ADMINISTRATIVE POLICY

Administrative Capability 1.3

Satisfactory Academic Progress

POLICY STATEMENT

In order to receive financial aid funding at Nevada State College (NSC), students are required to make Satisfactory Academic Progress (SAP) toward the completion of their academic programs, in accordance with federal regulations. SAP standards measure both the quality and quantity of students' performance over time. Students who do not maintain SAP standards are not eligible to receive federal grants or loans, state or institutional grants, and are not permitted to participate in the NSC Student Employment Program.

NSC evaluates SAP progress after grades are posted for each semester. SAP policies will be enforced, whether or not students receive any prior notification of their standing from the institution; therefore, students are advised to remain aware of their SAP statuses.

This policy applies to all students enrolled at NSC, regardless of their prior receipt of financial aid. This policy also provides for students to appeal their SAP statuses.

REASON FOR POLICY

Required under 34 CFR 668.16(e)

PROCEDURES

1) In order to demonstrate Satisfactory Academic Progress (SAP), all students must meet all three of the following criteria:
   a) GPA: Maintain a 2.0 NSC cumulative Grade Point Average, which:
      i)   Includes all non-remedial coursework, courses numbered 100 and above, attempted at NSC;
      ii) Uses the latest grade for repeated courses;
      iii) Is displayed on the NSC Academic Transcript.
   b) Pace: Satisfactorily complete at least 70 percent of cumulative credit hours attempted, which:
      i)   Includes all credit hours attempted at NSC, excluding MATH 093 and MATH 095;
         (1) Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D- and S are considered to be "satisfactory" grades for maintaining this policy, and grades of F, I, N, U, W, and NR are considered to be "unsatisfactory"
         (2) Includes all repeated attempted credits, excluding MATH 093 and MATH 095
      ii) Includes all credits transferred from other institutions.
   c) Maximum Timeframe: Complete the academic program within 150 percent of the published credit requirements of the student's program
      i)   All credits used to calculate Pace as defined in Section 1) b) of this policy will be used in this calculation, with the following exceptions:
         (1) For students pursuing a second degree or in a financial aid eligible post-baccalaureate program, only attempted credits that apply to the current program will be included in the calculation.
            (a) Students who are suspended for Maximum Timeframe will be required to submit an NSC SAP Appeal form and approved Academic Plan to NSC Financial Aid in order to adjust the credits used for this calculation.

             (2) Students will be limited to one change of academic program for the purposes of this calculation.
                 (a) Students who are suspended for Maximum Timeframe will be required to submit an NSC SAP Appeal form and approved Academic Plan to NSC Financial Aid in order to adjust the credits used for this calculation.
          ii) For BA/BS programs requiring120 credits, students may be funded up to 180 credits.
          iii) For post-baccalaureate programs requiring 38 credits, students may be funded up to 57 credits.
          iv) For "pre-majors," students may be funded up to 90 credits.
          v) Undecided majors may be funded up to 60 credits.

2) Any grade changes or transferred credits processed by NSC after the grade due date will be included in the following semester's calculation, unless students request in writing a re-evaluation of their SAP standing from NSC Financial Aid.

3) After grades have been posted for the semester and SAP calculations are performed, students who do not meet the GPA or Pace requirements outlined in sections 1) a) and 1) b) of this policy after one semester will be placed on SAP Warning for one semester.
   a) Students are eligible to receive grants and loans while on SAP Warning; however, students with an NSC cumulative GPA below 2.0 are not permitted to participate in the NSC Student Employment Program.

4) Students who do not meet the GPA or Pace requirements outlined in sections 1) a) and 1) b) of this policy for two consecutive semesters of enrollment will be placed on SAP Suspension and will be ineligible to receive financial aid until the SAP deficiency is rectified.

5) Students on SAP Suspension for not meeting the GPA or Pace requirements outlined in sections 1) a) and 1) b) of this policy may enroll and pay for tuition and fees at their own expense in order to make up any SAP deficiencies.
   a) Once all SAP deficiencies are rectified, a student will be considered eligible for financial aid, unless otherwise excluded.

6) Students who do not meet the Maximum Timeframe requirements outlined in section 1) c) of this policy will be placed immediately on SAP Suspension.

7) New students who have earned no prior credits at NSC and who do not earn any credit hours in their first semester at NSC will be placed immediately on SAP Suspension.

8) Students whose financial aid was suspended for not meeting the requirements of this policy may appeal for SAP Probation to NSC Financial Aid. To initiate an appeal, a student must complete a Satisfactory Academic Progress Appeal Form available at: www.nsc.edu/finaid and submit all documentation listed on the form to NSC Financial Aid no later than seven (7) calendar days prior to the beginning of the semester for which they are requesting SAP Probation.
   a) Students who do not meet the GPA or Pace requirements outlined in sections 1) a) and 1) b) of this policy must submit an appeal statement explaining the circumstances that led to the SAP deficiency and what about their situation has changed such that they will be able to meet SAP standards and complete their academic program. Students will be required to provide supporting documentation of any extenuating circumstances mentioned in the appeal statement.
      i) Circumstances for which appeals will be considered include, but are not limited to:
         (1) Illness, injury or other health-related episode or condition that can be documented by a medical professional;

          (2) Death of a family member or other person of close relation;

          (3) Disabilities verifiable by the NSC Resource Center for Students with Disabilities (RCSD);

          (4) Activities associated with a student's service in the United States Armed Forces or other entity providing essential services to the public;

          (5) Issues experienced by students transitioning to collegiate academic requirements, which have been resolved or are being remediated with the intervention of Academic Advising;

          (6) Other events unforeseen by the student that interfered with meeting SAP standards.

    ii) Students who will not be able to correct their SAP deficiency within one semester will be required to submit a signed Academic Plan, which, if followed, will allow them to regain SAP standing, prepared with and approved by an Academic or Faculty Advisor.

          (1) Only those courses listed on the Academic Plan will be approved for one-time financial aid eligibility.

b) Students who fail to earn any credit hours in their first semester of enrollment at NSC will be required to submit a signed Academic Plan, prepared with and approved by an Academic or Faculty Advisor, which, if followed, will allow them to regain SAP standing.

    i) Only those courses listed on the Academic Plan will be approved for one-time financial aid eligibility.

c) Students who have attempted 150 percent or more of the credits required for their academic program will be required to submit a signed Academic Plan, prepared with and approved by an Academic or Faculty Advisor, for the remainder of their academic program.

    i) Only those courses listed on the Academic Plan will be approved for one-time financial aid eligibility.

d) Appeals are reviewed by the Director of Financial Aid. Individualized consideration is provided to students based upon circumstances described in the appeal statement, supporting documentation, prior academic history, or any other information known to NSC Financial Aid.

e) The Director will email a SAP Appeal Response, which will state the decision and any conditions the student must fulfill in order to be placed on SAP Probation.

    i) Students must sign and submit to NSC Financial Aid the SAP Appeal Response before SAP Probation status will be granted.

f) Students whose appeals are approved by the Director of Financial Aid and are acknowledged by the student as outlined in section 8) e) i) of this policy will be placed on SAP Probation for one semester of enrollment, during which time they may continue to receive financial aid funding, including grants and loans; however, students with an NSC cumulative GPA below 2.0 will not be permitted to participate in the NSC Student Employment Program.

g) Students who successfully meet the terms of the SAP Probation as listed in the SAP Appeal Response will be eligible to have their SAP Probation renewed for one semester.

    i) The Probation will be renewed each consecutive semester the student meets the terms outlined in the SAP Appeal Response, until the student is able to rectify the SAP deficiency.

    ii) Failure to meet the Probation conditions will result in revocation of the SAP Probation status and a return to SAP Suspension.

h) Additional appeals for the same SAP deficiency will not be considered after SAP Probation is revoked.

i) The decision of the Director of Financial Aid is final and can neither be appealed to another NSC agent nor the U.S. Department of Education.

FORMS/INSTRUCTIONS

SAP Appeal Form published at: www.nsc.edu/finaid.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
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DEFINITIONS

Appeal: A process by which a student who is not meeting SAP standards petitions the school for reconsideration of his eligibility for financial aid funds.

SAP Probation: A status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

SAP Warning: A status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period.

Maximum timeframe: For an undergraduate program measured in credit hours, a period no longer than 150 percent of the published length of the program.

RELATED INFORMATION

HEA Sec. 484(c),
34 CFR 668.16(e)
34 CFR 668.32(f)
34 CFR 668.34
The SAP regulations were rewritten in 2010 and appear in the October 29, 2010, Federal Register.

HISTORY

Updated May 12, 2014

Updated March 4, 2016 to include sections 1) c) iv) & v)

Updated July 1, 2016 to include deadline in section 8)