Satisfactory Academic Progress (SAP) Worksheet

A student must pass 67% or more of the attempted credit hours and maintain a 2.0 GPA to maintain Satisfactory Academic Progress (SAP), a requirement for financial aid (e.g., grants, loans, etc.). This is requirement is different than Polk State College's Standards of Academic Progress (SOAP). If a student does not maintain federally mandated SAP, he or she is suspended and is no longer eligible for federal financial aid. If this occurs, a student may submit a *Satisfactory Academic Progress Appeal Form* to the Student Financial Services Office only if extenuating circumstance(s) exist. Please note: Appeals are only granted for extreme circumstances that are thoroughly documented. *The Satisfactory Academic Progress Appeal Form** is available at**:** https://www.polk.edu/admission-aid/financial-aid/forms/.
(*Please read the top paragraph of the form thoroughly.)

To determine Satisfactory Academic Progress Status, please use the questions below. All information about credit hours and GPA are available on PASSPORT by viewing the transcript.

1. Is your Polk State College GPA 2.0 or higher?   ____**Yes** ____**No**

2. Is your Polk State College Overall GPA 2.0 or higher?   ____**Yes** ____**No**
   (This value includes all transfer coursework.)

3. Did you complete 67% of all your overall attempted credit hours?   ____**Yes** ____**No**
   (This value includes all transfer coursework.)

   Calculate your completion rate for Satisfactory Academic Progress using this formula:

   Earned credit hours __ ÷ Attempted credit hours __ = (x100%) Credit Hour Completion Rate ___

Worksheet for Calculation	Enter your hours:	*Example:
Total Credit Hours Completed:	_____	25
Divided by:	/	/
Total Credit Hours Attempted:	_____	35
Equals	=	=
Completion Rate as a Percent:	_____X 100% =_____	71.42%

<u>Example: (50 earned credit hours)</u> ÷ (70 attempted credit hours) = Credit Hour Completion Rate of 0.7142 (X100) =71.42%

4. Is the number of attempted hours less than 150% of your program of study?   ____**Yes**___ **No**
   (This value includes all transferred coursework.)

   Program of Study _____   Check one: ____**Degree** ____**Certificate**

Total credit hours required for your financial-aid-eligible certificate or degree program of study (major) is _____ x 1.5 = _____ (Note: 150% of the program is the maximum amount of credits that federal financial aid will pay for unless the student ***appeals with a documented extenuating circumstance.***) *(*Example: Program XYZ=60 credit hours; 60x1.5=90 credits as 150% of program credit hours)*

If you answered **YES to all four questions on the previous page**, then you are making Satisfactory Academic Progress and DO NOT need to appeal. Please disregard any email advising you to do so.

If you answered **NO to one or more questions on the previous page,** you are not making Satisfactory Academic Progress and you are not eligible for financial aid. You may appeal your suspension in aid if you have documentable extenuating circumstances (beyond your control) that caused you not to meet the minimum SAP requirements.

Please note: The information on this form is of an advisory nature. If you attended another college(s) before Polk State College and have other transcript(s) that have not been received and evaluated, or if you are registered in the current term, your SAP status will change once the prior transcript(s) are evaluated and the final grades from the current term are posted. This may change your situation. A Financial Aid Assistant can confirm these changes in a meeting--please bring this form with you.

_____

Completion Chart for Successful Degree/Certificate Progression by Term

The chart below indicates the minimum number of successfully earned credits a person must obtain per term to maintain the required 67% for satisfactory progression. The left hand column represents the attempted hours, and the right column represents the number of hours the individual must successfully complete **with a 2.0 GPA (or higher) to maintain Satisfactory Academic Progress**. For example, if an individual registers for 14 credit hours, he or she must complete 10 credit hours with a 2.0 GPA (or higher) to meet the Satisfactory Academic Progress requirements for the semester. Both the 2.0 GPA and 67% completion rate applies to both the semester and cumulative totals on the transcript.

Attempted hours:	Must earn this number of hours with a 2.0 GPA (or higher):
19	13
18	13
17	12
16	11
15	11
14	10
13	9
12	8
11	8
10	7
9	7
8	6
7	5
6	5
5	4
4	3
3	3
2	2
1	1