



Standards of Satisfactory Academic Progress (SAP)

PURPOSE

This policy is intended to identify and describe the institution’s SAP policy.

POLICY

In order to receive Title IV funding, students must be making satisfactory academic progress (SAP) in their program. The following policy explains how Delta School of Business & Technology (Delta Tech) will measure your academic progress according to U.S. Department of Education guidelines.

Delta Tech is required to evaluate all students’ progress by the length of time it takes to complete their program of study, the rate of completion and by cumulative grade point average (GPA.)

Length of Time: A student must complete the entire program in no more than one and one-half the normal time frame or a degree cannot be awarded. If the student exceeds the maximum program length, a certificate of completion will not be awarded. All periods of enrollment are included in the evaluation of time.

	Normal Program Length	Maximum Program Length
Day	12 months	18 mo.
	18 months	27 mo.
Night	15 months	22.5 mo.
	24 months	36 mo.

Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Rate (Pace) of Completion: The total number of credits attempted is compared to the total number of credits earned. Students must successfully complete at least two thirds (66.7%) of the total number of credits attempted as evaluated at the end of each quarter. Example: Total Number of credits attempted is 12 and the total number of credits earned is 9.6.

$$\frac{9.6 \text{ credits earned (divided by)}}{12.0 \text{ credits attempted}}$$

Result: 80% rate of completion

Cumulative Grade Point Average (GPA): All students must maintain a cumulative GPA of 2.0 or higher. Please note that the treatment of grades for SAP is different than the college policy on academic standing. Please refer to the grade and grade points section in the institution's catalog.

EVALUATION PROCESS

The Education Department will evaluate SAP at the end of each quarter. Written notification will be sent to any student placed on Financial Aid Warning, Financial Aid Probation, Financial Aid Termination and Financial Aid Reinstatement if making SAP status. In cases where the academic plan is required, the Education Department will monitor academic plans and provide a measurement for each student's pace based on the duration stated in each plan.

Financial Aid Warning Status: Defined as any student that is not making SAP.

- Students who do not have a cumulative 2.0 grade point average at the end of any quarter will be placed on Financial Aid Warning.
- Students who do not have a cumulative rate of completion of 66.7% or higher at the end of any quarter will be placed on Financial Aid Warning.
- The length of Financial Aid Warning is one quarter (12 weeks.)
- Student may receive aid for one quarter while on Financial Aid Warning.
- No appeal is necessary.

Financial Aid Probation Status (Extended Enrollment*): Defined as any student not making SAP standards who has appealed and eligibility for aid has been reinstated. Aid may be received for one payment period only. A student must be able to meet SAP standards by the completion of one quarter. If a student cannot mathematically achieve SAP standards in one payment period, an academic plan will be required.

Academic Plan: Defined as an action plan for a student following an appeal that when followed will allow the student to achieve SAP standards in a prescribed amount of time. Eligibility for aid has been reinstated and can be received as long as all conditions of the plan are met.

Financial Aid Termination: Defined as any student who is not making SAP standards and who either fails to appeal their status or has their SAP appeal denied. Aid cannot be received while on this status. This applies only to your financial aid eligibility, not to your academic standing.

Reinstating Financial Aid Eligibility: A student may reinstate their eligibility by achieving a 66.7% or higher overall completion rate and/or meet the required 2.0 grade point average, while on Financial Aid Warning; or through a granted SAP appeal.

Reestablishing Financial Aid Eligibility: A student may reestablish financial aid eligibility by enrolling and completing one or more quarters of at least half-time status without federal or state financial aid and achieve the applicable SAP standards.

Appealing Termination of Financial Aid Eligibility: Students who become ineligible for aid due to not meeting SAP standards at the end of a Financial Aid Warning status may appeal in writing to the Financial Aid Appeal Committee for Financial Aid Probation status. The student must explain the reason they were unable to make SAP and what has changed that will allow them to meet SAP at the end of the next quarter. Acceptable reasons for appeal include injury or illness, a death in the family or other unusual or unexpected circumstances.

Appeal forms may be obtained from the Education Department. Students must provide at least one professional reference letter or other document (such as a death certificate) supporting their changed circumstances. Such references may come from therapists, social workers, lawyers, clergy, counselors, doctors, etc. In the case of injury or illness, the student should submit copies of medical records to support an appeal. The Financial Aid Appeals Committee will review each appeal and respond to the student via US Mail within 7-10 business days.

SAP DEFINITIONS AND INFORMATION

Successfully Completed grades: Grades of A, B, C, D, and PC are considered successfully completed grades with regards to SAP.

Withdrawals and Incompletes: Grades of W (withdrawal) and I (Incomplete) will be considered (counted) in calculating credit hours attempted, but are not counted in calculating GPA. These grades are non-punitive. If the “I” is not changed to a grade by the second week after the start of the next period, the “I” will become an “F”. At that point, the only way to remove the F will be to repeat the course.

Failures: Failures are counted towards the determination of GPA and credit hours attempted. The failing grade becomes a permanent part of the student's record. When the course is repeated, the failing grade is no longer calculated in the student's GPA.

Course Repeats: If a student repeats a course, both courses will be counted as credit hours attempted. The higher of the two grades will be assigned as the permanent grade and that grade will be used in calculating the GPA.

Pre-test Credits: Grades of PC (pre-test credit) will be considered (counted) in the determination of satisfactory progress and in the determination of the number of credits earned. Grades of PC are not used in the calculation of GPA.

Non Credit/Remedial Courses: Delta Tech does not have non-credit or remedial courses.

Transfer Credit. Transfer credit is used in calculating credit hours earned and attempted as well as in the calculation of GPA.

Student Seeking Additional Degree: Any Delta Tech Graduate who wishes to gain an additional degree from Delta Tech will be required to meet Satisfactory Academic Progress standards as set forth by Delta Tech guidelines. In the event a student changes majors or seeks to earn an additional degree, Delta Tech will not include in the

calculation of a student's SAP standing the credits attempted and grades earned that do not count toward the student's new major.

***Extended Enrollment:** If a student has been placed on Financial Aid Warning, did not improve following 12 weeks of Financial Aid Warning, and did not appeal the decision; they will lose their eligibility for Title IV Funds.

Students will be notified by the Education Department in writing that they are no longer eligible to receive Title IV funds. An account card will be pulled and an estimate of books and fees for the remainder of their program will be presented to the student. If the student has interest in continuing by securing their own financing they must provide evidence that they have the ability to pay for the remainder of their program to the Financial Aid Department within 14 days of notification.

Failure to respond to the notification within 14 days will result in withdrawal from the institution.

In the case that a student meets the following criteria they may be exempt from the above policy:

- Balance of less than \$500.00,
- Less than 6 months remaining in their program, and
- No Additional books to purchase

If a student meets these criteria they will be allowed to finish their program as scheduled. The student will be responsible to satisfy the remaining balance before being eligible to walk in the commencement ceremony or receive their transcripts or diploma.

In the case that a student will exceed 150% of the normal program length, an appeal letter may be submitted to the Dean of Academics for consideration of an extended enrollment status as long as all books and fees have already been charged to the student's account.