

# The following is part of the CVCC Adult Career Center Human Services Student Handbook

## Satisfactory Academic Progress (SAP)

According to Federal and State regulations, students receiving financial aid must maintain Satisfactory Academic Progress (SAP). The financial aid office at Cuyahoga Valley Career Center will monitor a student's academic progress as a condition of eligibility for financial aid. CVCC will review a student's academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment (otherwise known as a financial aid disbursement). This evaluation takes place at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended the hours. A student is considered to be making SAP when the following requirements are satisfied:

### Qualitative Standard (Grades)

Students must maintain a cumulative grade average of 75%.

#### Grading Scale

Letter grades are assigned to student's satisfactory academic progress, as follows:

91%-100%	A
82%-90%	B
73%-81%	C
65%-72%	D
64%-0%	F

### Quantitative Standard

#### Pace of Progression

Students must maintain a cumulative 100% attendance and complete a minimum of 100% of the possible clock hours in each payment period. Each student is expected to have the required number of hours of instruction and clinic experience to complete this program successfully. Any student who misses more than 10% of total course hours and had no make-up hours available to them will be dismissed. Any student who misses more than 10% of the hours in the program and does have make-up time available must complete those hours within the time frame. The instructor will determine the availability of makeup hours. Pace of progression is required to make sure a student completes within the maximum time frame. This is calculated by dividing the number of hours the student has successfully completed by the cumulative clock hours required to complete.

#### Maximum Timeframe

Students must be on pace to complete their program within 100% of the published length of the program as measured by clock hours and expressed in calendar time.

## **Official Review of Attendance and Grades**

Although attendance and grades are constantly monitored by the instructors, the “official” review of attendance and grades for financial aid purposes is at the end of each payment period, as required by the Federal Department of Education. For example, in a 900 clock hour program, official SAP monitoring would occur at the end of the first 450 hours. In order for a second disbursement to be issued, a student must have completed half the hours and half the weeks of their programs defined academic year.

## **Financial Aid Disbursements**

**First Disbursement**-requires student to have started program and still be attending at the time of funding disbursement.

**Subsequent Disbursements**-a second disbursement of aid is prohibited if the student has not completed half the hours and weeks of the programs academic year. Student must be meeting SAP policy for both attendance and grades. If the student is not meeting SAP the aid will not be disbursed unless a student is granted probation due to an approved appeal. (See appeal later in this section). A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid.

## **Loss of Financial Aid/Appeal Process/Probation**

If a student loses eligibility due to SAP, the student may continue in the program on a cash pay basis, provided they are meeting all program grade and attendance requirements. The student may also submit an appeal within 5 business days after the loss of a notice. A decision will be made within 5 business days of appeal submission.

Students who choose not to submit an appeal, by the deadline after loss of aid notification forfeit their eligibility for the subsequent payment period. The student, should they continue in the program will do so on a self-pay basis. The student will be contacted by the adult education administrative assistant to make arrangements to pay said payment period. Students with additional payment periods will have their SAP reevaluated at the end of the second payment period. Those that are making SAP at that time will have aid reinstated for the remainder of the program. The student will be held to SAP policy requirements for all remaining payment periods.

## **Appeals Decisions**

Approved-If the appeal is approved financial aid will be reinstated and the student will be put on “financial aid probation” for one payment period only. At the end of the probationary period, the student must be meeting SAP to receive any subsequent disbursements. No further appeals may be submitted at this time.

Denied-Denial of the appeal will mean the student is not eligible for financial aid benefits. Within five business days of the appeal decision, the student must contact the adult education administrative assistant to have payment plan created for the balance of the course. If all payments are made as arranged, the financial aid specialist will monitor the student for satisfactory academic progress again one week prior to the second scheduled disbursement. If at that time the student has attended half of the hours and weeks of the academic year and is currently meeting SAP requirements, the second disbursement will be made. . If a credit balance exist on the student’s account due to previous payments a refund will be made to student in compliance with federal requirements.