SATISFACTORY ACADEMIC PROGRESS

SPECIAL SERVICES PROGRAMS (Comprehensive Training Programs)

Satisfactory Academic Progress (SAP) will be determined using a person-centered planning approach, but will largely follow the general ENMU-Roswell SAP policy. For students who are enrolled in Special Services Program the SAP requirements are listed below:

STANDARD	MINIMUM REQUIREMENT
Qualitative Standard	A 2.0 minimum cumulative grade point average (GPA) in all coursework attempted.
Quantitative Standard	A 60% minimum completion of all courses attempted. Pace of progression is measured by dividing the cumulative hours the student has earned by the cumulative hours the student has attempted.
Maximum Timeframe	Attempted credit hours may not exceed 225% of the number of credit hours required for ones' program of study. The limit will vary for each program. Financial Aid will refer to the University catalog for the required length of each degree or certificate program.

FINANCIAL AID SAP STATUS DEFINITIONS

ELIGSS (Eligible) Student meets all the conditions of maintaining satisfactory academic progress.

WARNSS (Warning) A student will be placed on Warning Status if he/she failed to achieve a minimum 2.0 GPA or better or if his/her pace is below 60%. Students on warning status will be eligible to receive financial aid during that period. At the end of the warning period, a student must have a cumulative GPA of 2.0 or better and a completion rate of 60% or above to continue receiving financial aid.

OFFSS A student is OFFAID when he/she fails to make satisfactory academic progress during a warning term or completes the semester with grades of all F's and, therefore, ineligible to receive financial aid. A student who is OFFAID has two options:

1. Appeal by completing a SAP appeal form or
2. Attend at his/her own expense until the student raises his/her cumulative GPA to 2.0 and has a 60% completion rate. It is a students' responsibility to notify the Financial Aid Office when he/she has met the SAP requirements so that his/her SAP status can be evaluated.

ALRTSS (Close to timeframe) A student is close (185% or greater) to reaching his/her time frame limit for the declared program of study. A student will be notified that he/she is close to the timeframe limit and will be required to submit a Financial Aid Appeal.

TIMESS (Maximum timeframe) A student has exceeded the time frame limit (225% or greater) for his/her declared degree or certificate. Student may not receive Title IV financial aid for courses that do not meet the requirements for completing his/her declared degree program.

Credit hours attempted will include completed credits, incompletes, withdrawals, transfer credits, and repeated or failed classes. If due to withdrawals, failed courses or change in degree program, etc., the student exceeds the maximum number of attempted credits for his/her program or a student cannot complete the program of study without exceeding the maximum timeframe, then he/she will no longer

be eligible for Federal financial aid for any future terms. Students have the right to submit an appeal for an extension of timeframe status

FINANCIAL AID APPEALS (SAP Appeals)
A student who is OFFAID for failing to meet Satisfactory SAP may regain eligibility by successfully appealing to the Financial Aid Administration if he/she had an extenuating circumstance that prevented him/her from successfully meeting SAP standards.
An extenuating/special circumstance must exist and be supported by additional documentation in order to file an appeal to regain financial aid eligibility. A special circumstance may include injury, illness, the death of a relative, or other special circumstance during the term the aid was received. Circumstances do not include a lack of dedication to his/her studies, not understanding the impact of withdrawals, etc. Also, those students who have reached maximum timeframe (TIME) can submit an appeal regarding an extension of timeframe.

All submitted documentation for a Financial Aid Appeal is confidential and only used to verify and support a student's appeal.

A student may be approved for reinstatement on a probationary status of no more than one term to resolve all deficiencies. A student who appeals, but for whom it would be mathematically impossible to resolve all deficiencies in one term, will be placed on an academic plan. Appeals must also specify why the student failed to satisfy SAP requirements and what has changed in the student's situation.

PLAN (Academic Plan) Students may be placed on an academic plan upon submission of a successful appeal. If it is mathematically impossible for a student to resolve all deficiencies during one term of attendance and the student's reason for appeal is appropriate according to Federal regulations, the student may be placed on an academic plan with the end goal being to resolve all deficiencies. An academic plan varies in length and will be determined after the appeal is approved and will not be the same for all students. It does not have to equate to the exact number of terms it would take a student to resolve all deficiencies. Students granted aid eligibility through an academic plan may receive aid for the term. If the student is meeting the criteria identified in the SAP appeal approval at the end of the term, the student's academic plan may be extended. If students fail to meet the terms on the plan, the students will be OFFAID. The student cannot appeal if denied aid while on an academic plan.