

The following policy is part of the EHOVE Adult Career Center Student Handbook

Satisfactory Academic Progress (SAP)

According to Federal and State regulations, students receiving financial aid must maintain Satisfactory Academic Progress (SAP). The financial aid office at EHOVE Career Center will monitor a student's academic progress as a condition of eligibility for financial aid. EHOVE Career Center will review a student's academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment (otherwise known as a financial aid disbursement). This evaluation takes place at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended the hours. A student is considered to be making SAP when the following requirements are satisfied:

Qualitative Standard (Grades)

Students must maintain a cumulative grade average of 78.00%.

Grading Scale

Students will receive letter and/or percentage grades to indicate level of academic achievement. The grading scale is as follows, unless otherwise stated in your specific program handbook:

- A 94-100%
- B 86-93%
- C 78.00-85%
- F below 78%

Some programs will issue an "I" for incomplete work.

Quantitative Standard

Pace of Progression

Students must maintain a cumulative 90.00% attendance and complete a minimum of 90.00% of the possible clock hours in each payment period. Any student who misses more than 10% of total course hours and had no make-up hours available to them will be dismissed. Any student who misses more than 10% of the hours in the program and does have make-up time available must complete those hours within the 111.11% maximum time frame. Program Coordinators and Adult Directors will determine the availability of makeup hours. Pace of progression is required to make sure student complete within the maximum time frame. This is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative clock hours required to complete.

Example: A program $405/450 = 90\%$ $300/450 = 67\%$

Maximum Timeframe

Students must be on pace to complete their program within 111.11% of the published length of the program as measured by clock hours and expressed in calendar time. For example, if the published length of a program is 900 hours and 10 months, the maximum time frame would be 11 months. A student who has missed more than 10% of the hours of a program (i.e. 91 hours in a 900 hour program) must be able to make up those hours before the 111.11% time frame or they become ineligible for aid and are dismissed from the program. If no make-up hours are available the student will be dismissed.

Official Review of Attendance and Grades

Although attendance and grades are constantly monitored by your instructor, the “official” review of attendance and grades for financial aid purposes is at the end of each payment period, as required by the Federal Department of Education. For example, in a 900 hour program, official SAP monitoring would occur at the end of 450 hours. In order for a second disbursement to be issued, a student must have completed half the hours and half the weeks of their programs defined academic year.

Official Review of Attendance and Grades

Although attendance and grades are constantly monitored by your instructor, the “official” review of attendance and grades for financial aid purposes is at the end of each payment period, as required by the Federal Department of Education. For example, in a 900 hour program, official SAP monitoring would occur at the end of 450 hours. In order for a second disbursement to be issued, a student must have completed half the hours and half the weeks of their programs defined academic year.

Financial Aid Disbursements

First Disbursement - requires student to have attended at least the first 30 days of class.

Subsequent Disbursements - A second disbursement of aid is prohibited if the student has not completed half the hours and weeks of the programs academic year. Student must be meeting the SAP policy for both attendance and grades. If the student is not meeting SAP the aid will not be disbursed unless a student is granted probation due to an approved appeal. (see appeal later in this section). A student who becomes ineligible for aid will be responsible for paying all fees that were not covered by financial aid.

Loss of Financial Aid/Appeal Process/Probation

If a student loses eligibility due to SAP, the student may continue in the program on a cash pay basis, provided they are meeting all program grade and attendance requirements. The student may also submit an appeal within 5 business days after the loss of a notice. A decision will be made within 5 business days of appeal submission.

Students who choose not to submit an appeal, by the deadline, after loss of aid notification forfeit their eligibility for the subsequent payment period. The student, should they continue in the program will do so on a self-pay basis. They student will be contacted by the fiscal office to make arrangements to pay said payment period. Students with additional payments periods will have their SAP reevaluated at the end of the 2nd payment period. Those that are making SAP at that time will have aid reinstated for the remainder of the program. The student will be held to SAP policy requirements for all remaining payment periods.

Appeal Decisions

Approved - If the appeal is approved financial aid will be reinstated and the student will be put on “financial aid probation” for one payment period only. At the end of the probationary period, the student must be meeting SAP to receive any subsequent disbursements. No further appeals may be submitted at this time.

Denied – Denial of the appeal will mean the student is not eligible for financial aid benefits. Within five business days of the appeal decision, the student must contact the fiscal office to have a payment plan created for the balance of the course. The first payment of this payment plan must be made at the Main Office within ten days of the date that the plan is created. Payments will then be automatically deducted from a credit/debit card on file on the 15th of each month. If all payments are made by the student as arranged, the financial aid officer will monitor the student for Satisfactory Academic Progress again one week prior to the second scheduled disbursement. If at that time the student has attended half of the hours and weeks of the academic year and is currently meeting SAP requirements, the second disbursement will be made and any credit balance existing on the student’s account balance due to previous payments made will be refunded to the student in compliance with federal requirements.