

Satisfactory Academic Progress and Maintaining Financial Aid Eligibility

The American Academy McAllister Institute (AAMI) monitors the academic progress of all federal student aid recipients after each semester to ensure continued eligibility for all federal aid programs. Students are ineligible for the following federal student aid programs if they do not meet the academic progress standards outlined in this policy.

- Federal Pell Grant
- Federal Direct Loans (subsidized and unsubsidized)
- Federal Direct PLUS Loan

Academic Standards

The following three academic progress requirements are evaluated for federal aid recipients at the end of each semester. All measurements are at least as strict as the academic progress requirements for non-financial aid recipients.

1. Grade Point Average (GPA) - Qualitative Measure

Students must maintain a specific cumulative GPA for all semesters of attendance at AAMI based on the number of credits a student has attempted.

Credits Attempted	Cumulative GPA Required
0 – 17	1.70 or higher
18 – 35	1.80 or higher
36 – 53	1.90 or higher
54 or more	2.00 or higher

2. Pace of Completion (Pace) - Quantitative Measure

Students must earn a grade of 'D' or better in 66.67% of credits attempted. Pace is determined by dividing the number of earned credit hours by the number of attempted credit hours. A grade of 'D' or better includes grades of 'A', 'B', 'C', 'D', 'NCP', '-R', and 'P'. For a full listing of grades, please see the Catalog.

3. Maximum Timeframe (MTF) - Quantitative Measure

Students may attempt up to 103.5 credit hours to complete their program, which is 150% of the published program credit hours of 69 credit hours.

The Academic Policy vs. the Financial Aid Policy

As described below, the Financial Aid SAP Policy measures a student's GPA, Pace of Completion, and their progress towards 150% Maximum Time Frame. The Academic Policy only monitors a student's GPA.

Measurement	Academic Policy		Financial Aid SAP Policy
GPA	Attempted Credits	Cumulative GPA Required	Same as the Academic Policy
	0 – 17	1.70 or higher	
	18 – 35	1.80 or higher	
	36 – 53	1.90 or higher	
	54 or more	2.00 or higher	
Pace of Completion	No Requirement		Cumulatively complete 66.67% of total credits hours attempted
Maximum Time Frame	No Requirement		Complete program within 103.5 attempted credit hours (150% of published program length)

Grades, Incompletes, Withdrawals, Repetitions, and Transfer Credits

The following chart outlines how each grade impacts the standards of the SAP Policy.

Grades	GPA	Pace/MTF	
		The MTF calculation includes attempted credit hours only, and does not consider completed credits.	
		Attempted	Completed
A, B, C, D, NCP, -R, P	Y	Y	Y
F, F*, NCF, I, WP	Y	Y	N
W, WP	N	Y	N
TR	N	Y	Y
IP, AU	N	N	N

Additional notes regarding grades:

Incomplete coursework (grades of 'I') is considered an 'F' grade for each requirement of the SAP calculation. If the incomplete grade changes to a passing grade after the SAP evaluation, AAMI can reevaluate a student's academic progress to include the passing grade. Students must notify the Financial Aid Office for this reevaluation to occur.

Withdrawn courses after the 100% refund period (grades of 'W' and 'WP') are not included in the GPA, but are considered attempted credit hours in the Pace and MTF calculations.

Each repeated course in which a grade of "D" or better was received is included in attempted and completed credit hours for Pace and attempted credits only for MTF. All other grades are included in attempted credit hours for pace and MTF but only the most recent grade received is included in the GPA calculation.

All transfer credit accepted by AAMI are included in the attempted and completed credit hour calculations for Pace (attempted and completed) and MTF (attempted only). Transfer credit is not included in the GPA calculation.

Results of the SAP Calculation

At the end of each semester, SAP is calculated against the student's academic transcript to determine the student's future federal aid eligibility. Results of this calculation that are not Satisfactory will be emailed to the student at their personal email address within seven to ten business days of the end of the term.

Students will be assigned one of the following statuses:

- **Satisfactory**
Student meets all SAP standards and may continue to receive federal aid.

- **Financial Aid Warning**
Students failing the SAP standards may receive federal aid for one semester without an appeal if the student met GPA and Pace standards in the prior semester of enrollment or were in the first payment period of their program. Warning status is not available to students failing to meet the MTF requirement.

- **Financial Aid Suspension**
If a student does not meet the SAP standards after the warning semester, federal aid is suspended for future semesters unless the student successfully appeals or meets the SAP standards.

- **Financial Aid Probation – Approved Appeals Only**
Students that have an approved SAP appeal may continue on Financial Aid Probation if they are meeting the requirements of their established Academic Plan.

The Satisfactory Academic Progress (SAP) Appeal Process

Students who experienced an extenuating circumstance that prevented successful completion of courses may submit a SAP appeal to be re-considered for federal aid eligibility. Examples of extenuating circumstances include injury or illness, death or injury of a relative, or any other unforeseen, documented circumstance.

All appeals are reviewed by the Academic Committee. The committee's decision is final, but if an appeal is denied, a student may file another appeal if there are additional documented circumstances that were not included in any previous appeal. A student can only have three approved appeals during their tenure at AAMI. Each appeal must be documented and include different circumstances than any previously approved appeals.

The SAP Appeal requires the following four items before it can be reviewed:

1. Completed and signed SAP Appeal form,
2. Statement explaining the extenuating circumstance(s) that prevented the student from meeting SAP requirements,
3. Explanation regarding what has changed to enable future academic success, and
4. Third-party documentation of the extenuating circumstance(s).

If a SAP appeal is approved the student is assigned a Financial Aid Probation status and may continue to receive federal aid. The probationary period is defined by the Academic Plan, which is developed by AAMI Academic representatives and agreed to by the student's signature. A student's progress is reviewed at the end of each term based on the Academic Plan requirements.

Reinstatement of Financial Aid

A student that is ineligible to receive federal aid as a result of not meeting the minimum SAP standards, and one that did not file a successful appeal will be included in the SAP evaluation at the end of a subsequent term of enrollment if AAMI has received a federally processed Free Application for Federal Student Aid (FAFSA) application for the corresponding award year. If the minimum SAP requirements are met, the student's financial aid eligibility will be reinstated for the next term.

It is the student's responsibility to contact the Financial Aid Office and request a new SAP evaluation. The student will be notified within five (5) business days at their personal email address of the SAP evaluation if the SAP status is Financial Aid Satisfactory and the student is federal aid eligible.

Note: Federal aid awards cannot be paid retroactively for the term(s) during which a student was ineligible to receive financial aid.