

**Satisfactory Academic Progress (SAP) Worksheet**

In order to be eligible for financial aid (this includes grants & loans, etc.), all students must uphold Satisfactory Academic Progress (SAP) requirements. This is different than Standard of Academic Progress (SOAP). If a student does not maintain SAP, (s)he is suspended and no longer eligible for financial aid. If this occurs, a student may submit a SAP appeal to the Student Financial Services office providing that an extenuating circumstance(s) exist.

To access the SAP appeal Form, please visit: <https://www.polk.edu/admission-aid/financial-aid/forms/>  
**(Please make sure to read the top paragraph thoroughly.)**

Determine your SAP Status: (You can find your hours and GPAs on **Passport** by viewing your Transcript)

1. Is your PSC GPA 2.0 or higher? **Yes/ No**
2. Is your PSC Overall GPA 2.0 or higher? **Yes/ No (includes all transfer coursework)**
3. Did you complete 67% of all your overall credit hours attempted? **Yes/ No (this includes all transfer coursework)**

**Your SAP is calculated as followed:**

Earned credit hours \_\_\_\_\_ ÷ Attempted credit hours \_\_\_\_\_ = Credit Hour Completion Rate \_\_\_\_\_

**Completion Rate Worksheet:**

	Enter your hours	Example
<b>Total Credit Hours Completed</b>	_____	<b>25</b>
<b>divided by</b>	<b>/</b>	<b>/</b>
<b>Total Credit Hours Attempted</b>	_____	<b>35</b>
<b>Equals</b>	<b>=</b>	<b>=</b>
<b>Completion Rate</b>	_____ X 100 = _____	<b>71.42%</b>

**Ex: Earned credit hours 70 ÷ Attempted credit hours 50 = Credit Hour Completion Rate .71 (X100)  
**=71%****

4. Is your number of attempted hours less than 150% of your program of study? **Yes/ No**

**(this includes all transferred coursework)**

Program of Study \_\_\_\_\_ Circle one: **Degree/ Certificate**

Total credit hours required for your financial aid eligible certificate or degree program of study (major) is \_\_\_\_\_ x 1.5 = \_\_\_\_\_ (150% of the program and the maximum amount of credits that the federal will pay for, unless you **appeal with an EXTENUATING CIRCUMSTANCE**)

**\*\*If you answered YES to all four questions above, then you are making satisfactory academic progress and DO NOT need to appeal. Please disregard any email advising you to. \*\***

If you answer **NO to one or more questions above.** you are not making satisfactory academic progress and you are not eligible for financial aid. You may appeal your suspension if you have extenuating circumstances (beyond your control) which caused you not 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 your prior college transcript(s) are evaluated and your final grades from the current term are posted. This may change your situation.

**Please speak with a Financial Aid Assistant for confirmation (Bring this form with you).**

**Failing SAP for hours and/or GPA:** 67% Completion Chart for Successful Progression toward a Degree or Eligible Certificate by Term.

The chart below demonstrates 67% for attempted hours in a semester. On the left hand column is the attempted hours and on the corresponding number in the right column is the number of hours you must successfully complete **with a 2.0 GPA to maintain Satisfactory Academic Progress.** For example, if you register for 14 credit hours, you 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 completion rate of 67% applies to both the semester and cumulative credit hour on your transcript.

If you attempt these many hours:	You must pass & earn these many hours (AND passed with GPA of 2.0 or greater)
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