



ADMINISTRATIVE POLICY

Administrative Capability 1.3

Satisfactory Academic Progress

POLICY STATEMENT

In order to receive most types of financial aid funding at Nevada State College (NSC), students are required to make Satisfactory Academic Progress (SAP) toward the completion of their academic programs. 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, loans or work-study, or most state or institutional grants or scholarships, depending on rules for individual funding types.

REASON FOR POLICY

Required under 34 CFR 668.16(e)

POLICY

- 1) In order to demonstrate Satisfactory Academic Progress (SAP), students must meet both qualitative and quantitative standards, as measured by three criteria: GPA, pace of progression, and maximum timeframe.
 - a) GPA (qualitative standard):
 - i) Undergraduate students
 - (1) Must maintain a 2.0 NSC cumulative Grade Point Average, which:
 - (a) Includes all undergraduate courses numbered 100 and above attempted at NSC;
 - (b) Uses the latest grade for repeated courses;
 - (c) Excludes courses graded as Satisfactory/Unsatisfactory;
 - (d) Is displayed on the NSC Academic Transcript; and
 - (2) Satisfactorily complete remedial courses with a cumulative average 2.0 GPA.
 - ii) Graduate students
 - (1) Must maintain a 3.0 NSC cumulative Grade Point Average, which:
 - (a) Includes all graduate courses attempted at NSC;
 - (b) Uses the latest grade for repeated courses;
 - (c) Is displayed on the NSC Academic Transcript.
 - b) Pace of Progression (quantitative measure):
 - i) Undergraduate students
 - (1) Must satisfactorily complete at least 67 percent of cumulative credit hours attempted;
 - (a) Includes all credit hours attempted at NSC, excluding courses numbered 095 and below;
 - (i) 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;"
 - (ii) Includes all repeated attempted credits, excluding courses numbered 095 and below;
 - (b) Includes all credits transferred from other institutions applicable to the student's program(s) at NSC.
 - ii) Graduate students

- (1) Must satisfactorily complete at least 67 percent of cumulative credit hours attempted;
 - (a) Includes all graduate credit hours attempted at NSC;
 - (b) 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;"
 - (c) Includes all repeated attempted credits.
 - c) Maximum Timeframe (quantitative measure):
 - i) Students must complete their academic programs within 150 percent of the published credit requirements of the program.
 - (1) All credits used to calculate Pace of Progression will be used in this calculation, with the following exceptions:
 - (a) 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.
 - (b) Students will be limited to one change of academic program for the purposes of this calculation.
 - (2) Students who are suspended for Maximum Timeframe will be required to appeal with an approved Academic Plan to NSC Financial Aid in order to adjust the credits used for this calculation.
 - ii) For BA/BS programs requiring 120 credits, students may be funded up to 180 attempted credits.
 - iii) For post-baccalaureate programs requiring 38 credits, students may be funded up to 57 attempted credits.
 - iv) For the Masters of Education (MEd) in Speech Pathology requiring 50 credits, students may be funded up to 75 attempted credits.
 - v) Students otherwise meeting GPA and Pace requirements with an undecided major will be eligible to be considered for aid during the timeframe they are permitted to enroll as degree-seeking students according to academic policies.
- 2) After grades have been posted for each semester, SAP calculations will be performed. Any grade changes or transferred credits processed by NSC after the grade due date for the semester will be included in the following semester's calculation, unless a student requests a re-evaluation of their SAP standing from NSC Financial Aid.
- 3) Students who do not meet the GPA or Pace requirements of this policy after one semester will be notified by email and placed on SAP Warning for one semester during which time they will be eligible to receive any aid for which they qualify.
- 4) Students who do not meet the GPA or Pace requirements of this policy for two consecutive semesters of enrollment will be notified by email and placed on SAP Suspension, making the student ineligible to receive financial aid until the SAP deficiency is rectified or an appeal is approved.
- 5) Students on SAP Suspension for not meeting the GPA or Pace requirements of this policy may enroll and pay for tuition and fees at their own expense in order to make up any SAP deficiencies.
- 6) Students who do not meet the Maximum Timeframe requirements of this policy will be placed on SAP Suspension without a Warning term once the end-of-term calculation shows they have attempted 150% of the required credits for their programs.

- 7) Students whose financial aid was suspended for not meeting the requirements of this policy may appeal for SAP Probation. 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 the first day of the fall or spring semester for which they are requesting SAP Probation, or no later than May 31 for the summer semester.
- a) Students who do not meet the GPA or Pace requirements outlined in 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.
 - (7) 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. Only those courses listed on the Academic Plan will be approved for financial aid eligibility.
 - ii) Students suspended for Maximum Timeframe 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. Only those courses listed on the Academic Plan will be approved for financial aid eligibility.
 - b) Appeals will be reviewed by the Director, Associate, or Assistant 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.
 - i) The Director, Associate, or Assistant 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. Students must sign and return the SAP Appeal Response to NSC Financial Aid before SAP Probation status will be granted.
 - c) Students whose petitions are denied may appeal the decision by notifying the Office of Financial Aid of their intent to appeal.
 - i) The Director will review decisions made by the Associate or Assistant Directors, and the Associate will review decisions made by the Director.
 - ii) The petition appeal decision of the Director, Associate, or Assistant Director of Financial Aid is final and can neither be appealed to another NSC agent nor the U.S. Department of Education.
 - d) Students whose appeals are approved will be placed on SAP Probation for one semester of enrollment, during which time they may continue to receive financial aid.
 - i) Students who successfully meet the terms of the SAP Probation as listed in the SAP Appeal Response or the Academic Plan will be eligible to have their SAP Probation

- renewed for one semester. The Probation will be renewed each consecutive semester the student meets the terms outlined in the SAP Appeal Response or the Academic Plan, 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.
- (1) Students may submit subsequent appeals after probation is revoked, as outlined in Section 7.

FORMS/INSTRUCTIONS

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

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Primary Contact(s)	Anthony Morrone	702-992-2156	Anthony.Morrone@nsc.edu
Subject	Jenna Eastman	702-992-2155	Jenna.Eastman@nsc.edu

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 only for students who were making SAP in the prior payment period.

Maximum timeframe: A period no longer than 150 percent of the published length of the program during which students may be eligible to receive aid.

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 provisions for undecided and post-baccalaureate majors

Updated July 1, 2016 to include deadline

Updated December 23, 2020 to include graduate program standards

Updated May 19, 2021 to reduce minimum quantitative standard (pace) from 70% to 67%, to stipulate S/U grades are not included in qualitative standard (GPA), to eliminate provisions restricting warning, to clarify probation denial appeal process and effects of revoked probation, and to update verbiage on undecided majors to match enrollment policy.

Updated January 21, 2022 to stipulate under what circumstances students may submit subsequent appeals after a probation is revoked.