

SATISFACTORY ACADEMIC PROGRESS (SAP)

Part 1. Policy

Lac Courte Oreilles Ojibwe College, hereinafter referred to as “the College,” administers a Satisfactory Academic Progress (SAP) policy that shall apply to all students receiving financial aid under federal Title IV financial aid programs.

The SAP policy standards shall be the same as or stricter than the institution’s academic standards for a student enrolled in the same educational program who is not receiving financial aid.

The qualitative and quantitative standards contained in the College’s policy shall be cumulative and include all periods of enrollment, whether a student received financial aid.

The College shall provide access to their policy through the financial aid section of their website.

Part 2. Qualitative Measure of Progress (Grade Point Average)

As a qualitative measure of a student's progress, the College’s SAP policy shall define either a “graduated” scale and/or a “flat” scale based on an acceptable cumulative grade point average (GPA).

Subpart A. Monitoring

Monitoring shall begin with the first attempted credit. Grades of A, B, C, D and F shall be included in the GPA calculation.

Part 3. Quantitative Measure of Progress (Completion Percentage and Maximum Time Frame)

Subpart A. Required completion percentage

Students must complete 67% of credits attempted. Monitoring shall begin with the first attempted credit.

At the end of each semester, the College shall compare the number of credits the student successfully completed to the number of credits the student attempted to determine whether the student is progressing at a rate that will allow completion of the program within the maximum time frame (see Subpart B, below). Courses for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative credit completion percentage as courses successfully completed.

Courses for which a student receives a letter grade of I, N, AW, W, and F shall be treated as credits attempted but not successfully completed. Blank (WIP) grades shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted.

Subpart B. Maximum time frame

The maximum time frame within which students are expected to complete their programs is 150 percent of the published credit length of the program.

Part 4. Evaluation period

Evaluation shall occur at the end of each semester.

Programs less than one year in length shall be evaluated at the midpoint of the program.

Part 5. Failure to Meet Standards

Subpart A. Financial aid warning

1. **Warning status.** If at the end of the evaluation period a student has not met either the institution’s grade point average standard or required completion percentage standard (67%), the College shall allow that student to retain his or her financial aid eligibility under a warning status for one evaluation period,

2. **Reinstatement of students on warning status.** If at the end of the warning period a student who has been on warning status has met both the institution's cumulative grade point average and completion percentage status, the College shall end the student's warning status.

Subpart B. Financial aid suspension of students on warning status

If at the end of the warning period a student who has been on warning status has not met both the institution's cumulative grade point average and completion percentage standards, the College shall suspend the student immediately upon completion of the evaluation.

Subpart C. Financial aid suspension of students for other reasons

1. **SUSPENSION FOR MAXIMUM TIME FRAME FAILURE**

If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time frame, the College shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

2. **SUSPENSION FOR EXTRAORDINARY CIRCUMSTANCES**

The College may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended and (reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

3. **SUSPENSION FOR INABILITY TO MEET PROGRAM REQUIREMENTS WITHIN THE MAXIMUM TIME FRAME**

If at the end of any evaluation period the institution determines that it is not possible for a student to raise her or his GPA or course completion percentage to meet the institution's standards before the student would reach the end of the program for which he or she is receiving financial aid, the College shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

Part 6. Appeals

Subpart A. Appeals

Students may appeal their financial aid suspension status based on unusual or extenuating circumstances including but not limited to death of a relative, illness, hospitalization, or injury of the student.

The student shall submit, as part of the appeal, information as requested regarding why the student failed to make satisfactory academic progress, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period. An appeal may be approved only if the College:

1. Has determined that the student should be able to meet SAP standards at the end of the next evaluation period; or
2. Develops an academic plan with the student that, if followed, shall ensure that the student is able to meet SAP standards by a specific point in time. If the academic plan includes term standards of GPA and percent of completion, they shall be higher than the institution's cumulative standards.

The initial consideration of appeals shall be undertaken by the Director of Financial Aid. Students may submit a secondary appeal process to consider appeals of adverse decisions. Results of all appeals shall be communicated to students in writing.

Notification of approved appeals shall include the standards that the student is expected to meet or the academic plan that the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period.

Subpart B. Probationary status

A student who has successfully appealed shall be placed on financial aid probation for one evaluation period if, at the end of the next evaluation period, a student is on financial aid probation status.

1. Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
2. Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid eligibility under a probationary status for a subsequent evaluation period.
3. Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

Part 7. Notification of Status and Appeal Results

Subpart A. Status

The College shall notify a student in writing any time the student is placed in a warning, suspension, or probation status.

1. **NOTIFICATION OF WARNING** – The College shall notify a student in writing any time the student is placed in a warning status and shall inform the student of the conditions of that warning status.
2. **NOTIFICATION OF SUSPENSION** – The College shall notify a student in writing any time a student is placed in a suspension status and shall inform the student of their right to appeal the suspension.
3. **NOTIFICATION OF PROBATION** – The College shall notify a student in writing any time a student is placed in a probationary status, and shall include the standards the student is expected to meet or the academic plan the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period.

Subpart B. Appeals

The College shall notify a student in writing of the results of all appeals.

Notification of approved appeals shall include the standards that the student is expected to meet or the academic plan that the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period.

Notification of denied appeals shall describe the reason(s) for the denial and the institution's process for appealing that denial.

Part 8. Reinstatement

Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

Students whose financial aid eligibility has been suspended may regain their eligibility only through the institution's appeal process or when they are again meeting the institution's financial aid satisfactory academic progress grade point average and completion percentage standards.

Part 9. Treatment of Grades and Credits

Subpart A. Treatment of grades

Grades of A, B, C, D and F shall be included in the GPA calculation.

Courses for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative credit completion percentage as courses successfully completed.

Courses for which a student receives a letter grade of I, N, AW, W, and F shall be treated as credits attempted but not successfully completed. Blank ("WIP") grades shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted.

Subpart B. Academic forgiveness

Credits for which students have been granted academic forgiveness shall be recorded and retained in the Student Data System in such a way that they will be included in both the grade point average and completion percentage measurement of financial aid satisfactory academic progress.

Subpart C. Audited courses

Audited courses shall not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

Subpart D. Consortium credits

Credits for which financial aid is received under a consortium agreement shall be recorded in the Student Data System to be included in cumulative GPA, completion percentage, and maximum time-frame calculations.

Subpart E. Remedial/Developmental credits

Remedial/developmental credits shall be included in the qualitative and completion percentage measurement of satisfactory academic progress. Up to 30 remedial/developmental credits shall be excluded from maximum time- frame calculation.

Subpart F. Transfer credits

Transfer credits accepted by the College and applied to the student's program requirements shall be counted as credits attempted and completed for calculation of cumulative completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA.

Transfer credits accepted by the institution and applied by the institution toward a student's general education, program, or degree requirements shall apply toward the maximum time- frame calculation.

Subpart G. Withdrawals

Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits for the purpose of monitoring satisfactory academic progress. Thus, a "W" does not impact GPA but does negatively impact the cumulative completion percentage.