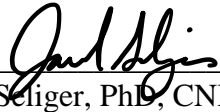


ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE

Supersedes: 4/87, 12/87, 12/93, 11/94, 3/97, 2/00,  
2/00, 6/02, 10/05, 12/10, 11/11,  
12/14, 4/15, 3/16

No: 2-A-800F-02  
Last Review Date: October 2019  
Required Review Date: December 2023  
Administrative Unit: Student Financial Services  
Approved By:   
Jared Seliger, PhD, CNMT  
President

SUBJECT: Satisfactory Academic Progress (SAP)

PURPOSE: To establish an institutional position on student academic progression in accordance with federal guidelines.

EFFECTIVE FOR: All students, Student Financial Services Office and Staff

POLICY: A student must maintain satisfactory academic progress in order to continue to receive federal and state financial assistance.

PROCEDURE:

1. The financial aid SAP policy is at least as strict as the academic policy at Allen College. The registrar monitors and communicates the names and relevant information about students who fail to make academic progress to the Student Financial Services Office.
2. Students must maintain a minimum cumulative grade point average. Per SOP 2-A-900-05, 2-A-900-05a, 2-A-900-05b, 2-A-900-06 and 2-A-900-06a academic progression policies.
3. Maintain a pace of completion that equals or exceeds 67% for undergraduate students and 50% for graduate and professional students to insure completion within 150% of the maximum time for undergraduate students and within 7 consecutive years for graduate and professional students. Credit hours are used to measure academic performance and transfer credit is counted in the attempted and earned coursework when determining “pace.” The “pace” calculation equals cumulative completed hours divided by cumulative attempted hours.
4. Comply with academic repeat policy which states “A student will be allowed to repeat no more than two courses that are being taken to fulfill the graduation requirement. A course that is being taken to fulfill the graduation requirement may only be repeated once.”
5. Students who have been dismissed may request to re-enter the program through submission of a letter to the APG Committee, along with official documentation of academic performance since dismissal. The APG Committee will consider all timely requests and communicate decisions in a timely manner. (SOP 2-A-900-05, 2-A-900-05a, 2-A-900-05b, 2-A-900-06 and 2-A-900-06a Academic Progression)
6. Allen College Student Financial Services does not accept SAP appeals. The appeal process is located in the academic progression policies mentioned above.