



NHSC SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP)

Satisfactory academic progress is a requirement for all students enrolled. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. Academic amnesty or grade forgiveness is not recognized for federal SAP calculations. The original grade assigned to the credits given, prior to academic amnesty or grade forgiveness, will be calculated for SAP.

These standards are applicable to all students attending NHSC throughout the academic year.

Academic Year: The academic year at NHSC consists of two terms of at least 16 weeks each and one summer term called a trailer. Summer credits are calculated for SAP the same way that credits for Fall and Spring semesters are calculated for SAP. For Title IV payments the student must meet both credit hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments. All periods of enrollment count toward SAP (Fall, Spring and Summer), including when a student does not receive Title IV aid. All programs are offered in a continuous 16-week-term format (except programs which may run in A/B/C Block segments).

SAP Processes: NHSC financial aid officers monitor SAP at the end of the term. The SAP spreadsheet carefully monitors each SAP standard listed below. The Director of Financial Aid and Assistant to the Director meet and confer with the results of the end of the semester spreadsheet. The student will be notified by email and/or mail if they are not maintaining NHSC SAP standards.

SAP Standards: NHSC requires students to maintain Satisfactory Academic Progress (SAP) in order to continue to matriculate at the Institution and to continue to be eligible to participate in the federal government's Title IV financial aid programs. All students must comply with the following standards:

1. **Qualitative Requirement:** Students at NHSC must maintain a 1.5 cumulative or career GPA at the conclusion of 1-12 credits and a 1.75 cumulative or career GPA at the conclusion of 13-24 credits to meet the SAP Qualitative requirement. A 2.0 cumulative or career GPA is required for 25 or more credits to be considered making SAP. A cumulative or career GPA of less than what is required will place the student on Financial Aid Warning for one semester, and the student will continue to receive Title IV aid (see FA Warning). A second consecutive semester with a cumulative or career GPA of less than what is required will result in Financial Aid Suspension (see FA Suspension).
2. **Pace:** All students must maintain an average cumulative or career completion rate of at least 67%. The student will maintain the minimum pace for the completion of their desired academic program/degree. A student with a viable absence is encouraged to request a leave-of-absence, which can be requested in writing. The student will provide supporting documentation of the mitigating circumstances for review by the SAP Appeal Committee. A response will be provided via email.
3. **Maximum Timeframe or Quantitative Requirement:** All students on Title IV federal student aid must complete their educational program in no longer than 150% of the published length of the program. Attempted credits cannot exceed 150% of the degrees credits. (A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence). Students can consult the NHSC Bulletin to find the duration of their training programs and then multiply that number by 1.5 to determine the credit hours' limit that applies to their financial aid.

- All attempted courses, withdrawals and transfer-in credits on the student's degree plan (except incompletes) at NHSC are counted toward the 150% eligibility.
- When students have reached their duration limit, then they will be placed on FA Suspension. At this point the student will not be eligible to receive any additional federal financial aid.
- When a student changes his or her major, only the credits that apply to the new degree plan will be counted toward SAP for that degree.

4. **SAP Levels:**

- a. **Financial Aid Warning:** Any student who fails to meet and maintain the required cumulative or career GPA and/or meet the cumulative or career completion rate (pace rate) standard which is 67% is automatically placed on financial aid warning. The student will be notified via email and will continue to receive federal student aid for the next semester/payment period. It is the student's responsibility to seek support to regain good standing status for SAP.
- b. **Financial Aid Suspension:** Any student that does not meet the minimum requirements for SAP at the end of the financial aid warning semester will be placed on financial aid suspension. Under financial aid suspension a student has the right to appeal in an attempt to overturn the suspension. The student will be notified via email and will not continue to receive federal student aid for the next semester/payment period. It is the student's responsibility to seek support to regain good standing status for SAP.
 - i. **SAP Appeal:** A student may submit a completed SAP appeal form along with supporting documentation to the Financial Aid office by the census date of the semester following the semester you are appealing. The appeal must include why the student failed to meet SAP and what has changed that will allow the student to meet SAP at the next evaluation point. The appeal will be reviewed by the appeal committee and the student will be notified within 3 business days of the committee's decision. If the appeal is approved, the student's federal student aid will be reinstated for the next semester, pending grades for the current semester. If the appeal is denied, the student will not be eligible to receive any federal or state student aid for the current semester. After a semester has passed without federal and/or state student aid and it is determined that the student has met the SAP standards, the student will be considered in good standing with SAP. The student will be notified via email with a response to the appeal. It is the student's responsibility to seek academic support to regain good standing status for SAP.
- c. **Financial Aid Probation:** Following a successful appeal, the student will be placed on FA Probation and their progress through the semester will be monitored at intervals determined by the SAP Appeal Committee. If it is determined at the end of the Probationary semester that the student meets SAP requirements, the student is then considered to be in good standing. If they do not meet SAP requirements, the student is then placed on FA Suspension for the next semester of attendance. It is the student's responsibility to seek academic support to regain good standing status for SAP. The student will be notified via email, regarding SAP status.

5. **Re-establishing Eligibility:** A student may also be reinstated for financial aid by completing 12 credit hours at the University on a self-payment option and maintaining satisfactory academic progress during this time. Once a student has done this, he/she will either regain good standing or be placed back on financial aid warning, depending on his/her grade point average and completion percentage. This option is NOT available to students who have been dismissed from financial aid because of exceeding their hour's limit. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility.

6. **Attempted Credits, Incompletes, Repetitions, Withdrawals and Remedial Courses:** All credits on the degree plan taken at NHSC will apply toward the maximum number of attempted credits. Successfully completed credits earn grades of A, B, C, D or S. Grades of fail (F), Unsatisfactory (U), Incomplete (I), Course Repeats (R#), Withdrawn (W), and Not Reported (NR) count as credits attempted but not completed, and will be applied toward both the maximum number of credits attempted and towards the cumulative or career GPA when a grade is assigned. **Incompletes:** An incomplete will not count against the cumulative or career GPA, until a grade has been assigned. At NHSC, a student is expected to meet with the instructor to make necessary arrangements to complete any incomplete coursework within six (6) weeks from the end of the semester. SAP will then be recalculated when the incomplete has been replaced with the appropriate grade.
 - a. **Repeated Coursework:** Repeated coursework counts into attempted credit calculations and the most recent grade counts into the cumulative or career GPA. Any course that was passed in a prior term and is being retaken for a higher grade may only be repaid once with financial aid. Courses that were F's and are being retaken can be repaid with financial aid until passed.

 - b. **Remedial Coursework:** Remedial coursework (both credit and non-credit) is eligible for federal aid but does not apply towards degree completion or SAP calculations. These courses do increase the number of credits you have attempted and, therefore, are a part of the Quantitative SAP calculations.

 - c. **Withdrawals:** Students who do a voluntary withdrawal from all classes during any given semester and receive a (W) on their permanent record are placed on FA Warning for their next term of enrollment. Involuntary Withdrawal/Admin Withdrawal where a student will receive all failing grades are immediately placed on (SAP) Warning or Suspension; depending upon status for current semester. Federal Regulations require that a Return of Title IV Funds (R2T4) calculation be completed on all students who receive Title IV aid and withdraw at any time during any semester. If subsequent calculations show the student did not complete 60% of the semester, the student will return that portion of the Title IV aid that was not earned. All types of withdrawal will result in a "W" on the student's transcript and "0" earned credits for SAP calculations. Withdrawals are counted toward attempted credits and the 150%.

 - d. **Transfer credits:** Transfer credits, accepted by NHSC, will be applied to the student's transcript. Those credits will be attempted credits toward the student's degree and will become part of the (SAP) quantitative calculations and the 150%. The transfer credits will not be considered as part of the (SAP) qualitative cumulative or career GPA calculations.

7. **Changing Programs of Study:** A student changing from one program of study to another must follow the NHSC “Degree Change Policy” and have the approval of the student’s current advisor and the advisor for the new degree. Credits will be applied to the ‘new’ degree and future SAP status will be reviewed. Quantitative SAP will be calculated at the time of the change and at the end of each subsequent semester. All SAP calculations and considerations will continue as per the NHSC financial aid policy. The maximum timeframe will remain 150% for the new degree.

8. **Enrolling in a Second Program of Study:** NHSC does allow for a student to have a second degree plan in place and can be taken concurrently. The student must, however, take into consideration the possible ramifications of pursuing two degrees and the impact on Title IV aid and quantitative (SAP) calculations. A student working towards two degrees from the same department may be able to apply credits to both degrees. The best scenario, however, is for a student to complete one degree at a time.