

Ranger College Satisfactory Academic Progress Policy

Ranger College Financial Aid Office monitors Satisfactory Academic Progress (SAP) at the end of each semester, including summer, for financial aid recipients. At the conclusion of each semester, students who do not meet the minimum SAP requirements are notified and either placed on Financial Aid Warning (FA Warning) or Financial Aid SAP Not Meet (FA SAP Not Meet). Please note: students on FA Warning have one semester to meet minimum SAP eligibility requirements or will be placed on FA Suspension the next semester.

- Students placed on FA Warning are eligible for financial aid consideration and do not need to appeal.
- Students placed on FA Suspension are no longer eligible for financial aid and may submit a SAP appeal if there are extenuating circumstances to be considered for financial aid for one semester.
- Re-admitted students that were not meeting the minimum SAP requirements previously are placed on FA Suspension and may submit a SAP appeal if there are extenuating circumstances to be considered for financial aid for one semester.

Minimum requirements:

- Students who receive federal, state and/or institutional financial aid must maintain SAP.
- Minimum qualitative and quantitative standards must be met to maintain eligibility for all financial aid programs. These standards include maintaining a minimum grade point average.
- All coursework is included in the SAP review. This includes coursework completed as a non-degree student and coursework prior to readmission. Transfer credits are included in the SAP review. The full SAP policy is included in the Policy and Procedure Manual in the Ranger College Financial Aid Office.

See appeal form for information regarding deadlines and the bill.

This chart illustrates the minimum credits a fulltime student should complete after each semester:

Total Semesters	1	2	3	4	5	6	7	8
Minimum Earned Credits	9	18	27	36	45	54	63	72

(This scale is for financial aid purposes only. Individual majors, academic scholarships and other aid sources may have more rigorous requirements.)

Appealing for continued financial aid consideration:

Students with extenuating circumstances (see box below) and support from their academic dean can appeal for one semester of financial aid eligibility.

- The student must meet with their academic advisor an academic plan, which will enable the student to regain SAP and submit a Satisfactory Academic Progress Appeal (SAPA) form.
- The student must submit a letter to Financial Aid Services explaining the extenuating circumstances which led to their current academic standing.
- Third-party documentation supporting the appeal is recommended. Examples of extenuating circumstances and recommended documentation can be found on page three.

If the appeal is approved, the student will be placed on a Financial Aid Academic Plan (FA ACAD Plan) and will be eligible for financial aid consideration for one semester.

STUDENTS WHO WERE ON FA ACAD PLAN and continue not meeting the minimum SAP requirements will be placed on FA Suspension. The student must meet with their academic dean to ensure that they have made progress on their established academic plan and provide a **new** SAPA form to Financial Aid Services. The student may then be placed on FA ACAD Plan again and considered for financial aid.

The extenuating circumstances that may be considered include:

- Death in the family;
- Accident;
- Illness;
- Other academic performance factors beyond the student's control.

The extenuating circumstances below may only be considered for student exceeding the 10 semester calculation, not GPA. In addition to the above circumstances, they include:

- Change of major;
- Transfer of credits from another institution.

Satisfactory Academic Progress Appeal (SAPA) Form

SECTION 1: Student Information

Last Name: _____ First Name: _____ MI: _____

Student ID: _____ Phone: (____) _____

E-mail: _____

Check One Semester

___ Fall 2018: Deadline October 3, 2018 ___ Spring 2019: Deadline February 20, 2019 ___ Summer 2019: Deadline June 12, 2019

SECTION 2: Indicate the type of extenuating circumstances for appeal. (Must have an extenuating circumstance to be considered for an appeal)

MEDICAL: Identify the illness or medical condition

DEATH OF FAMILY MEMBER: List name, relationship, and date of death.

SPECIAL OR UNUSUAL CIRCUMSTANCES: Identify the circumstances.

SECTION 3: To be completed by the academic Advisor:

The above student has met with me and: **(Check One)**

___ **We have established an academic plan that will enable the student to regain SAP.**

Requirements:

- A completed SAPA form, signed by the student and the academic dean.
- An appeal letter to Financial Aid Services outlining the extenuating circumstances.

___ **I believe the student has made progress towards the academic plan established to regain SAP.**

Requirements:

- A completed SAPA form, signed by the student and the academic dean.

___ **I do not believe the student will be able to regain SAP.**

Academic Advisors signature: _____ Date: _____

SECTION 4: Attach a written summary describing the circumstances and include the plan for academic success.

1. Attach a written summary explaining how and why the circumstance(s) lead to academic challenges.
2. Attach a written description of the academic plan for success and how it will be achieved
3. Documentation is recommended to support the SAP Appeal. See page three.

SECTION 5: Student Signature & Certification: *I certify that I have read and understand the SAP policy and appeal instructions.*

I certify that my appeal contains all the required documents and the information I have provided is true and accurate. I understand that my academic dean's approval does not guarantee financial aid eligibility and that I am fully responsible for my university bill.

Student's signature: _____ Date: _____

Examples of Extenuating Circumstances and Recommended Documentation

This list is not all inclusive; there may be other types of documentation that are acceptable. Be sure the dates of the documentation coincide with the dates of attendance at UMass Amherst and the terms that have impacted the academic performance.

Submitting an appeal with supporting documentation does not guarantee an appeal will be approved.

Reason for appeal and Recommended Documentation

- **Medical condition or illness:** Doctor's note (on letterhead) and/or hospital records.
- **Death of an immediate relative:** Obituary notice and/or death certificate AND explain the relationship between student and deceased.
- **Divorce or separation:** Complete divorce decree, signed letter from attorney (on letterhead), signed statement from counselor or therapist.
- **Military Service:** Copy of the military orders, a DD-214 showing dates of service, OR a letter from the commanding officer describing the dates and duration of service.
- **Other extenuating circumstance:** Provide documentation to support the extenuating situation, explaining why the situation was beyond the student's control why it impacted the student's academic performance, and how the circumstance has changed to allow the student to meet the satisfactory academic progress standards if the SAP appeal is approved.