

Rudolf Steiner College

Policy Title: Satisfactory Academic Progress Department: Registrar, Academics, Financial Aid Office and Business Office	Policy Number: 011
Approved By: Financial Aid Administrator BPPE Laws & Regs as of 9-9-13: 94900(a)(8)(C), 71810(b)(8) Reviewed by DOE: 2-25-2014	Date Implemented: March 5, 2013 Date Revised: February 25, 2014

Purpose:

To ensure that students are making progress towards their stated degree or diploma. The SAP policy allows for consistent tracking of student progress with both qualitative and quantitative requirements being taken into consideration.

Scope:

Registrar, Associate Registrar, Academic Dean, Program Directors, faculty, Financial Aid Administrator, and Business Office staff

Policy:

All students must meet these standards whether or not they are receiving financial aid.

General Requirements:

Students are required to make satisfactory progress toward their degree or diploma. Satisfactory progress standards apply to all financial aid recipients, regardless of enrollment status (full-time or less than full-time). Students are evaluated at the end of every semester. Accountability starts with the student's entry date at the college and progress is assessed on a cumulative basis.

Qualitative (Grade) Requirement

Students are considered in good standing if they have at least a 2.7 cumulative grade point average (CGPA).

Quantitative (Pace) Requirement

The percentage of credit hours successfully completed versus the hours attempted must be at least 80%.

Treatment of Various Grades

All withdrawals, incompletes, and repetitions are taken into consideration when determining SAP (Satisfactory Academic Progress). Incompletes and withdrawals are not considered as credits completed, but do count as credits attempted. For repeated coursework, the higher grade will count toward the CGPA, but all course attempts are counted toward the pace measure. Transfer credits are counted as both credits attempted and credits earned, but do not affect the CGPA.

Rudolf Steiner College

Failure to Meet SAP Standards:

Students who do not meet the required SAP standards will be placed on a Warning status and will be notified in writing. While on a Warning status, students are eligible to receive financial aid. Students that are still below standards at the end of the semester on Warning status are ineligible for financial aid for the following term. Students may appeal the loss of financial aid under the appeal policy outlined below.

Students are also reviewed each semester for compliance with the Academic Standards. If they are withdrawn from school under the academic standards policy, they will lose financial aid eligibility for that time period. If readmitted to the college, they may appeal for reinstatement of financial aid.

Maximum Timeframe

All students who receive financial aid must complete their program within 150% of the normal program length, as measured in semester credit hours. If they exceed the maximum timeframe, they are subject to the loss of financial aid, which can be appealed following the procedure outlined below. Students who change programs or majors can address this issue in the appeal process.

Appeal and Reinstatement

Students who have lost financial aid eligibility for failure to maintain satisfactory progress will be notified in writing that they are ineligible for financial aid. Students with mitigating circumstances wishing to appeal the loss of financial aid may do so, in writing, to the Financial Aid Office. Mitigating circumstances may include but are not limited to illness or injury of the student or immediate family member; death of a relative; or other special circumstance. Financial Aid Office staff will evaluate the appeal and determine whether the student may be allowed to continue to receive financial aid on Probation for one academic semester. An Academic Plan may be required if it is determined that it will take the student longer than one semester to meet the Qualitative and/or Quantitative standard(s).

The student's appeal must address the following:

- 1) The basis for the appeal—a description of the special circumstance AND
- 2) The reason why the student failed to meet the SAP standard(s) AND
- 3) What has changed in the student's situation so that he or she will now be able meet the SAP standards.

Students are encouraged to submit supporting documentation with their appeals. Students will generally be limited to two appeals during the course of their education at the college, regardless of the reason or other circumstance.

Probation and Academic Plan

If an appeal is granted and financial aid is reinstated, the student will receive aid for the next semester under a Probation status. A student on Probation is required to regain SAP standing by the end of the probationary semester; the terms of the probation will be included in the notice sent to the student when the appeal is granted.

If it is determined that a student cannot regain SAP standing by the end of one semester of

Rudolf Steiner College

Probation, the student will be required to have an Academic Plan. It is up to the student to meet with their Program Director in order to come up with an Academic Plan. The terms of the Academic Plan will be included in the notice sent to the student when the appeal is granted, and will generally include 100% completion (no W, INC or NC grades) and a minimum semester GPA. The Academic Plan is structured to assist the student in regaining SAP status by a projected point in time not to exceed the Maximum Timeframe.

Student progress will be reviewed every semester while on the Academic Plan status; if a student fails to meet the requirements of the Academic Plan, he or she may again be deemed ineligible for financial aid. If a student continues to meet the terms of the Academic Plan he or she remains eligible for aid until SAP status is regained.

Reinstatement of SAP Status

A student has his SAP status reinstated when he once again meets the SAP requirements. For example, at the end of the Warning semester, a student who once again meets the SAP standards has regained SAP status.

Students who lose financial aid eligibility after not meeting the terms of the Academic Plan, or who choose not to appeal the termination of financial aid eligibility can only regain SAP status by continuing to attend the college and paying cash or making other arrangements, until the student's CGPA and pace measures once again comply with the SAP standards. If a student regains SAP standing, his or her financial aid can be reinstated.