



## College of Court Reporting Standards of Satisfactory Academic Progress Policy

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### Standards of Satisfactory Academic Progress Policy

## ***STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)***

In order to successfully complete a program of study, students must maintain satisfactory academic progress (SAP). CCR adheres to the policies and guidelines of the U.S. Department of Education's SAP requirements. To be considered to be making satisfactory progress toward an academic credential, a student must maintain minimum grade point averages, earn a minimum of credits attempted, and proceed through and complete his or her course of study within a specified maximum time frame. Progress is monitored each semester. SAP policies are cumulative throughout enrollment and are applied consistently to all students. All credits attempted starting with the first semester of enrollment, including transfer and test-out credits, are considered whether or not federal financial aid was utilized. Students must be making satisfactory academic progress to be eligible for Title IV financial aid. Financial aid disbursements are credited directly to the tuition accounts of eligible students. SAP policies and standards apply to all students including those who are readmitted and those who transferred from another program or institution.

Transfer credits and test-out credits are accepted by CCR. Transfer credits are determined by the Director of Alumni and Employer Relations, Natalie Kijurna, or designated administrator, and are counted as both attempted and completed hours to determine a student's total credits earned. Transfer credits are not used as part of the calculation to determine a student's GPA. Students may earn test-out credits for a course by passing the test-out examination. Passing a course test-out examination demonstrates that a student mastered the expected learning outcomes of the course. Test-out credits are counted as both attempted and completed hours to determine a student's total credits earned. Test-out credits are not used as part of the calculation to determine a student's GPA. A student must earn 50 percent or more of their program credits at the College of Court Reporting to earn an academic credential. Transfer credits do not count toward the 50 percent requirement; however, test-out credits do count toward the 50 percent requirement.

SAP includes both quantitative and qualitative measurements equally applied to all students. The quantitative measurement is defined by the minimum percentage of credit hours that must be earned each semester in order for students to complete their respective program within the maximum time frame. Students must earn a minimum of 67 percent of attempted credits each semester and complete all program requirements within the maximum time frame allowed in a given program. The qualitatively measurement is determined by the semester and cumulative GPA. Students must earn a 2.0 semester and cumulative GPA to remain on good academic standing.

Students are informed of their progress each semester and standards are applied consistently to all students. Those who are not on track to earn a C or higher in any course are notified after Weeks 5 and 10 each semester.

## EVALUATION OF SAP

Students must meet the following criteria at the end of each semester to meet SAP requirements:

1. Maintain a minimum semester and cumulative grade point average (GPA) of 2.0 or higher;
2. Complete at least 67% of all credits attempted; and
3. Be within 150% of the published credits required for program completion.

The director of student services and executive director review every transcript at the end of every semester to determine if Satisfactory Academic Progress is being maintained. Any student not meeting the SAP requirements is given a warning and placed on warning status the following semester. All teachers are provided a list of students who are on warning status. Students are also reminded by the executive director or designate about their warning status during semester registration.

Students placed on warning status must improve their performance to the stated standards within the warning status period to be considered meeting SAP requirements. The college offers additional assistance to students placed on warning status. Students are notified by the director of student services by mail and a phone call at the beginning of any semester that a student is on warning status. Students are told why and what they need to accomplish to return to good academic standing. The director of student services provides initial academic advising and recommends that each student make an appointment with the executive director to develop a strategy to return to good academic standing.

**For financial aid purposes**, grades of D- (D minus) or higher are considered completed credits and are calculated in a student's semester and cumulative GPA. Withdrawals (W), Incompletes (I), and grades of F (fail), and withdrawal fail (WF) are not considered completed credits and will affect the percentage of credits attempted.

NOTE: Students who have earned a semester grade point average of 0.0 (zero) by receiving all or a combination of F, I, NP, W or WF will be immediately disqualified for financial aid and have to appeal the disqualification of their financial aid.

**Maximum Allowable Credits:** The maximum allowable credits that can be earned to complete a program and remain eligible for federal financial aid is as follows: 127 for the A.A.S. in Court Reporting, 81 for the Certificate in Court Reporting, and 54 credits for the Certificate in Voice Writing. Students will receive a Warning status when they have earned 75 percent of the maximum allowable credits in their program and each semester thereafter. Students who reach the maximum allowable credits in their program are immediately ineligible for federal financial aid and will need to submit a SAP Appeal for reconsideration. Note: students may only receive an approved appeal (probation) for Maximum Credit Limit one time.

**Failure to maintain Satisfactory Academic Progress:** Failure to meet the rate of completion requirement and / or the grade point average requirement will result in the following:

### Financial Aid Warning:

1. Students who are not making satisfactory academic progress at the end of a semester will be placed on financial aid warning and will be notified of their financial aid status by the director of student services (or designate) and the director of financial aid (or designated representative in the Financial Aid Department).
2. During the term of financial aid warning, students are eligible for federal financial aid and are encouraged to reevaluate their academic progression toward the completion of their course of study, obtain academic assistance, and other academic support resources to support their academic success.

### Financial Aid Disqualification:

1. Students who are not making satisfactory academic progress after at least two semesters of enrollment will be placed on financial aid disqualification and notified of their financial aid status via email.
2. Students who are placed on financial aid disqualification will be ineligible to receive federal financial aid for the next semester of enrollment unless they have an approved SAP Appeal or until their academic standing improves to meet or exceed SAP guidelines.

**SAP Appeal Process:** Federal regulations restrict those circumstances that may enable a SAP appeal from being successfully approved. There are several reasons a student may file an SAP appeal. These include the following: death of a family member; disabling illness or injury to the student; disabling illness or injury of an immediate family member that required the student's care; the student's emotional or mental health issue that required professional care; or other unusual circumstances beyond the student's control.

Specific steps on how to appeal are outlined in both the disqualification notice. A student will be required to submit all of the following by the posted deadlines:

1. Meeting with the executive director or designate to discuss circumstances that led to the warning and disqualification.
2. Personal statement outlining the situation that prevented the student from being successful, including the following: specific details on how the situation has been rectified to promote academic and program success in the future.
3. Supporting documentation of the extenuating circumstance.

Submission of an appeal does not guarantee the reinstatement of financial aid eligibility. The decision of the SAP Appeal Committee is final. Students may not re-appeal the decision of the SAP Appeal Committee, unless additional information supporting original circumstances have been provided.

### **SAP Appeal Outcomes**

#### Financial Aid Probation Status:

Students who have demonstrated mitigating circumstances contributed to their inability to meet the SAP requirements will have their financial aid eligibility reinstated on a probationary basis. To receive aid beyond the probationary period, the student must meet the following:

1. Students who lost eligibility due to a GPA and/or completion rate must:
  - Follow the prescribed degree plan submitted with the SAP appeal.
  - Earn a semester grade point average (GPA) of 2.0 or higher.
  - Successfully complete at least 67% of the courses they attempt within the semester.
2. Students who lost eligibility due to Maximum Allowable Credits must:
  - Maintain a cumulative grade point average (GPA) of 2.0 or higher
  - Complete 100% of all courses attempted per semester.

NOTE: If an SAP Appeal is approved for probation and the student does not enroll within one year, they will need to submit a new SAP Appeal to re-affirm academic program completion.

Disqualification Status:

Students who have not demonstrated mitigating circumstances will have their SAP Appeal denied and will remain ineligible for financial aid. Students who are placed on Financial Aid Disqualification will have their SAP status evaluated at the end of each semester of enrollment to determine whether the student has complied with overall cumulative SAP standards to be returned to an eligible SAP status.

**APPLICATION OF STANDARDS**

Standards of satisfactory progress apply to all students. This includes full-time and part-time students and students on financial aid, grants, veteran's assistance, scholarships, and/or those with no financial assistance.