Satisfactory Academic Progress (SAP)

To receive Federal Title IV funds (Pell Grant, Federal Supplemental Opportunity Grants, Direct Loans ((Subsidized, Unsubsidized and PLUS) and Federal Work Study) students must be making measurable academic progress toward completion of an eligible degree or certificate program. Federal regulations require evaluation of both quantitative and qualitative academic progress as well as completion of degree objectives within 150% of normal time frame. SAP standards are the same for all categories of students, including those registered with Disability Services. These standards are separate from and stricter than the academic standards allowing course registration. Students who have been academically suspended from CC and who are re-admitted are not eligible for federal financial assistance unless meeting the current SAP policy. Students who are re-admitted may follow the appeal procedures if consideration for federal aid is desired. Students who receive academic forgiveness for previous course work will continue to have all attempted credit hours and all earned grades considered as part of the evaluation of academic progress (SAP) for federal aid.

Guidelines for Academic Progress

The award year at Casper College consists of fall, spring and summer enrollment periods (terms). Fall begins the award year and summer concludes it. The measurement of academic progress is made at the end of each enrollment period and the status is effective with the next enrollment period.

Qualitative Standards

Grade Point Average (GPA) - Students must maintain a cumulative GPA of, at least, a 2.0 regardless of grade level. GPA’s are based on all hours attempted. Attempted hours are the hours the student is enrolled in on Census Date** or added thereafter each term. Grades of A, B, C, D and F are used in GPA calculations. Incompletes, Audits, Withdrawal’s (W’s), S’s and U’s are not used in the calculation of your GPA. Subsequent grade changes could alter a student’s eligibility status. Negative changes could possibly cause a student to lose eligibility at that point. Positive changes could possibly enable a student to regain eligibility. Transfer hours are NOT included in GPA calculations.

Quantitative Standards

Pace (Satisfactory Completion Ratio) – Students must maintain a cumulative Pace of, at least, 67%. Pace is calculated by dividing the students earned hours by the students attempted hours. Earned hours are those with grades of A, B, C, D or S. Any other status (Incompletes, audits, drops, withdraws, F’s and U’s) count as attempted hours but NOT as earned hours. Accepted transfer hours will count as both attempted and earned in the calculation of cumulative Pace.

Maximum Time Frame

Students must be able to complete their degree objective within 150% of the normal timeframe for their specific degree. Most Associate degrees require 64 hours for the degree. 64 X 150% = 96 hours. Maximum time frame for most programs would be 96 attempted hours. All prior hours attempted are included in the calculation, whether or not, the student was receiving aid when the hours were attempted. All accepted transfer hours are included as attempted hours when calculating maximum
time frame. If at any point it is determined that the student can no longer complete their program by the maximum time frame, the student will lose federal eligibility.

Extension of the maximum time frame may be possible for students who have changed degree objectives, transferred schools (where courses are not applicable or accepted toward current degree) or are pursuing an additional degree. Also since CC developmental courses are only offered for credit, students who are required to take developmental or other pre-requisite courses may be eligible for an extension. To be considered for an extension under these circumstances, the student should complete a “Program Time Frame Review” form, available from the Enrollment Services Office or from the Financial Aid website. This should be completed by the student and the student’s academic advisor and submitted along with a written explanation on which of these circumstance is applicable and should be considered for possible extension.

**Consequences of Not Meeting Standards**

Students who do not meet these requirements are no longer eligible for federal financial assistance and will be placed on Financial Aid Suspension unless aid is allowed under one of the following exceptions.

**Financial Aid Warning Semester**

A financial aid Warning semester may be granted if it is determined that the student can easily make up the deficiencies in a single term. This can only be granted for a single term and is used sparingly.

**Academic Plan**

An Academic Plan is assigned to a student who has completed the appeals process and has had eligibility for federal aid reinstated. The Academic Plan will include an explanation of the requirements the student must meet in order to continue to be considered for federal assistance. The student must continue to meet these specific requirements every term until they are once again meeting the SAP requirements. If a student fails to meet these requirements, they will once again lose eligibility for federal assistance.

**Appeal Process**

Federal regulations do allow a student to appeal their financial aid suspension when there were extenuating circumstances that contributed to the student’s inability to meet the SAP requirements. These circumstances include personal injury or illness which occurs during an enrollment period, death of an immediate family member or legal guardian or other significant documented circumstances that were unexpected in nature and beyond the control of the student. To submit an appeal the student should obtain and complete the “Request for Reinstatement” form from the Enrollment Services office or from the college’s financial aid website. This form along with the student’s typewritten and signed explanation of the extenuating circumstances AND the documentation of the circumstances should be submitted to Enrollment Services for review. If the appeal can be approved, Academic Plan will be issued as explained above. When requested, the Plan must be signed by the student and the student's academic advisor so both clearly know the requirements the student must maintain to remain eligible for consideration.
If the appeal is denied the Appeal Response form will indicate the reason(s) for the denial and will, when possible, include new minimum SAP requirements that a student would need to meet in order to regain consideration for federal assistance.

Reinstatement without an Appeal

For situations other than a maximum time frame issue, a student can reinstate themselves for consideration without submitting an appeal by attending on their own and bringing their cumulative GPA and Pace back to the minimum requirements listed above. The semester after these measures have been met, the student can once again be considered for assistance. The student must still be able to complete their degree within the maximum time frame.

Repeating Courses

There are several things to consider before repeating a course:

**Impact on GPA:** When repeating a course, the new grade replaces the old grade in GPA calculations. If your grade improves it will raise your GPA more quickly. If your grade is worse it will lower your GPA more quickly.

**Impact on Pace:** Repeating a course does not improve cumulative Pace as a repeated course will count in the calculation as attempted each time it is attempted but it can only count as earned once. You could lose eligibility if cumulative pace gets below the requirements. Taking new courses and successfully completing them is the only way to improve Pace.

**Impact on Maximum Time Frame:** Since every repeat counts as an attempt it will negatively affect Maximum Time Frame by reducing available hours and could cause loss of eligibility due to not being able to complete a degree within the hours allowed.

**Limits on Repeats:** Federal law only allows for a previously successfully completed course to be repeated once and still be included toward federal award calculations. Failed courses or courses from which a student withdrew can be repeated more than once but will negatively impact Pace, Maximum Time Frame and possibly GPA.

**Census Date** - Generally the 10th day of the term for fall and spring and the 5th day of the term for summer term. This is the date the student’s class schedule needs to be finalized. Federal aid awards will be recalculated based on your enrollment as of this date. NOTE - Courses added after this date cannot be used to increase a Pell Grant. Courses dropped before this date will be excluded from GPA and Pace calculations. Changes made after this date are tracked and will impact GPA and Pace.