

SAP Evaluation Guidelines

For more information

Please contact the Office of Financial Aid, Room 155, Main Building, phone (513) 569-1530 or email fam@cincinnatiastate.edu .

SAP Suspension

If a student does not meet any aspect of Satisfactory Academic Progress, his or her aid will be suspended pending any approval appeal. The student has the right to appeal.

SAP Appeal Process

All SAP appeals require an Academic Evaluation Form completed by the student's Academic Advisor, and an SAP Appeal Request e-form completed by the student. All forms are located under Financial Aid Forms in MyServices. SAP Appeals are processed within three weeks from the date all documentation is received..

Approved SAP Appeal/SAP Probation

When an appeal is approved, the student's financial aid is reinstated, and the student is placed on SAP Probation. The student must reach SAP standards within one semester. In some cases loan amounts will be decreased during the probationary period, until the student is making Satisfactory Academic Progress.

If a student on SAP Probation still has not reached acceptable standing after one semester, the student must develop an Academic Plan in order to continue receiving financial aid. On an Academic Plan, the student must complete 75% of all coursework attempted and earn a minimum GPA of 2.5 for each semester.

Denied SAP Appeal

When an appeal is denied the student is responsible for covering the cost of his/her own tuition and may not receive financial aid until they meet all requirements of the Satisfactory Academic Progress Policy. The Office of Financial Aid reserves the right to terminate a student's financial aid indefinitely at its discretion.

For additional information about Satisfactory Academic Progress standards and appeals, visit the Financial Aid Office, Room 155, Main Building, or phone (513) 569-1530 or email fam@cincinnatiastate.edu .

SAP Special Conditions

Advanced Standing

Advanced standing credit hours received count as attempted and completed credit hours toward the maximum time frame standard and completion percentage standard.

Audits

Audited courses do not count towards course competition or maximum time frame. Students may not receive financial aid for these courses at any time.

Change of Majors

Students who decide to change their major put at risk completion of their program within the maximum time frame standard. Due to courses taken from their previous major, the student's number of credits attempted may exceed the maximum time frame of the new program. If the student reaches the maximum time frame they may appeal for additional financial aid.

Double Majors

Students with a double major (earning two degrees) must complete both degrees within the maximum time frame of the program that requires the most credit hours. If the student cannot complete both programs within the maximum time frame, they may appeal for additional financial aid.

English as a Second Language (ESL) Courses

Enrollment in ESL courses will not count against the 150% maximum time frame. These courses count towards the maximum credits allowed for Academic Foundations courses.

Academic Forgiveness

Students who receive Academic Forgiveness (described in the Academic Policies section of this catalog) are not exempt from meeting all aspects of the SAP Policy. If financial aid is terminated due to academic status the student must submit an appeal for financial aid.

Repeating Passed Courses

Students may repeat a previously passed course one time only, meaning the student may use financial aid for the same passed course twice. Passed courses will count as attempted, but only one of the repeated passed courses will be counted as completed for purposes of determining the student's course completion standard. The highest grade earned will be calculated into the grade point average.

Prior Enrollment Without Financial Aid

Students who previously did not use financial aid, but later begin to receive financial aid, are not exempt from meeting SAP. All credit hours attempted and completed, as well as GPA, must be taken into consideration in determining SAP, regardless of previous financial aid status.

Re-Entry

Students who return to Cincinnati State following any length of separation are subject to meeting Satisfactory Academic Progress standards regardless of previous financial aid status. All courses attempted from prior enrollment will be considered in evaluating SAP.

Transfer Students

A large number of transfer credits can place a student over the maximum time frame standard. In this case the student may appeal to determine what credits are applicable to their program, in order to re-calculate their maximum time frame. Applicable credits are calculated into attempted and completed credits for purposes of determining completion rate. A student's GPA is not affected by credits transferred from prior institutions. .

Financial Aid/SAP Definitions

Acceptable Documentation: Doctor's note, birth certificate, obituary, unemployment benefits record.

Attempted Course: Courses that are not dropped before the end of the 100% refund period, or any repeated course.

Double Major: A student enrolled into two degree programs, two certificate programs, or one of each.

Extenuating Circumstance: A death in the family, hospitalization, loss of employment, and/or any other circumstance will be considered on a case-by-case basis. Students must provide appropriate documentation to support extenuating circumstances.

Probation: The granting of financial aid for one semester, based on an approved SAP appeal, to a student who did not meet SAP standards at the end of the prior semester.

Transfer Student: A student admitted to the College with credits earned from a prior institution.