



## Satisfactory Academic Progress

Revised 9/14/14

Students at the Art Academy of Cincinnati are expected to maintain good academic standing. In order to remain eligible to collect Title IV funding (federal student loans and grants), and other financial aid, students must achieve all components of the Academic Standards policy.

1. All students must maintain at least a 2.0 cumulative grade point average (CGPA). A minimum CGPA of 2.0 is required for graduation.
2. Students must pass at least 67% of all attempted credits hours.
3. Students must earn their degree within the maximum time frame allowed, which is 150% of the published length of the program. At full-time enrollment that is 12 semesters or six years

### Review Process

Academic Progress will be reviewed at the end of spring semester. All periods of enrollment are reviewed including semesters for which no financial aid was received. Transfer credits count towards your maximum time frame. At the time of review, if you have completed less than 67% of attempted hours or have a cumulative GPA less than 2.0, your progress is unsatisfactory. Please note: if a student received an **academic fresh start**, all hours attempted prior to the fresh start are considered in the SAP.

### When Satisfactory Progress is not achieved

If at the end of a review period a student has not achieved the standards of academic progress, the student will be notified that their eligibility for federal student aid will be suspended. Institutional scholarships will also be suspended at this time. If extenuating circumstances prevented a student from making satisfactory progress, the student can appeal the suspension to the Academic Dean in writing. The appeal should identify the circumstances contributing to the lack of academic progress and the solutions necessary to ensure a successful fulfillment of program requirements. Extenuating circumstances include: serious illness or injury that required extended recovery time, death or serious illness of a family member, significant trauma that impaired emotional or physical health, or other documented circumstances.

If the appeal is approved, the student will be placed on probation and aid can be reinstated. The student will be provided with a plan to demonstrate the ability to successfully engage in college level learning and to bring their academic standing into compliance with the Academic Standards policy at the termination of the specified probationary period. Students will be reviewed at the end of each term of the probationary period until progress is satisfactory.

A student placed on probationary status with a specific SAP Plan may appeal the terms of that plan to the Academic Management Team (AMT) through the office of the Academic Dean. The AMT will then make a recommendation to the Dean for, or against the appeal.

Should the student choose not to submit an appeal, or fail to fulfill the terms of the plan, they will no longer be eligible to receive institutional scholarships and federal student aid funds, and must complete coursework at their own expense until they have completed 67% of attempted coursework and achieved the minimum GPA requirements within the maximum time frame at which point aid can be reinstated.

Students may complete coursework at the Art Academy of Cincinnati or at another institution as long as the credits transfer back to the Art Academy. Any credits earned and transferred back must have been earned after the AAC term in which your Federal financial aid was suspended.

### Additional Information regarding Satisfactory Academic Progress

**Change of Major.** A student's change of major can be taken into account if the student is appealing the Maximum Time Frame requirement. Appeals will be reviewed on a case by case basis and change of major is not an automatic appeal approval.

**Incomplete Grades –** Incomplete grades count as attempted hours, but not as earned hours and can affect a student's Federal aid eligibility. Once an incomplete has been fulfilled and the grade has been changed, eligibility can be recalculated based on earned credits for a passing grade.

**Repeated Coursework –** Hours for repeated courses will be included as additional attempted hours. In addition, students can only take a specific course and receive a passing grade **twice** and still receive federal aid for that course.

**Grade Changes –** In the event of a grade change, a student's progress will be reviewed and recalculated.

**Remedial Courses –** Students can receive federal aid for up to 30 credit hours of remedial coursework. Students can only retake remedial courses twice while receiving aid.

**Withdrawal from a Course –** If a student officially drops a course within the first four weeks of the semester, no grade or designation will appear on the transcript. If a student drops a course after the 4<sup>th</sup> week, the student will earn a grade of "W". Grades of "W, UW, or F" count as attempted hours, but not as earned hours and can affect aid eligibility.

**Withdrawal from the College –** If a student receives aid from federal programs but officially withdraws during a semester, a percentage of the aid may be used to pay the bill for the portion of the semester attended. If a student does not complete the semester, they have not earned 100% of the federal aid. A federal calculation will be done to see if any of the aid will be returned to the Department of Education. If aid is returned, the student will owe the College for unpaid charges. In addition, the student may fail to make SAP and jeopardize future federal aid. Students must consult with a financial aid counselor before withdrawing.

