

**SATISFACTORY
ACADEMIC PROGRESS
(SAP)**

Federal regulations require Jefferson College to evaluate the academic progress of each student to ensure financial aid recipients make satisfactory progress towards degree completion.

Satisfactory Academic Progress (SAP) is measured at the end of each semester and includes three components: Qualitative (Grade Point Average), Quantitative (Pace of Completion), and Maximum Time Frame (150%).

In order to maintain financial aid eligibility, students must meet each of the minimum standards based on cumulative progress.

1. Grade Point Average (GPA)

Students must maintain a cumulative grade point average of 2.0 or above.

2. Pace of Completion

Students must complete at least 67% of all cumulative coursework attempted, including degree and remedial classes in all parts of term. Pace is determined by the completion rate, which is calculated as the cumulative number of completed credit hours divided by the cumulative number of attempted credit hours.

Successful completion of a class is defined as receiving a grade of A, B, C or D. Grades of "F" (Failure), "W" (Withdrawal), "WX" (Administrative Withdrawal), "H" (Audit), or "I" (Incomplete) are considered unsatisfactory.

All coursework must be completed within the regular semester. The College may allow a student to take an incomplete grade in a course and complete the course the following semester; however, because the course was not completed in the specified time frame, the incomplete grade is unsatisfactory for financial aid purposes.

A course for which a passing grade was received may be repeated one time and will count once as completed and twice as attempted.

Students who wish to audit a course must declare this intent prior to the start of the course, as an audited course is not part of the degree program.

Transfer credit accepted from other colleges and universities will be included in the number of credit hours attempted and completed.

3. Maximum Time Frame

Students must complete their official academic program within 150% of the published length of the program. All attempted course credits count toward the maximum timeframe limit even if financial aid was not received, or the student changes programs or pursues multiple or additional degrees.

Once a student has reached MAXIMUM TIMEFRAME attempted for their program, they will no longer be eligible for financial aid at Jefferson College.



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<p style="text-align: center;">SATISFACTORY ACADEMIC PROGRESS (SAP)</p>
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Financial Aid Warning, Suspension, and Reinstatement

Students who fail to meet GPA and Pace of Completion standards will be placed on financial aid WARNING for the next term of enrollment. A student on warning status may receive financial aid; however, if they fail to meet GPA and Pace of Completion standards after the warning semester, they will be placed on financial aid SUSPENSION and no longer be eligible for aid.

Financial aid eligibility for students who exceed the 150% maximum timeframe will be immediately terminated without a warning period.

In order to regain financial aid eligibility, students must meet the SAP elements explained above or follow the appeal procedure below.

Appeal Procedure

Because extenuating circumstances (such as illness, injury, death in the family, or other undue hardships) may influence satisfactory progress, students may submit a suspension appeal.

Appeals must be submitted during the first week of classes in which the student is enrolled. Late appeals may be accepted at the discretion of the appeals committee. The Financial Aid Appeal Form is available electronically on the Satisfactory Academic Progress (SAP) webpage at www.jeffco.edu. The Financial Aid Appeals Committee will review all appeals and notify the student of the results. Decisions of the appeals committee are final.

If a student's SAP appeal is approved, the student will be placed on financial aid PROBATION and may continue to receive financial aid as long as the student meets the conditions of the appeal. An academic plan will require the student to complete 100% of all coursework attempted with a minimum 2.0 GPA each semester until the student reaches the minimum SAP standards or the extended timeframe. Failure to meet any condition of the appeal or academic plan will result in the return to financial aid SUSPENSION and loss of financial aid eligibility until all standards are met, or the return to MAXIMUM TIMEFRAME and the permanent termination of all financial aid eligibility.