



Satisfactory Academic Progress Policy (SAP)

Title IV Federal Student Assistance (effective for the 2025-2026 academic year)

Introduction

For purposes of determining student eligibility for assistance under a Title IV HEA program, Albright College must establish, publish, and apply reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory academic progress in his or her educational program. The Secretary considers an institution's standards to be reasonable if the standards are in accordance with the provisions specified in [§ 668.34](#).

Albright College is required by Federal Regulations to adhere to minimum standards of Satisfactory Academic Progress (SAP) that relate to a student's eligibility for federally funded financial aid programs, state, and institutional grants, scholarships, employment, and loan programs.

Students must meet the minimum Satisfactory Academic Progress standards to initially receive and maintain eligibility for Title IV funds. The Satisfactory Academic Progress standards apply to all students in degree-seeking programs of study who wish to be considered for financial assistance. Albright College calculates a student's Satisfactory Academic Progress (SAP) at the end of each spring semester. Students who are not making satisfactory academic progress may appeal the results to the Office of Financial Aid. A financial aid appeal form can be submitted using the Net Partner portal. Students must submit their appeal to the Financial Aid Office no later than August 5th for the fall semester and January 6th for the spring semester. If approved, the student will be placed on financial aid probation for a period of one semester and will be required to submit an approved academic plan designed in coordination with an Albright Student Success Coach.

Definitions

Attempted Credits

All courses in which the student enrolls and remains enrolled after the add/drop period of every semester even if the student later withdraws or ultimately fails the course.

Completion Rate or Pace

Number of credits earned is divided by the number of credits attempted including transfer and AP credit hours.

Earned Credits

The number of credits from all courses in which the student receives a letter grade of “D” or better or a “Q” in a Quality/Non-Quality designated course.

Maximum Timeframe of Eligibility

150% of the published length of the program needed to earn a degree, as measured by units/credit hours or clock hours.

Satisfactory Academic Progress (SAP)

All students enrolled at Albright College are subject to the academic standards of the college. All SAP measurements are cumulative. As a participant in the federal financial aid programs (Title IV), students are also required to make satisfactory academic progress toward their degree using both qualitative and quantitative measures as defined below:

Qualitative Measure-

Is defined as academic good standing at the College and grade attainment of a cumulative GPA of 1.7 after the first year of attempted credits, and a cumulative GPA of a 2.0 year thereafter. Graduate students must maintain a minimum GPA of 3.0.

Quantitative Measure- Completion Rate

All students must complete 67 percent of attempted credits for all enrollment periods. The completion rate is determined by dividing credits earned by the number of credits attempted.

Quantitative Measure- Maximum Timeframe of Eligibility

All transferred credits to Albright College and credits attempted at Albright count towards the maximum credits of eligibility requirements for SAP. Beyond the maximum timeframe, students are not eligible for financial aid unless the academic program obtains appropriate authorization for additional credits.

Students have a period of 150% of the credits required to complete the program to remain eligible for financial aid. Students may request an exception to the maximum timeframe period.

Albright College also expects a full-time student to complete degree requirements within a maximum of 10 semesters and summer school (five years). The traditional academic programs at Albright College are four years in length. The requirement for a bachelor's degree is 120 credits. To graduate within the traditional four years, a student must enroll for a minimum of 16 credits per semester. Enrolling in 12 credits per semester for all semesters (minimum for a full-time status) extends graduation one full academic year. NOTE: Most aid programs only offer aid assistance for a total of 8 semesters. Therefore, extending past 8 semesters will make financing of the fifth year difficult.

ACADEMIC STANDING	IF THE NUMBER OF CREDITS IN A PROGRAM IS...	THEN THE MAXIMUM NUMBER OF ATTEMPTED CREDITS IS...
Bachelor's Degree Students	120 Credits	180 Credits
Master's Degree Students	30 Credits	45 Credits

Course Withdrawal

Courses for which a student receives a grade of "W" are included in the number of attempted credits but do not count as earned credits, and do not count in the GPA for the SAP calculation.

Transfer Credits

Transfer credits count in the total for both attempted credits and earned credits. However, accepted transfer credits are not included in the transfer student's overall GPA at Albright College.

Repeated Courses

Based on federal regulations, any course that a student has already completed and passed can be taken only one additional time. After one repeated attempt, the course will no longer be eligible for financial aid.

For the purposes of financial aid eligibility, Albright College uses the U.S. Department of Education's definition that a passing grade is a "D" or higher.

All attempted credits, including credits for repeated courses, are counted in the SAP calculation. The higher grade of a repeated course(s) is included in the GPA calculation for SAP.

Incomplete Grades

Courses for which a student receives a grade of “I” are included in the number of attempted credits but do not count as earned credits for the SAP calculation. An initial SAP calculation will be made; however, the SAP review will be reevaluated when the final grade is updated by the Registrar’s. Therefore, a student may become ineligible due to incomplete grades and will remain ineligible until the grades are updated, or an appeal is approved.

Change of Major

All credits are counted towards the maximum timeframe for degree completion; SAP is not reset.

Grade Definitions

Grades and Academic Reports

Evaluation of student progress is made at both mid-semester and at the end of the semester. At mid-semester, all grades are reported to first-year students and only non-quality grades (D, F, NQ, and I) are reported to upper-class students. Grade reports are sent to the students at their home addresses at the end of each semester. To designate the degree of scholastic achievement the following grades are used: A (superior); B (above average); C (average); D (below average); F (failure); and I (incomplete). Albright uses plus-minus qualifiers to indicate work at the upper or lower end of each letter grade range; C-, D+, D, and D- are considered below average. Allowing flexibility for the instructor, the approximate numerical equivalents for these grades are:

- 90 and above: A
- 80-89: B
- 70-79: C
- 60-69: D
- Below 60: F

For purposes of determining a student’s grade point average, each grade is assigned a quality point value.

- A+/A = 4
- A- = 3.67
- B+ = 3.33
- B = 3
- B- = 2.67
- C+ = 2.33

- C = 2
- C- = 1.67
- D+ = 1.33
- D = 1
- D- = 0.67
- F = 0

Course in Program of Study (CPOS)

To remain eligible for financial aid, a student must only take courses that count toward their degree plan. Most degree plans have electives built into the plan, but once those electives are filled, a student must only take courses that will move them toward graduation. Therefore, it is important for students to work with their advisor to ensure they can register for courses when they are offered.

Once a student has completed graduation requirements for their major, a student is not eligible for financial aid even if they have not formally applied for graduation. Financial aid can be used to pay for courses in a minor but only when those courses fit into the degree plan. Taking a minor requires a good plan to complete the minor while the major is completed for graduation.

Remedial Coursework

A student can be considered a regular student if taking remedial coursework within a program for which the student has been admitted, even if all coursework is remedial before any regular coursework is taken. This student can receive Title IV aid for his remedial courses. However, there is a limit on the number of remedial courses for which he can receive Title IV aid--that is, up to 30 semester or trimester credit hours. Remedial coursework must be factored into a qualitative measurement for purposes of determining SAP eligibility.

Evaluation

The Financial Aid Office evaluates SAP at the end of the spring semester for all students. All students who are determined not to make Satisfactory Academic Progress will be ineligible for Title IV aid and Institutional Aid (refer to PHEAA guidelines for determining academic progress for state aid.) The student must submit a SAP Appeal to determine eligibility for the next semester of enrollment. A student who is not making SAP but has been granted an

appeal approval by the FAO will be placed on probation for one payment period (semester) during which they may receive financial aid assistance. A student placed on Probation will need to create an Academic Success Plan with their Academic Advisor to be submitted with the SAP appeal, if the student chooses to appeal.

Appeal:

Students who are not making SAP may submit an appeal, if they have experienced extenuating circumstances that affected their ability to meet the SAP requirements. In general, extenuating circumstances can include, but are not limited to, illness, injury, death of relative, difficulties with accommodations for students with disabilities, adversity due to unforeseen events, change of major (program of study.) The appeal must document what contributed to the student’s inability to meet the minimum standards of academic progress and what has changed to allow the student to reestablish SAP.

Type of Extenuating Circumstance	Required Documentation
Personal illness, surgery, or treatment	Documentation from a doctor’s office outlining the illness and recovery time for extended absences, if needed.
Illness of a family member that requires assistance from the student	<p>Documentation from a doctor’s office that indicates the illness of the family member.</p> <p>Statement from the student on the assistance that they will provide to the family member that interfered with their courses.</p> <p>Statement from another family member attesting to the medical situation of the family member in need and the assistance the student will provide.</p>
Death of a family member	<p>Death certificate for the family member or the published obituary of the family member.</p> <p>Statement from another family member attesting to the passing of the loved one and its impact it had on the student.</p>
Disability accommodations that are not meeting needs	Statement from the student on the lack of services and the type of accommodation

	<p>missing that was needed for the successful completion of their coursework.</p> <p>Documentation regarding where the student made the request for the accommodation and the response of lack of response from that office.</p>
Other adverse situation that caused the inability to attend classes and achieve GPA or PACE	<p>Statement from the student describing the adverse situation and how it affected them.</p> <p>Documentation to support the student's statement. The documentation must be specific to the semester where the SAP calculation was completed.</p>
Students have taken summer courses to improve their GPA or Pace percentage	<p>Statement from the student that they have taken summer courses based on their advisor's advice.</p> <p>A statement from the student's advisor that the student worked with them to enroll in summer coursework.</p> <p>A copy of their summer course schedule. Summer course completion will be validated by the office against the student's academic transcript.</p>
Courses taken at another school after failing Albright's SAP standards	Student statement and transcript or proof of obtained credential.

Students must submit their appeal to the Financial Aid Office no later than **August 5th for the fall semester and January 6th for the spring semester**. All complete submitted appeals received after the priority deadline will still be considered up until the end of the add/drop period of the semester. **Appeals submitted beyond this point will not be reviewed and students will not be considered for aid until next term. Students will be responsible for their own tuition and costs until granted financial aid on a probationary basis.**

If the appeal is denied, the student will receive a denial letter with recommendations of steps to take to achieve academic success. Students with a denied SAP appeal are responsible for all billed charges on their student account.

Students who have a status of FAIL or have reached the 150% point of the attempted credit maximum for their degree program of study will be required to file an academic plan along with their appeal. To continue their financial aid eligibility, students will be required to submit:

- The SAP appeal form.
- A student statement outlining the reason they have not completed their degree in the maximum timeframe. The completion of a minor is not a valid appeal status as maximum timeframe applies only to the student's degree major.
- An approved academic plan outlining how the student will complete the courses needed to complete their degree major within a reasonable number of semesters not to exceed two (2) semesters. Only courses needed to complete the major will be allowed in the academic plan. Failure to submit the approved academic success plan will prevent the approval of the SAP appeal. Failure to adhere to the academic plan created for the student and the achieving of a 2.0 will result in termination of Title IV aid.

Re-Establishing Eligibility

Students who do not meet the satisfactory academic progress standards will not be eligible for Title IV aid. Once Title IV aid has been discontinued, SAP can be reinstated if:

- The student has successfully achieved the qualitative and quantitative requirements for SAP based on subsequent non-federal aid funded enrollment attendance and future semester eligibility calculations

It is **the student's responsibility** to notify the Financial Aid Office of any grade changes that can impact on the calculation of the SAP status after the semester review is completed. The student must file a SAP Appeal form and provide a letter explaining the course(s) that had the grade change and request a re-evaluation of their SAP status.

Once a student meets the minimum SAP standards financial aid will be reinstated. Awards cannot be paid retroactively for the payment period(s) during which eligibility was lost.