

## **Penn State - Career Studies Program Financial Aid Satisfactory Academic Progress Policy**

Penn State University's standard SAP policy can be found at <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/appendix-e-financial-aid-satisfactory-academic-progress-standard-policy/>. The Career Studies Program at Penn State Harrisburg has a SAP policy specifically designed for the program which, while described here, can also be found at <http://harrisburg.psu.edu/career-studies-program/program-information>.

Career Studies students must meet the qualitative and quantitative standards for financial aid SAP out lined in the sections below. Student SAP policy applies to students receiving federal student aid funds and student not receiving federal student aid funds.

### **Qualitative Measures**

Satisfactory Academic Progress for students enrolled in the Career Studies program includes qualitative measures. Students' performance on program requirements and person-centered planning goals and objectives (Lion Tracks person-centered planning program) are evaluated by faculty, program staff, peer mentors, job coach, and employers and shared with students at least once per semester via a student performance report (see **Appendix C**). Students are expected to have regular attendance in all aspects of the program and attendance is recorded daily. As do students without disabilities, Career Studies students access CANVAS, Penn State's course management system, to manage their semester courses (credit and non-credit), view assignments, and track their progress.

### **Quantitative Measures**

Career Studies students meet with the Program Coordinator and their Academic advisor at least once per semester to review their progress using the program Curriculum Structure and Advising checklist. SAP requires a minimum Pace of Completion to ensure that students in the Career Studies program complete the program within the Maximum Timeframe (see definitions below). Students who do not meet the Pace of Completion standard (i.e. who do not complete at least 67% of the overall semester requirements) are notified of unsatisfactory academic progress. At that time, the student will receive specific guidance as to what needs to occur in order to make satisfactory academic progress (see Reinstatement of Eligibility below). Career Studies students who are enrolled to audit their academic courses work with the program coordinator, peer mentor, and instructor to determine a rubric that is used to identify the student's goals and monitor progress for each course that includes attendance, class participation, and completion of projects. Students are expected to have regular attendance in all aspects of the program. Attendance is recorded daily.

*Maximum Timeframe.* Federal regulations relating to federal student aid require that students complete their program within a maximum timeframe of 150% of the published length of a program. The maximum timeframe may be calculated by credit hours or clock hours. Using a clock hour measurement, the Career Studies Program is a four semester/two-year program. Career Studies students have a maximum timeframe of six semesters (three years) to meet the program requirements and receive the Penn State Career Studies Certificate credential. Using a credit hour measurement, Career Studies students who reach 100.5 credit hours (includes attempted and earned credit for all terms – see below) without fulfilling the program requirements have exceeded the maximum timeframes. Students are notified when they are within one semester or 15 credit hours of reaching the maximum timeframe of the program. Students' Maximum Timeframe is monitored each semester and shared and discussed with students. Once it is determined that it is mathematically impossible for a student to complete within the maximum timeframe, students are notified that they are ineligible to receive financial aid, and they are assigned a status of financial aid suspension.

*Pace of Completion Standard.* A completion pace of at least 67% ensures that students in the Career Studies program complete the program within the maximum timeframe. Pace of completion is determined by dividing the cumulative credit hour of successful completion by the cumulative hours attempted, expressed as a percentage. Percentages are not rounded.

#### *Credit Hours Earned.*

Credit hours earned include:

- All the courses, activities, and experiences in which students enroll and successfully complete.
- Credits for a course a student successfully audited (i.e. Course Audit/AU Credits).
- Credits for a repeat course count as earned only if they have one of the attributes listed in this section.
- Grade of D or better
- Satisfactory/Pass grades
- Credits earned through examination (e.g. AP, CLEP) and credit by portfolio assessment.
- Credits earned for remedial courses.
- Credits for ESL/EAP courses.
- Previous coursework of students granted academic amnesty (academic renewal).

Credit hours earned do not include:

- Credits for an audit or credit course from which a student withdrew (WD) or did not otherwise successfully complete.
- Credits for a course in which a student was enrolled but received a Deferred Grade (DF) or No Grade (NG).
- Credits for a course in which a student earned a grade of F (0).

### *Credit Hours Attempted.*

Credit hours attempted include:

- All the courses, activities, and experiences in which students enroll.
- Credits for a course a student audited (i.e. Course Audit/AU Credits).
- Credits for a repeated course.
- Every credit counted as earned (as defined above).
- Credits for a course in which a student was enrolled, but did not pass/earn the credit.
- Credits for a course in which a student was enrolled, but withdrew from, or late dropped, before the end of the class.
- Credits for a course in which a student was enrolled but received a Deferred Grade (DF) or No Grade (NG).

Credit hours attempted do not include:

- Credits for a course in which a student withdrew due to military service obligations.
- Credits for a course in which a student was enrolled, but dropped on or before the Regular Drop Date, or had administratively cancelled.

### *Incomplete Grades.*

Credits for a course in which a student was enrolled but received a Deferred Grade (DF) or No Grade (NG) count as attempted, but do not count as earned. The student's grade-point average (as applicable) for that semester will be calculated without the deferred-grade and no-grade credits.

When a valid incomplete grade is finalized, it is factored into the student's SAP status at the next evaluation. However, if the DF or NG grade was invalid (i.e. assigned in error as documented in writing by the instructor), the student's SAP status will be immediately reevaluated.

### *Withdrawals.*

Credits for courses taken during a semester from which a student has withdrawn count as attempted, but do not count as earned. The student's GPA (as applicable) is not affected by credits from which a student has withdrawn.

### *Repetitions (Course Repeats).*

Classes may not be repeated with the exception of certain courses (e.g., variable-credit and special-topics courses) that are designated as repeatable; they may be taken more than once for audit or credit. These courses may be repeated indefinitely.

The credits of a repeated course count as credits attempted. Credits for a repeat course count as earned only if they have one of the attributes listed in the "Credits Hours Earned" section above. For information on how repeat courses impact grade-point average, see University Faculty Senate Policies [47-80](#) and [51-00](#).

A student will only receive financial aid for the first two attempts of a course.

### *Transfer Credits.*

The Career Studies Program does not accept transfer credits as part of the credit hour requirements.

### *Grade Changes.*

When a grade is changed, a student's SAP status will be immediately reevaluated (except for changes in valid incomplete grades as noted above).

## **Monitoring Financial Aid SAP**

Students meet with the program and coordinator typically twice per semester, but at least once per semester to review program and financial aid SAP. Formal SAP evaluations occur at the end of each semester in consultation with the Penn State Office of Student Aid. Students receive a mid-semester progress report from the program and coordinator if the student appears in danger of not meeting financial aid SAP standards. At that time, the student will receive specific guidance as to what needs to occur in order to make satisfactory academic progress.

Students who meet all SAP standards are eligible to receive financial aid. Students who do not meet financial aid SAP, or those for whom it is not possible to meet the maximum timeframe requirements, are ineligible for financial aid, and their status will be immediately reported to the Office of Student Aid.

## **Financial Aid Suspension**

Financial aid suspension is the status assigned to students who fail to meet one or more of standards of the SAP. A student assigned the status of financial aid suspension is not eligible to receive financial aid subject to this policy. Students' Financial aid suspension status is immediately reported to the Office of Student Aid.

## **Reinstatement of Eligibility**

*Restoring aid without an appeal.* Students may restore financial aid eligibility by enrolling for one or more semesters at their own expense until they re-establish financial aid eligibility by meeting the SAP standards outlined above.

*Appeals.* Students may appeal the assigned status of financial aid suspension. The student will need to work with the program coordinator and academic advisor on their appeal and submit documentation (Financial Aid SAP Appeal Form) to the Office of Student Aid.

***Financial Aid Probation.*** **Financial aid probation is the** status assigned to a student who fails to meet one or more standards of the SAP policy, successfully appeals, and has his or her eligibility for financial aid reinstated.

Students on financial aid probation must meet the minimum SAP standards at the conclusion of the probationary payment period to remain eligible for financial aid, or meet the conditions of the

academic plan developed by the institution and the student to remain eligible for further financial aid. When assigned the status of financial aid probation, a student is responsible for understanding the conditions set forth in the appeal process.