



Financial Aid Satisfactory Academic Progress Policy (Title IV)

All students at the Art Academy of Cincinnati are expected to maintain good academic standing no matter their course load. Financial Aid recipients, including both undergraduate and graduate students must achieve all components of the Academic Standards policy in order to remain eligible to collect Title IV funding (federal student loans and grants) as well as other Financial Aid such as state grants, institutional and external scholarships.

Eligibility Requirements:

1. Each undergraduate student must maintain at least a 2.0 cumulative grade point average (CGPA). A minimum CGPA of 2.0 for undergraduates is required for graduation. Each graduate student must maintain at least a 3.0 CGPA. A minimum CGPA for graduate students of 3.0 is required for graduation.
 - a. Required cumulative GPA (qualitative) and required completion rate percentage (quantitative) are evaluated for SAP annually at the conclusion of the academic year.
2. Each student must pass at least two-thirds (66.67%) of all attempted credit hours.
3. Undergraduate students must earn their degrees within the maximum time frame allowed, which is 150% of the published length of the program. At full-time enrollment, the maximum would be 12 semesters or six years.

Financial Aid Satisfactory Academic Progress (SAP) Review Process:

At the end of each academic year, the academic records of all students who are either receiving Federal Financial Aid (Title IV) or who are applying for such aid will be reviewed. All periods of enrollment are included in the review, including semesters for which no financial aid was received. Transfer credits also count towards the maximum time frame used in the review process. The SAP review will be conducted by a SAP review committee, consisting of the Academic Dean, the Director of Financial Aid and the Registrar. Each student's CGPA will be calculated, maximum time frame allotment and required completion rates checked. Students that do not meet SAP requirements, and are not yet on probation, will receive a letter from the Director of Financial Aid stating that they have been placed on Financial Aid SAP Warning.

If the review demonstrates that a student has not achieved the standards of academic progress during the warning semester, the student will then be notified that they are no longer considered eligible for Federal and State aid. Institutional scholarships and/or tuition awards 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 Academic Dean will work with the Director of Financial Aid (DFA) keeping the DFA informed on the progress of all appeals. 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.

Please note: Students having received a Fresh Start – Fresh Start is an academic decision that is separate from SAP requirements and does not exclude prior credit hours attempted when determining SAP status.

Financial Aid SAP Appeal Process:

Students that have been determined to be ineligible have the right to appeal. All appeals must be in writing and must be submitted to the Academic Dean for approval. The deadline to submit the appeals request is Friday at 5:00 pm of the fourth week after the end of the semester in which the student was placed on Academic Suspension.

If the appeal is approved, the student will be placed on SAP 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 end of the specified probationary period. The student's progress will be monitored during the probationary period.

A student placed on probationary status with a specific SAP Plan may appeal the terms of that plan to the Academic Management Team (AMT), which includes the Director of Financial Aid, 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 appeal the suspension, or should they fail to fulfill the terms of the plan, the student will be considered ineligible to receive Federal and State Financial Aid, institutional scholarships, and tuition awards. If the student chooses to continue at AAC, the student will be required to complete coursework at their own expense until the student has completed 66.67% of attempted credit hours and has achieved the minimum CGPA requirements within the maximum time frame, at which point aid may be reinstated. This circumstance could lead to dismissal from the Art Academy if the student is not successful in meeting these standards. Students may complete coursework at the Art Academy or at another institution as long as the credits are transferable to the Art Academy. Any credits earned and transferred to the Art Academy must have been earned after the AAC term in which Federal Financial Aid was suspended. Under all circumstances, the final 30 credit hours must be earned at the Art Academy.

Definitions:

Incomplete grades: Grades of Incomplete count as attempted credit hours, but not as earned credit hours and can affect a student's federal aid eligibility. Once the terms of the Incomplete Grade Contract have been fulfilled and the grade has been changed officially, eligibility can be recalculated based on earned credit hours for a passing or failing grade.

Repeat Coursework: Credit hours for repeated courses will be calculated as additional attempted credit hours. In such courses, the higher grade earned will be used in the cumulative GPA calculation, and the lower grade will not be calculated.

SAP Appeal: A student should submit a SAP appeal form to the Academic Dean once they have been notified they are ineligible for Federal Aid due to unsatisfactory academic progress. The SAP appeal form may be picked up in person from the Academic Dean, the Financial Aid or the Registrar's offices, or on the AAC website.

SAP Probation: A student is placed into SAP probation after successfully having an appeal approved. Aid will be reinstated following the successful appeal, and the student placed on an academic plan to improve their GPA. The student will remain on probation for the length of the plan and will continue to receive aid, provided they are meeting the conditions of the plan. If the student fails to meet the conditions of the plan, the student will be informed they are no longer eligible for Federal Aid.

SAP Warning: A student is placed into SAP warning when their term GPA drops below 2.0 (3.0 for graduates) at the end of a semester. The warning is not punitive, but is meant to be an early alert. Students are notified of such warning via letters in the mail from both the Academic Dean and the Director of Financial Aid. Evaluation occurs at the end of each semester.

Qualitative Measurements: Students are required to main a minimum GPA for their respective degree level (graduate/undergraduate). GPA is calculated by dividing the total amount of grade points earned by the credit hours attempted. Grade points are defined as below.

A=	4 grade points
B=	3 grade points
C=	2 grade points
D=	1 grade point
F=	0 grade points
UW (Unofficial Withdrawal)=	0 grade points

For example, a student that has completed a semester with three A's, one B and one C will receive a GPA of 3.4 for that semester. $(4+4+4+3+2)/5=3.4$

To calculate CPGA, ALL grade points earned are divided by the credit hours attempted.

Quantitative Measurements: Students are required complete two thirds (66.67%) of all attempted credit hours. For example, if a student attempts 12 credit hours in a semester, they must complete at least 8 credit hours successfully in that semester.

Withdrawals: A grade of "W" counts toward credit hours attempted, but not as credit hours earned.