warning

- Students who fail to meet SAP standards will be placed on Financial Aid Warning for one payment period.
- They may continue to receive aid during this period.
- If SAP is not regained by the end of the warning period, the student becomes ineligible for aid, unless an appeal is approved.

d. Appeal Process

Students may appeal SAP ineligibility if failure was due to extenuating circumstances, such as:

- Illness or injury

- Family emergency
- Death of a relative
- Other circumstances beyond their control

Appeal Requirements:

- A written statement explaining the circumstances,
- Documentation supporting the claim,
- An academic plan (if applicable).

If the appeal is approved, the student is placed on Financial Aid Probation and aid eligibility is restored for one payment period.

e. Financial Aid Probation and Academic Plans

- While on probation, students must meet the terms of an approved academic plan.
 - Progress is monitored each payment period.
 - Failure to meet the terms results in loss of aid eligibility until SAP standards are regained.
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f. Reinstatement of Aid

- Students may regain eligibility by:
 - Meeting SAP standards independently,
 - Or successfully following an academic plan as part of an approved appeal.
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g. Notification

- Students are notified in writing (via email or portal) when placed on warning, probation, or when aid eligibility is lost or restored.
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h. Recordkeeping and Documentation

- All SAP evaluations, appeal decisions, and supporting documentation are retained in the student's financial aid file for at least 3 years.