Satisfactory Academic Progress

Satisfactory Academic Progress or SAP is measured at the end of every Academic Year (3 terms).

To be considered making satisfactory progress, a student must meet all of the following qualifications:
1. **Have a minimum of 2.0 ("C" letter grade) cumulative grade point average**
2. **Have successfully completed a minimum of 67% of the courses attempted**
3. **Be on-track to complete the course within a timeframe not to exceed 150% of the normal time in which a student is expected to complete the course**

Attempted credits are defined as those for which the student is registered after the end of the drop/add period. Add/Drop ends at the end of the first week of classes. Credits from a course with a letter grade of I, F, WP, WF, NC, AW, F*, N or X are considered attempted but have not been successfully completed. Credits from a course with a passing grade are considered attempted and successfully completed. Any transfer credits from another institution which are accepted by FMC as credit toward the FMC degree are also considered attempted and successfully completed credits.

The normal timeframe for a student attending full time (8 or more credits per term) to complete the course is eight terms. The 150% maximum time frame would be 12 terms for a full-time student. If a student attends for some or all terms at a rate less than full time, the maximum time frame is pro-rated accordingly. For example, a student who always enrolls in 6 credits per term (3/4 time), would normally require 11 terms to complete the program, therefore 150% would be 16 terms.

The program requires 70 credits; therefore 150% would be 105 credits. A student must be on track at each evaluation point to complete the program with no more than 105 attempted credits. A student is ineligible at any evaluation point if it becomes mathematically impossible to complete the program within 105 attempted credits at the rate the student is progressing. A course for which the student receives an incomplete grade or from which the student withdraws after the end of the drop/add period is considered an attempted, but not successfully completed course.

A course that is repeated is counted as an attempted course each time it is taken. A student may be granted financial aid for a repeated course that had been previously successfully completed only once. If, at the point of review, the student is not meeting the SAP requirements, the student is placed on SAP FA Suspension status and may not continue to receive financial aid unless an appeal is submitted and accepted.

A student who has been Suspended from financial aid eligibility may appeal to the Director of Financial Aid to be placed on SAP Probation. Students on SAP Probation status regain eligibility for financial aid on a term-by-term basis.

An appeal should address the problems the student has had with maintaining academic progress and what changes are being made to insure success in the future. Extenuating circumstances may require supporting documents to be submitted with the letter of appeal. The student will also meet with the Program Director, or designee, to establish an Academic Plan that will enable the student to meet the SAP requirements and complete the program in a timely manner. A further appeal of this decision may be made to the FMC Director.

A student on FA Probation will be reviewed at the end of every term to determine if the student is meeting the terms of the Academic Plan. A student will continue to be eligible as long as the requirements of the Plan are met each term. Once a student has come back into compliance with the SAP policy, review will revert to the end of each academic year.

This SAP policy applies to eligibility for financial aid. If the student who has lost eligibility for FA is allowed to continue to be enrolled at FMC, arrangements will have to be made with the Business Office to pay all outstanding and future charges. If a student on FA Suspension chooses to continue without financial aid and subsequently comes back into compliance with the SAP policy, the student may request in writing to the Financial Aid Director to have eligibility reinstated at the time compliance is achieved. FA eligibility is not retroactive; students may become eligible for FA starting with the term following the term in which the student met the SAP requirements. Students who re-enroll at FMC, resume under the same SAP status as when they left.

Financial Aid Academic Probation Academic Probation status will be assigned to students who fail to make SAP at the end of a term. Students on Academic Probation may be required to work with the Program Director, or designee, to develop an Academic Plan to enhance study skills and performance. At the end of the probationary period, students must meet the appropriate minimum SAP requirements or may lose eligibility for federal student aid funds.

Termination Due to Failure to Progress If a student fails to meet SAP requirements at the end of a probationary period, the student will be terminated for failure to progress.

Academic Appeal Students may appeal an assignment to Financial Aid Academic Probation or Termination Due to Failure to Progress. Students who can document extenuating circumstances that justify a reversal of Academic Probation or Termination may appeal in writing to the FMC Administration. The Program Director, or designee, will convene a Review Panel to hear the appeal. Students who make successful appeals may be eligible to have enrollment or Federal Student Aid reinstated. The Program Director, or designee, will respond to the student with a determination as soon as practicable, but in no event longer than 30 days from the receipt of the appeal. If the school accepts the appeal, a plan for continuance will be provided to the student with the determination.