

Franklin College

Satisfactory Academic Progress Policy - 2011

Federal regulations require that all student financial aid recipients make satisfactory academic progress toward achieving a certificate or degree. The standards apply to all terms regardless of whether or not the student received financial aid. Satisfactory Academic Progress is measured by three components:

Satisfactory Academic Progress Standards

- Quantitative (Pace) - Total of all credit hours attempted versus credit hours earned measured cumulatively throughout the student's enrollment at Franklin College (includes accepted transfer credit hours).
- Qualitative - Cumulative Grade Point Average.
- Maximum timeframe - The maximum time to complete a program.

Progress will be measured at the end of each term. Students on Satisfactory Academic Progress (SAP) Warning have one semester to earn credit hours to meet the standards of satisfactory progress.

Progress Standards

Quantitative

Pace is measured by total Earned Hours divided by all Attempted Hours. A student may not fall below 67%.

Example: A student who attempts 15 credit hours for a semester and earns 12 credit hours has a percentage of 12/15 (80%). However the next term the student enrolls in 15 credit hours and only earns 6 credit hours. The overall attempted hours have now increased (accumulated) to 30 and the earned hours are 18. The calculation is 18/30 (60%). The student is no longer making progress.

Courses completed with grades of A, B, C, and D count toward earned credit hours. Courses completed with grades of F, W, I or any other grade that does not result in credit hours completed will not count in earned hours.

Quantitative progress is reviewed every term to determine if the student has completed sufficient total credit hours to maintain a pace of 67% or greater.

Qualitative

Franklin College uses the following scale to determine qualitative progress:

Freshman	0 - 26 credits	cumulative grade point average of 1.60 (A=4.00) at the end of first semester;
		cumulative grade point average of 1.80 (A=4.00) beyond first semester (up to 26 credits)
Sophomore	27-57 credits	cumulative grade point average of 1.90 (A=4.00)
Junior, Senior	58 + credits	cumulative grade point average of 2.00 (A=4.00)

Maximum Timeframe

Students in an academic program with a program length of 128 hours who have attempted 192 credit hours toward a degree will be ineligible for student financial aid. All other programs with different lengths must not exceed 150% of the program length.

SAP Terminology

Withdrawals (W): Courses that are recorded on the student's permanent academic transcript will be included as credit hours attempted. These will have an adverse effect on the student's ability to meet the requirements of the credit hour progression schedule for financial aid.

Incomplete grades (I): Courses that are assigned an incomplete grade are included in the cumulative credit hours attempted. These cannot be used as credit hours earned in the progress standard until a successful grade is assigned.

Repeated Courses: Retaking courses in which the student either received a passing or failing grade, adversely affects the student's ability to meet the progress requirements. All attempted credit hours are counted in the quantitative standard.

Students are allowed only one time to repeat a course in which they achieved a passing grade. After one allowable time, the student will not earn federal financial assistance for future repeats. For example: a student earns a "D" in a course and wants to repeat the class (the student has already repeated a passing grade course one other time). If the repeat course makes the enrollment full-time (9 credits + 3 credit hour repeat) then the federal aid will be adjusted to $\frac{3}{4}$ time enrollment for 9 credit hours. If the course is added to full-time enrollment of 12 or more credit hours, the student can receive federal aid based on full-time status.

Transfer Credits: Only transfer credit hours officially accepted will be counted in the maximum number of attempted (and completed) credit hours for financial aid eligibility. If the student is required to take additional hours that would exceed the maximum cumulative allowable hours, the student must submit a written appeal to the Office of Financial Aid. If the appeal is approved, the student may continue to receive financial aid.

Second Degree Students: Students who are enrolled in a degree program, which is equal to or lower than a degree already earned, will have the previous degree's accepted credit hours applied toward the student's current certificate or degree program. The accepted credit hours will be counted in the maximum number of allowable credit hours for financial aid eligibility.

Automatic Warning Semester

Students who fail to meet one or more of the requirements for Satisfactory Academic Progress will be notified and allowed one automatic Warning Semester associated with their next semester of enrollment to restore their satisfactory academic progress standing. During the Warning Semester a student will be awarded Federal financial aid for which they have applied and are otherwise eligible. A student is not allowed to receive consecutive Warning Semesters of Federal aid. A Warning Semester is not contingent on the student's application for federal student aid.

Appeal for Probationary Semester *

Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the conclusion of their Warning Semester are considered to be in a SAP suspension status, under which Federal student aid eligibility is lost. A student who is denied Federal aid because of a failure to meet SAP standards after the Warning Semester has concluded may appeal this determination to the Satisfactory Academic Progress Appeals Committee of the Financial Aid Office. The appeal must be in writing utilizing the Satisfactory Academic Progress Appeal Form * (including supporting documentation). Appeals should be submitted to the Office of Financial Aid no later than 5 p.m. on the "Classes Begin" date of the specific semester for which the appeal is associated. Appeals are then reviewed by the Financial Aid Committee. Reasons that may be acceptable for appeal are: (1) serious illness or

accident on the part of the student; (2) death, accident or serious illness in the immediate family; (3) change in academic program; and, (4) other extenuating circumstances.). In the SAP Appeal, a student is expected to demonstrate an understanding of what SAP measure(s) were failed and what has changed that will allow the student to meet SAP at the next SAP evaluation. Please note that merely filing a SAP appeal does NOT guarantee continued eligibility for Federal aid, as an appeal may be denied.

The written appeal and the student's circumstances will be taken into consideration when determining the student's ability to meet the appropriate standards for the certificate or degree program in which the student is enrolled. The student is limited to two appeals during their enrollment at Franklin College. Successful appeals will be approved with a probationary status not to exceed one semester (Students may find that it will take more than one semester to meet the minimum requirements for progress. In these cases an Academic Plan in collaboration with the Academic Records Office will need to be implemented to measure progress for multiple semesters). Students on an Academic Plan may have increased timeframes based on their evaluation.

If an appeal for a probationary semester is denied by the Committee, the student will be notified** and the decision is final for that semester. The student may re-establish eligibility to be considered for federal aid for a subsequent semester by taking action that brings him or her into compliance with the qualitative and quantitative components of Franklin SAP standard.

If a student's appeal is approved by the Committee, the student will be notified** and given a probationary semester. For the probationary semester, the student will be considered academically eligible for federal aid for which the student has applied and is otherwise eligible.

Disqualification from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment. Students should consult with a Financial Aid Counselor to determine how to regain eligibility for financial aid.

Tuition Remission is an employee benefit and is not affected by a student's SAP standing.

Regaining Eligibility

Students who failed to meet these Satisfactory Academic Progress Standards and who choose to enroll without benefit of student financial aid may request a review of their academic record after any term in which they are enrolled without the receipt of financial aid. If the standards are met at the time of review, eligibility may be regained for subsequent terms of enrollment in the academic year.

** In some cases, a SAP appeal will be denied automatically without going to the SAP Appeal Committee. For example, a SAP appeal must be completed by the deadline; otherwise, the appeal will be automatically denied. The deadline for submission of a SAP appeal to the student's Franklin College Office of Financial aid is by 5PM on the Franklin College Registrar's published "Classes Begin" date for the specific semester with which the appeal is associated.

*** Notification of the Committee's decision should take place within ten business days from the receipt of the appeal in the Franklin College Office of Financial Aid.