

## Satisfactory Academic Progress SAP

In order to become an ACOT graduate, a student must meet certain academic standards. There are three standards of measurement used to evaluate satisfactory academic progress (SAP). The following applies to all students enrolled at ACOT:

### **Cumulative Grade Point Average (CGPA) - Qualitative Standard**

In order to meet the standards for graduation, a student must maintain a 2.0 or above CGPA for all ACOT coursework. Students who fall below the required minimum at their evaluation point will be placed on academic probation for a maximum of two terms. The evaluation point is defined as a six week term, and the student will be evaluated after each term. While on probation, the CGPA must be brought to the required minimum of 2.0. If a student does not meet the academic requirements or falls below 2.0 CGPA at their second or a later evaluation point they will be officially released from the college. A student may appeal to the college to regain eligibility by following the appeal process. A student who loses financial aid eligibility based on CGPA must attend, and successfully complete, a sufficient number of credit hours to raise his/her CGPA to the required 2.0 or above. The student will be required to use his/her own financial resources until he/she is again meeting Satisfactory Academic Progress.

If a new student has not progressed academically by the midterm of his/her first course (end of the third week of class), ACOT has the right to dismiss the student or cancel the enrollment.

### **Maximum Timeframe - Quantitative Standard**

A student must complete their program within 150% of its published length or within an additional year of the published length, whichever is shorter.

<b>Program</b>	<b>Weeks</b>	<b>Credits</b>	<b>Evaluation Pt.</b>	<b>Minimum GPA</b>	<b>Maximum Attempted</b>
Certificate	36	18	End of Each Term	2.0	54 weeks
Diploma	60	30	End of Each Term	2.0	90 weeks
Associate	120	60	End of each Term	2.0	172 weeks

### **Completion Rate (Pace)**

Students must successfully complete 70 % of all courses attempted to remain eligible for financial assistance. A student who loses financial aid eligibility based on rate of completion must attend, and successfully complete, a sufficient number of credit hours to raise his/her completion rate (pace) to the required 70%. The student will be required to use his/her own financial resources until he/she is again meeting Satisfactory Academic Progress.

### **SAP and Title IV Financial Aid**

Federal Regulations require that a student maintain Satisfactory Academic Progress in order to receive financial aid. If a student has been determined to be progressing below the SAP standard, they will no longer be eligible for financial aid. A student is eligible for financial aid while they are on probation.

### **Appeal Process**

Students who wish to appeal a decision made by the College must submit a letter in writing to the Registrar within seven (7) calendar days of notification of the determination. The letter must describe, in detail, the circumstances which the student feels deserve consideration. At a minimum, the committee will have representation from the following departments: Director of Education, Director of Financial Aid, and Director of Operations. This committee will review the student's letter and take into consideration the student's mitigating or special circumstances. A written response will be given to the student within 14 calendar days from date of receipt of their appeal letter. The decision of the committee is final. The committee may ask for documentation to prove the student's circumstances. There are many unforeseen circumstances which can impair a student's ability to succeed in school. Some circumstances may be but are not limited to:

- Personal illness
- Illness or death of a close family member
- Military training and deployment
- Jury duty
- Work-related scheduling conflicts
- Natural disasters
- Relocation
- Other unforeseen circumstances which affect the student's status

If the student's appeal is approved, he/she will be contacted by e-mail and phone and the student will be placed on financial aid probation at the start of the following term. As part of the financial aid probation, the student must agree with and sign a written plan of action that is approved by the college. The student will be able to receive Title IV funding while on probation. Failure to meet the CGPA and SAP milestones as noted on the plan of action will result in permanent dismissal.

If the student's appeal is denied the student must remain out of school until one year after the term in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student's second appeal be denied, the student will be permanently dismissed from the institute.

### **Reinstatement of Financial Aid Eligibility**

Students who have lost eligibility for Title IV financial aid due to failure to meet established standards of academic progress may request reinstatement after meeting the requirements to be reinstated as a regular student and going through the SAP appeal process. When a student meets all the requirements for SAP they will be notified that they have been reinstated. The student will need to take no further action.

### **Transfer Credits and Financial Aid**

ACOT does not accept transfer credits which are based on Transitional/Remedial courses.

All incomplete grades, withdrawals, repetitions and transfer credits are used in the calculations for Satisfactory Academic Progress.

Transfer credits may affect your award amount and eligibility. Acceptable credits are outlined in the school catalog under the transfer credit award policy. Please contact the Financial Aid Department for more details. Email [faid@acot.edu](mailto:faid@acot.edu) or toll free 1-800-804-1388.