The Federal Government mandates that students must maintain Satisfactory Academic Progress toward the completion of their degrees within a reasonable period of time in order to be eligible for Title IV financial aid programs including Pell, SEOG, Go Grants, Federal Work Study and Federal Student Loans.

Satisfactory Academic Progress (SAP) is defined as:

- Earning (passing) a required number of hours (67% of all hours attempted) and
- Achieving and maintaining a required grade point average (see GPA chart) and
- Total attempted hours must not exceed 150% of the published length of the students' degree program. Refer to the LDCC academic catalog at www.ladelta.edu for program requirements.

When is SAP Reviewed?

1. Our preliminary evaluation is taken at the end of the Spring semester with the official evaluation reviewed at the end of the Summer. Students are notified of their SAP status through their LDCC e-mail and their SAP status can be viewed through their LOLA account.

2. Satisfactory Academic Progress (SAP) is reviewed and determined BEFORE aid is initially awarded.

3. SAP is also reviewed at *specific increments* (*increment = one semester), explained below, depending upon the student’s program of study.

LDCC Certificate Program

Satisfactory Academic Progress will be reviewed after each semester for students enrolled in certificate programs only. Certificate programs eligible for federal aid must be at least 15 weeks in length. Certificate programs that are less than 15 weeks are not eligible for federal aid.

How Is SAP Reviewed?

Three measures - (1) Qualitative, (2) Quantitative/Pace and (3) Maximum Time Frame
QUALITATIVE MEASURE (GPA)

The qualitative standard is the student’s cumulative grade point average (GPA). The qualitative standard requires that as the number of hours attempted increases, the student’s cumulative GPA increases. LDCC students will need to achieve a cumulative GPA relative to the total number of hours attempted as outlined in the chart below.

<table>
<thead>
<tr>
<th>Cumulative (Total) Credit Hours Attempted</th>
<th>1-15 hours</th>
<th>16-30 hours</th>
<th>31-45 hours</th>
<th>46 hours and above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Cumulative (Total) GPA</td>
<td>1.50</td>
<td>1.75</td>
<td>1.95</td>
<td>2.00</td>
</tr>
</tbody>
</table>

All grades attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework.

QUANTITATIVE MEASURE/PACE

In calculating the quantitative measure, we will measure the “Pace” at which the student is progressing. This is done by dividing the cumulative course hours completed/earned by the cumulative/total course hours attempted. SAP will be met if the student is achieving the appropriate cumulative GPA (see GPA chart above) and the Pace is equal to 67% or higher and the student has not reached 150% maximum timeframe allowed for their degree program. (See Maximum Hours Allowed below). In calculating the quantitative measure/Pace, all hours attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework.

MAXIMUM HOURS ALLOWED

Students may receive federal financial aid if they have attempted below 150% of the hours required to complete their program. To determine the maximum allowable hours for a specific program or study, refer to the LA Delta catalog at www.ladelta.edu. Determine the total number of hours required for the program and multiply that figure by 1.50.

(Example: If 60 hours are required to complete the degree program, then multiply 60 hours x 1.50 = 90. The maximum allowable attempted hours for the degree program in this example = 90 hours.)

Hours attempted includes all Academic and Technical hours pursued, earned, dropped, and failed. All of these hours are counted as attempted even if the student did not receive aid.
HOW OTHER FACTORS PERTAIN TO SAP

“I” Grades
An “I” (incomplete) will be considered an “F” until a letter grade is assigned in its place. It is the student’s responsibility to notify the Office of Financial Aid of the grade change.

Development/Remedial Courses
The maximum number of hours that a student can receive Title IV federal aid for developmental/remedial courses is 30 hours. From that point forward, developmental/remedial hours will not count in enrollment status.

Withdrawals
Official Withdrawal -- (also called Resignation) A student who totally resigns (receives all W’s) is considered to have officially withdrawn from the college. This process includes receiving Financial Aid and Enrollment Services signatures on the Withdrawal Form.

Unofficial Withdrawal -- Students receiving Title IV aid and stop attending all classes and receive all F’s will be treated as unofficial withdrawals. Both types of withdrawals affect satisfactory academic progress.

Academic Amnesty
Academic amnesty does not affect or alter the student’s financial aid records for financial aid eligibility. All courses, hours attempted, and grades will be counted for financial aid Satisfactory Academic Progress. Students who are granted academic amnesty may also submit a financial aid appeal if not making satisfactory academic progress. (See “Re-establishing Financial Aid Eligibility”)

Transfer Students
Transfer students are required to meet the minimum academic standards set by LDCC in order to receive Federal Financial Aid. A transfer student must supply the Admissions Office with transcript(s) from all previous institutions of attendance. The academic grades and cumulative hours earned and attempted will be reviewed for satisfactory progress before financial aid eligibility can be determined.

Repeated Courses
Repeated courses will count in the cumulative attempted hours. Only one repeated course may be funded with Title IV federal aid if the student has previously passed the course.

What Happens Once SAP Is Reviewed?
At the time of SAP review, students will fall into one of the following categories:

1. **Good Standing**: Student has met progress standards and is eligible for federal aid for the following semester or academic year.
2. **Probation**: Student has NOT met progress standards, but has an approved appeal and is eligible for federal aid for one semester or length of SAP Academic Plan.
3. **Academic Plan (APLAN)**: A plan designed specifically for a student whose federal aid eligibility has been disqualified. The requirements within the Academic Plan must be met to regain eligibility. See details under Appeal (with an Academic Plan).
Re-establishing Financial Aid Eligibility
(Should a student choose to “sit out” or attend another school for a period of time, she/he is still subject to meeting the SAP requirements for the semester in which she/he re-enrolls at LDCC. “Sitting out” has no bearing on regaining eligibility.)

Students who do not meet SAP Standards have two options to receive Federal Aid in future semesters:

1. Attend and regain without the benefit of federal aid or
2. Appeal to the Financial Aid SAP Appeals Committee.

You must enroll and be attending to re-establish your financial aid eligibility. Should you choose to "sit out" a semester, you are still subject to meeting the conditions listed below for the semester in which you re-enroll.

Attend and regain without the benefit of Federal Aid:
Students may attend at their own expense without the benefit of federal aid, attempt and earn a cumulative 67% of hours attempted and earn the appropriate GPA. (See GPA increment chart)

Appeal (without an Academic Plan): If the student is able to meet the Satisfactory Academic Progress requirements by the end of one semester (the semester that the student is appealing), the student may appeal to the Financial Aid SAP Appeals Committee. If the appeal is approved the student will be considered on “Probation”, meaning the student is eligible for aid for one semester only. To meet the Satisfactory Academic Progress requirements the student must earn the appropriate cumulative GPA (according to the GPA increment chart), maintain Pace by passing/earning 67% percent of cumulative course attempted, and not exceed 150% of the degree program.

Appeal (with an Academic Plan): If it is clear the student will NOT be able to meet the progress requirements by the end of the semester the student may appeal. If the appeal is approved, the student will be placed on an Academic Plan. The student will be eligible for aid as long as the student adheres to the Academic Plan requirements. Aid will be awarded, with an Academic Plan, up until the student has reached 150% of their degree program. However, students approved for a Maximum Hour appeal may not receive aid beyond the hours indicated on the Maximum Hours Appeal Form.

Other Types of Appeals
Students who have not attended a college or university for ten years or more may submit a SAP appeal letter for automatic approval. These students will be placed on an Academic Plan (APLAN.) Students who do not maintain the Academic Plan (PLAN) requirements will not be eligible for federal aid.

Students failing to meet the quantitative standards or students failing to meet the qualitative standards by exceeding the federal 150% limit (Maximum Hours for Degree Program), may appeal citing a change of major (i.e. changing from a Technical to an Academic Major or Academic to Technical Major), change in degree (such as a change from a 4-year degree to a 2-year degree), a double major, or a second Associate’s Degree.

Note: If none of the student’s credits will transfer into the program they are pursuing, then the appeal will be automatically approved. However, if 1 or more credits will transfer, then the appeal will NOT be automatically approved. Student’s credits will be determined by the SAP Maximum Hours Appeal Form, which is completed by the Academic Department Representative.
Students who are making SAP, (meaning the student has earned 67% of the hours they have attempted and have the required GPA) and the only problem is that they have exceeded the number of hours for their degree program, then the Maximum Hours Appeal will be reviewed. (This decision can either be approved or denied.)

Students who are not making SAP, (meaning the student has not earned 67% of the hours they have attempted, does not have the required GPA, or both) will first be reviewed based on their extenuating circumstance(s). If approved, then the SAP Maximum Hours Appeal will be reviewed. If both the extenuating circumstance and Maximum Hours Appeal are approved, then the overall SAP appeal is approved. If students do not have an extenuating circumstance or if the committee does not approve the extenuating circumstance, then the appeal will be denied.

Students that have exceeded the federal 150% limit must submit a completed SAP Maximum Hours Appeal Form. Students that have exceeded the federal 150% limit and also are not meeting SAP (meaning the student has not earned 67% of the hours they have attempted, does not have the required GPA, or both) must submit a completed SAP Appeal Form indicating their extenuating circumstance with an appeal statement and academic goals attached, and a SAP Maximum Hours Appeal with a Degree Audit (completed by their Academic Department.) If the appeal is approved, students will be placed on an Academic Plan.

**How To Submit a SAP Appeal**

Students who do not meet Satisfactory Academic Progress (SAP) standards have the right to appeal to the Financial Aid SAP Appeals Committee. These appeals are generally based on mitigating circumstances.

Examples of mitigating circumstances may be defined as, medical illness, accidents that require hospitalization of the student, death of an immediate family member, exceeded maximum hours, change of degree/major. Per federal regulations, only appeals documenting specific circumstances will be considered for approval.

All appeals must have documentation that corresponds with the type of appeal the student is filing.

The student must be able to meet the LDCC SAP requirements by the end of the semester in which the student is appealing and students must:

- Complete a SAP Appeal Form(s), which can be found on the students’ LoLA account, and follow these steps:
  1. Indicate the extenuating circumstances and attached supporting documentation.
  2. Write an appeal statement that explains the extenuating circumstances that was selected.
  3. Explain in detail your future academic goals for completion of your program.
  4. Attach an unofficial copy of ALL college transcripts from schools that you have attended.

**Important Information**

- SAP Appeals are accepted through the 14th class day for the fall and spring semesters.
- Appeals will not be accepted for summer semesters.
- Appeals turned in after the final deadline will be reviewed for the next eligible semester.
- Appeals will NOT be reviewed during the months January or August of each year.
- If appeals are DENIED, students are not eligible to receive federal aid and must attend at their own expense.
- The committee’s decision is FINAL and cannot be overridden.
- **SAP Appeal Limits** - Students can appeal no more than three times while attending LDCC.

*Revised 5/28/15*