

Satisfactory Academic Progress (SAP)

– Policy and Procedure

To be eligible for Federal and/or Indiana State financial aid at Franklin College, a student must meet the Satisfactory Academic Progress (SAP) standards listed below. Federal regulations require that your entire Franklin College academic record be reviewed for SAP, including semesters in which you did not apply for or receive financial aid.

Satisfactory Academic Progress (SAP) Standards *(evaluated at the end of each term.)*

- Cumulative Grade Point Average (GPA) – Qualitative
 - Freshman (0 - 26 credits)
 - cumulative GPA of 1.60 on a 4.00 scale (end of 1st semester)
 - cumulative GPA of 1.80 on a 4.00 scale (beyond 1st semester)
 - Sophomore (27-57 credits)
 - cumulative GPA of 1.90 on a 4.00 scale
 - Junior/Senior (58+ credits)
 - cumulative GPA of 2.00 on a 4.00 scale
- Completion Rate – Quantitative
 - The total credit hours earned divided by the total credit hours attempted. A student may not fall below a 67% completion rate.
 - 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.
- Maximum Degree Completion (i.e. Duration)
 - A student must complete their degree program without having attempted more than 150% of the number of credits required for the degree.
 - Example: If a degree program requires 120 credit hours to complete, the student must complete the degree program without having attempted more than 180 credits ($120 \times 1.5 = 180$).

Warning Semester

Students who fail to meet the SAP GPA and/or SAP Completion Rate standard(s) will be placed on **SAP Warning** and will have one semester to restore their satisfactory academic progress standing. During the SAP Warning semester, a student will be awarded the financial aid for which they have applied and are otherwise eligible. If it is determined that a student will not meet the SAP Maximum Degree Completion standard, that student's aid eligibility is immediately terminated.

Appeal for SAP Probationary Semester

Students who have been placed on SAP Warning and fail to restore their satisfactory academic progress standing after the SAP Warning semester are placed on suspension status under which Federal and Indiana State student aid eligibility is lost. A student may appeal this determination to the Director of Financial Aid.

The appeal must include the SAP Appeal Form and a signed personal statement. Supporting documentation may be requested by the Director of Financial Aid. Reasons that may be acceptable for an appeal may include but are not limited to: (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.

The signed personal statement must include the following: (1.) the student's clear understanding of what SAP standard(s) they failed to meet, (2.) what circumstances led to them not meeting

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the standard(s), and (3) what has changed that will allow the student to restore their satisfactory academic progress standing after the SAP Probationary semester.

Please note that merely filing a SAP appeal does NOT guarantee continued eligibility for Federal and/or Indiana State aid, as an appeal may be denied. Notification of the appeal results will take place within ten business days from the receipt of the appeal.

If an appeal is approved, the student will be placed on **SAP Probation** and an Academic Plan will be implemented to measure the student's progress during the SAP Probationary semester. For the SAP Probationary semester, the student will be considered eligible for Federal and/or Indiana State aid for which the student has applied.

If an appeal is denied, the suspension decision is final for that semester. The student may re-establish eligibility for a subsequent semester by taking action that brings him or her into compliance with the SAP standards. Suspension from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment.

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.

Grading, GPA, and correlation to SAP standards

The college employs the following grading system, based on a 4.00 grading scale:

Letter Grade	Description	GPA	SAP Correlation
A	Exceptional	4.00	Qualitative/Quantitative
A-		3.67	Qualitative/Quantitative
B+		3.33	Qualitative/Quantitative
B	Good	3.00	Qualitative/Quantitative
B-		2.67	Qualitative/Quantitative
C+		2.33	Qualitative/Quantitative
C	Satisfactory	2.00	Qualitative/Quantitative
C-		1.67	Qualitative/Quantitative
D+		1.33	Qualitative/Quantitative
D	Passing, but unsatisfactory	1.00	Qualitative/Quantitative
D-		0.67	Qualitative/Quantitative
F	Failure	0.00	Qualitative/Quantitative
I		Incomplete	-
NG	No grad reported	-	-
AU	Audit	-	-
S	Satisfactory (Pass)	-	Quantitative
U	Unsatisfactory (Fail)	-	Quantitative
W	Withdrawal	-	Quantitative
WF	Withdrawal Failing	0.00	Qualitative/Quantitative
WP	Withdrawal Passing	-	Quantitative
CR	Advanced placement & departmental credit	-	Quantitative

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Grading Reference

I (incomplete): Indicates there is still a possibility for credit after further work. It is used by the classroom instructor when a definite grade cannot be given because of a student's illness or because of some justifiable delay in the completion of the work. The student initiates the process by filling out a petition to be granted an incomplete grade; these forms are available in the Academic Records Office. The course instructor then approves the written appeal after having reviewed the circumstances, and indicates in writing how the incomplete may be resolved, and establishes, in consultation with the student, a definite but reasonable completion date for all course work, usually as early as possible. The Academic Rules Committee must then approve all requests and may modify the due date after discussing the matter with the appropriate faculty member. When an incomplete grade is granted, it is the student's responsibility to consult with the instructor involved and to determine exactly the instructor's expectations regarding the fulfillment of the course work. The grade of "I" is not calculated into the grade point average. The "I" changes to an "F" if the work is not satisfactorily completed by the specified time, or no later than six weeks after the beginning of the next semester.

NG (no grade): Used for reporting mid-semester grades for practica, seminars, and individual studies, or may be used administratively by the Academic Records Office. The NG may also be assigned to labs with no separate credit awarded.

AU (audit): Given only for informational instruction obtained by attending the course. The student must elect to audit a course within the first week of classes and cannot take the course for credit thereafter. Students will not be awarded course credit for those courses they choose to audit. Should the student not attend the course, the instructor may administratively withdraw the student from the audited course. Students may only audit two courses during a given semester.

S or U (pass or fail): Neither the S nor U contributes to or detracts from the grade point average; however, credit hours are counted in the quantitative standard.

W (withdrawal): A grade of "W" is not calculated into the grade point average; however, credit hours are counted in the quantitative standard.

WP (withdrawal passing): Not calculated into the grade point average; however, credit hours are counted in the quantitative standard.

WF (withdrawal failing): Is calculated into the grade point average as an "F" and credit hours are counted in the quantitative standard.

CR (advanced placement & departmental credit): Used to denote credit awarded to a student according to performance upon certain nationally standardized examinations or departmental examinations. Credit hours are awarded and course equivalences determined. The placement does not affect the grade point average; however, credit hours are counted in the quantitative standard.

[] (repeated course): 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.

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[1] (repeated course) – continued: 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.

Per Electronic Announcement (2020-03-05): Circumstances related to an outbreak of COVID-19, including, but not limited to, the illness of a student or family member, compliance with a quarantine period, or the general disruption resulting from such an outbreak may form the basis of a student's SAP appeal even if not specifically articulated in the institution's SAP policy.