

Satisfactory Academic Progress (SAP) Policy

Federal law requires that institutions of higher education monitor the academic progress of students who receive financial aid. To remain eligible for federal, state, and some institutional financial aid, students must comply with the requirements set forth in the Alamo Colleges District Satisfactory Academic Progress (SAP) policy. Students are evaluated for SAP at the end of each Fall, Spring, and Summer term.

I. Grade Point Average Requirement (2.0 GPA)

Students must maintain a cumulative Alamo College District GPA of 2.00 on all coursework taken at the Alamo Colleges District. Grades for repeated courses are counted toward the cumulative GPA unless the student successfully petitions Admissions and Records.

II. Completion Rate of Coursework Requirement (67%)

Students must maintain a minimum cumulative 67% completion rate on all coursework attempted at the Alamo Colleges District and transfer hours. The chart below shows how the completion rate is calculated:

TOTAL EARNED HOURS	TOTAL ATTEMPTED HOURS	(EARNED HOURS ÷ ATTEMPTED HOURS) X 100	COMPLETION RATE	COMPLETION RATE MET
9	12	$(9 \div 12) \times 100$	75%	Requirement Met
6	9	$(6 \div 9) \times 100$	66%	Requirement Not Met

III. Maximum Time Frame to Complete Program of Study Requirement

The maximum time frame a student may receive financial aid for their degree may not exceed 150% of the published length of the program. Transfer credits are counted in the maximum time frame; however, up to 30 credit hours of remedial courses are excluded. The examples below show how the maximum time frame is calculated.

A student in a 60-credit hour associates degree program would be calculated as: $60 \times 150\%$ = a maximum of 90 attempted hours of college-level coursework.

A student in a 120-credit hour bachelor's degree program would be calculated as: $120 \times 150\%$ = a maximum of 180 attempted hours of college-level coursework.

A student in a 24-credit hour certificate program would be calculated as: $24 \times 150\%$ = a maximum of 36 attempted hours of college-level coursework. Note: Certificates and Advanced Technical Certificates (ATC) can vary in program length from 16 to 50 credit hours.

OTHER REQUIREMENTS AND INFORMATION

- Attempted credit hours include all courses for which a student is enrolled in after census day.
- Grades of "W", "WP", "WF", "F", "I", "IP", "IF" and any other non-letter grade (besides grades of A, B, C, or D) are counted as attempted but not completed when calculating the completion rate.
- The academic amnesty policy "Fresh Start" does not apply to Satisfactory Academic Progress.
- Students are allowed up to thirty (30) hours of remedial/developmental coursework that will not count towards the maximum number of hours attempted towards the student's academic program.
- All coursework attempted at Alamo Colleges, along with all transfer hours, count towards Satisfactory Academic Progress, even those that do not count toward their current degree.
- Repeated courses count in the completion rate calculation and maximum attempted hours.
- Incoming dual credit students will be placed on SAP probation until SAP is evaluated at the end of the term.

The information below describes each SAP evaluation status in detail:

Good Standing: Students are in Good Standing if they meet all Satisfactory Academic Progress (SAP) criteria at the time of SAP evaluation. Students in good standing may qualify for federal and state aid based on eligibility and availability of funds.

Warning: Beginning with the 2025-2026 award year, students who do not meet SAP requirements at the time of evaluation will be placed on Financial Aid Warning for the following semester. During this warning semester, students remain eligible to receive financial aid while working to improve their GPA and/or course completion rate. At the end of the semester, a student will be placed in Good Standing or Suspension based on whether they meet SAP criteria. Students currently on Financial Aid Probation or Academic Plan are not eligible for a Warning semester.

Suspension: Students are placed on Financial Aid Suspension by the Financial Aid Office if they do not meet all SAP requirements after completing a Warning semester or after failing to meet SAP standards while on an approved appeal or Academic Plan. Students who are suspended are no longer eligible for financial aid and are emailed a financial aid suspension notice and information on how to appeal.

Probation: Students who appeal their Financial Aid Suspension and are approved are placed on Financial Aid Probation for one semester. Students will be assigned an end-term date, which is the date by which they are expected to graduate. To remain eligible for financial aid in future semesters, the student must meet SAP standards during the probationary semester. Students who fail to meet SAP standards for the semester will have their financial aid suspended.

Academic Plan: Students who successfully complete their probationary semester by meeting SAP for the term, but who still do not meet the overall SAP criteria, are placed on an "Academic Plan". To remain eligible for financial aid in future semesters, the student must meet SAP standards each semester enrolled under the Academic Plan. Progress is reviewed at the end of each term. Students who fail to meet SAP standards for the semester while under the Academic Plan will have their financial aid suspended.

The information below describes the SAP appeal process in detail:

Students placed on Financial Aid Suspension have the option to submit an appeal to regain financial aid eligibility. The appeal process begins with a meeting between the student and the Academic Advisor at the student's primary institution. After the meeting, the student can access and complete the **Appeal for Financial Aid Reinstatement** online through ACES. The student will include in their appeal the reasons for not meeting SAP requirements and their plan for making academic progress. Additional documentation substantiating the reason(s) for not meeting SAP should be submitted to the Student Financial Aid office within seven (7) days of submitting their appeal. Students should be prepared to pay tuition and fees until a decision is made on the appeal. Appeal processing time may take up to four weeks.

Approval: An appeal approval is applicable at the college where it was submitted and approved. Once the appeal is approved, the student is placed on Probation, and financial aid eligibility is reinstated.

Students who fail to meet SAP for any subsequent semester enrolled will have their financial aid eligibility suspended. Students may submit another SAP appeal through the same process; however, there are limits on the number of appeals allowed.

Students who successfully appeal but do not enroll in the semester for which the appeal was approved will have their financial aid eligibility suspended. Students who successfully appeal and complete coursework for the semester in which their SAP was approved may remain financial aid eligible for up to one (1) academic year of non-enrollment. A lack of consistent enrollment may result in an inability to meet SAP criteria.

Denial: No federal or state financial aid, including student loans, will be awarded. The Committee's decision is final and may not be appealed further. After successfully meeting the SAP requirements for one (1) semester, the student may submit an appeal during the next scheduled appeal period.