



# SUNYADIRONDACK

**Policy Title:** Satisfactory Academic Progress  
**Document #:** 4200  
**Effective Date:** 10/27/22  
**Category:** Enrollment Management  
**Responsible Office:** Financial Aid

**This policy applies to:** Students [in degree and/or certificate programs]

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**Summary:**

In order to receive federal and state financial aid funds, students matriculated in degree and/or certificate programs must be in good academic standing at the end of each term; pursuit of program guidelines must also be met.

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**Policy:**

A student is considered to be making Satisfactory Academic Progress (SAP) if they maintain the minimum cumulative grade point average (GPA) based on the total number of credits (see Appendix A). Attempted credits are defined as ALL credits a student attempts including audited credits, withdrawals, repeated course work, incompletes, failed courses and any transfer credits accepted toward a student's program of study. Developmental coursework and accepted transfer credits are not calculated in the GPA. The federal government does not recognize recalculated GPA or eliminated credits under the Fresh Start program. Per regulations, all credits must be considered even if the student did not receive financial aid at the time they were enrolled.

In addition to meeting Satisfactory Academic Progress, a student who is receiving federal financial aid must also meet pursuit of program guidelines. A student is considered to be meeting pursuit of program if they complete the appropriate percentage of the total credits attempted as defined per the SAP chart [located on the Financial Aid webpage] regardless of whether a student received financial aid. Minimum credits earned is defined as ALL credits passed at the College (A to D-), including any transfer credits accepted toward a student's program of study. An incomplete will count as a withdrawal until the course is successfully completed. A student's status is re-reviewed once the incomplete grade is changed to a letter grade. Federal aid eligibility may not



be adjusted if an incomplete is changed at a point in time which makes it impossible for the student's federal aid to be revised, after the academic period end date. Separate SAP and pursuit of program requirements exist for recipients of New York State aid programs.

When a student initially fails to meet SAP guidelines, a financial aid eligibility warning letter is issued stating that the student has one semester to meet these guidelines or will risk the loss of financial aid. Students subsequently not meeting SAP will receive a loss of eligibility notice from the Financial Aid Office, and may appeal to possibly regain eligibility for aid. The appeal must be in writing, noting the term in which the student is appealing, and be received before the end of the term in which the student is appealing. The back side of the loss of eligibility notice can serve as the appeal, or a separate letter, which should fully explain why the student did not succeed and what they will change to improve their academic performance going forward. The student may be asked to document their circumstances and has the opportunity to appeal more than once in an academic year. Per regulation, the College is required to use the chart put forth by the Higher Education Services Corporation (HESC) to determine eligibility for NYS awards. A work group regularly meets to review such requests; members include the Director of Registration and Records, Director of College Access and Student Success, Director of Financial Aid as well as both Assistant Directors of Financial Aid.

If a student graduates and requests a second program of study, their transcript will be evaluated to determine what portion of the requirements for the new degree has been satisfied. A student will be reviewed using the SAP chart based upon the new number of attempted credits. For federal financial aid, a student will be allowed to change majors a maximum of four times while in attendance at the College. If a student changes majors more than four times, they will be considered ineligible for federal aid and will need to attend the College without the benefit of federal assistance, or request an appeal.

Federal regulations require a maximum time frame be set for completion of a degree or certificate program, not to exceed 150% of the credit requirements for that program. The College defines a maximum number of total attempted credits for degree programs at 96 credits, and 47 credits for most certificate programs. A student loses eligibility for federal financial aid once the maximum attempted credits has been attained or it is mathematically determined that a student cannot complete within the 150% time frame. A student who was required to enroll in developmental courses will not have those courses counted toward the maximum attempted credits allowed. If the student feels there were extenuating circumstances that prevented completion within the 150% timeframe, they may submit an appeal via the Financial Aid Office.

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### **Definitions:**

College. Use of this term explicitly refers to Adirondack Community College and/or the College's legal acceptable short name, SUNY Adirondack.

Matriculation. A student who has been accepted into, and is enrolled in, an academic program as a candidate for a degree or certificate.

Student. Any individual who is currently, or has formerly taken, courses at SUNY Adirondack, full-time, part-time credit or non-credit.



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**Other Related Information:**

College Catalog

<http://catalog.sunyacc.edu/financialaid>

Financial Aid web page

<https://www.sunyacc.edu/financial-aid>

NYS Higher Education Services Corporation

<https://www.hesc.ny.gov/partner-access/financial-aid-professionals/tap-and-scholarship-resources/tap-coach/S.html>

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**Processes and Procedures:**

1. Once grades are official at the conclusion of each semester, a Banner financial aid process (ROPSAPR) is run to calculate the appropriate SAP status for each active financial aid recipient. The SAP v2 Argos report is then run for a complete list of students and their calculated SAP codes.
  2. Both Assistant Directors of Financial Aid review their sections (split by alpha) to ensure accuracy, and prepare notifications for mailing. Notices are either a warning letter or financial aid loss of eligibility notice (LOE).
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**Forms:**

None.

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**Authority:**

Authority to Approve: Vice President for Enrollment and Student Affairs

Responsible for Oversight: Director of Financial Aid

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**History:**

Satisfactory Academic Progress has been provided on the College Catalog website. This is the first Satisfactory Academic Progress (SAP) policy in this format. This policy was approved by the President on 5/9/22.

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**Review:**

Annually in June.

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**Appendices:**

None.

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