

# Advising for Satisfactory Academic Progress (SAP)



Inspiring every day.

# Program Overview

---

- Brief overview of SAP policy and processes
- Common Themes – Why students do not meet SAP
- Resources and referrals
- Show how Degree Works can be used to identify and interpret students academic standing
- Discuss what requirements will need to be met in order to get back on track

# SAP Policy

---

MCC's Satisfactory Academic Progress Policy Academic Progress (SAP) policy stipulates that:

- Students must have a minimum cumulative GPA of 2.0, including remedial and repeated courses
- Students credit completion must equal 67% of credit-bearing courses in the current term
- Students must complete their educational program in no longer than 150% of the published length of the educational program

# How are SAP Cumulative GPA, Rate of Completion, and 150% Rule Calculated?

- SAP cumulative GPA includes remedial and repeat courses (cumulative GPA does not)
- Rate of completion is semester based and only includes college level courses - Grades of F, W, I are considered not completed

<b>Example:</b>	<b>Course</b>	<b>Credits</b>	<b>Grade</b>
	<i>TRS 094</i>	5	<i>F</i>
	ENG 101	3	<b>B</b>
	CRJ 101	3	<b>A</b>
	CRJ 103	3	<b>W</b>
Attempted Credits		9	
Completed Credits			6

Rate of completion  $6/9 = .6666$  or **67%**

- 150% rule looks at number of credits completed in relation to number of credits required for the students current program of study

# What is the SAP Process?

- At the end of each term the College does an academic review to determine students' academic standings (fall, spring\*, summer\*\*).
  - *\*Spring evaluation includes intersession courses*
  - *\*\*Summer evaluation includes both sessions*
- Emails are sent to students notifying them of their standing and what if any action should be taken

# What Information is Provided in SAP Email Notifications

- Good Standing – The purpose of this notice is to make students aware of their academic standing and to ensure they understand MCC’s SAP Policy
  - Actions Student Should Take
    - Complete SAP Course
- Warning – Does not show up on a student’s transcript and it does not affect federal financial aid or the number of credits a student can register for in the upcoming semester
  - Action student should take:
    - Complete SAP Course
    - Meet with their Advisor
- Restriction – limits student to 8 credits student is not eligible for financial aid.
  - Actions student should take:
    - Submit an appeal if they want to be considered for full time study and/or apply for financial aid
      - Review “Writing a Successful Appeal” document included in the SAP email
    - If they do not want to appeal, but wish to attend and pay out of pocket, they must notify SAP via email to avoid being dropped
    - Students who are registered for the upcoming semester will be dropped if they do not submit an appeal by the appeal deadline provided, or notify SAP that they accept their restriction and will pay out of pocket

# Academic Standing Codes

Code	Code Description
GS	Good Standing: Every student starts at MCC with the Academic Standing Code GS, if the student meets SAP criteria 1 & 2 at the end of the term they remain in GS, otherwise they will move to WA. If they are already on warning, restriction or probation and they meet SAP criteria 1 and 2, they will move back to GS.
GV	Good Standing but over 150%: If a student meets SAP criteria 1 and 2 but not 3 (on pace to complete in 150% of published timeframe) they receive the code GV. If they want to have access to financial aid, they must complete a SAP Appeal explaining why they are not on pace. If their appeal is approved they will move to PP. They will be notified of this by Financial Aid.
WA	Warning: When a student with a GS code fails to meet SAP criteria 1 and 2 they will move to WA. Academic Warning does not impact their financial aid or limit their credits. It is designed to ensure that students are aware of the ramifications if they do not meet these requirements in the next semester.
WV	Warning and over 150%: Same as WA but the student has also failed to meet SAP criteria 3. If they want to have access to financial aid they must complete a SAP Appeal explaining why they are not on pace. If their appeal is approved they will move to PP. They will be notified of this by Financial Aid.
RA	Restriction: When a student with a WA code fails to meet SAP criteria 1 and 2 they will move to RA. Academic Restriction means a student is: 1. Not eligible for federal financial aid. 2. Only permitted to register for 8 credits in the following term. Students must complete a SAP Appeal if they want to have access to financial aid or take more than 8 credits.
RV	Restriction and over 150%: Same as RA but the student has also failed to meet SAP criteria 3. Students must complete a SAP Appeal if they want to have access to financial aid or take more than 8 credits.

# Academic Standing Codes

Code	Code Description
RD	Restriction Appeal Denied: The student's appeal has been denied. They can still register, but only for 8 credits and they will not have access to financial aid. They can continue to work on improving their GPA and the 67% success rate so they can move back to GS
RX	Restricted Student Accepted: The student chooses not to complete an appeal and agrees to pay for their courses without the use of financial aid. They are restricted to 8 credits.
PA	Probation appeal (approved): When an appeal is approved the student is placed on Probation. Probation means that the student is: 1. Eligible for federal financial aid. 2. Permitted to register for full-time load.
PP	Probation with a Plan: When a student fails to meet SAP criteria 3 (maximum timeframe) and successfully appeals, they are placed on Probation with a Plan. They remain on PP until they complete their degree.



# Common Themes – Why Students do not Meet SAP

- Home life/College life (care for family member, relationships, need to take on additional responsibilities)
- Work life/College life (managing study time/sleep with work responsibilities)
- Personal Matter (mental/physical health)
- Unclear goals/lack of motivation
- Adjusting to College Expectations
- Difficulty learning/understanding course work

# Advising Students Based on Academic Standing: What is my current academic standing and how did I get there?

- Review SAP policy and identify and explain students specific SAP situation (cumulative GPA, rate of completion, 150% rule)
  - Expectations to move back to good standing
- Have student identify the barrier(s) to success that caused them to have a bad SAP
- Have student identify changes that *can or have* been made to address their barrier(s)

# Advising Students Based on Academic Standing: How can I get back on track?

- Identify and refer to resources that can help support their success
  - Resource Guide <https://libguides.monroecc.edu/studentresources/academic>
  - Connect them to their School Specialist for additional assistance
- Repeating courses (if applicable) to raise GPA
- Summer/intersession courses may not be the best idea
- Credit hours – consider taking fewer credits based on commitments outside of MCC
- Withdrawals – can affect rate of completion, but may still be the better option for the student
- Denied appeals – student options:
  - Pay out of pocket and demonstrate success in order to be considered for future appeals
  - Take time off from School until they are better prepared to succeed
  - Resubmit appeal with additional information or documentation



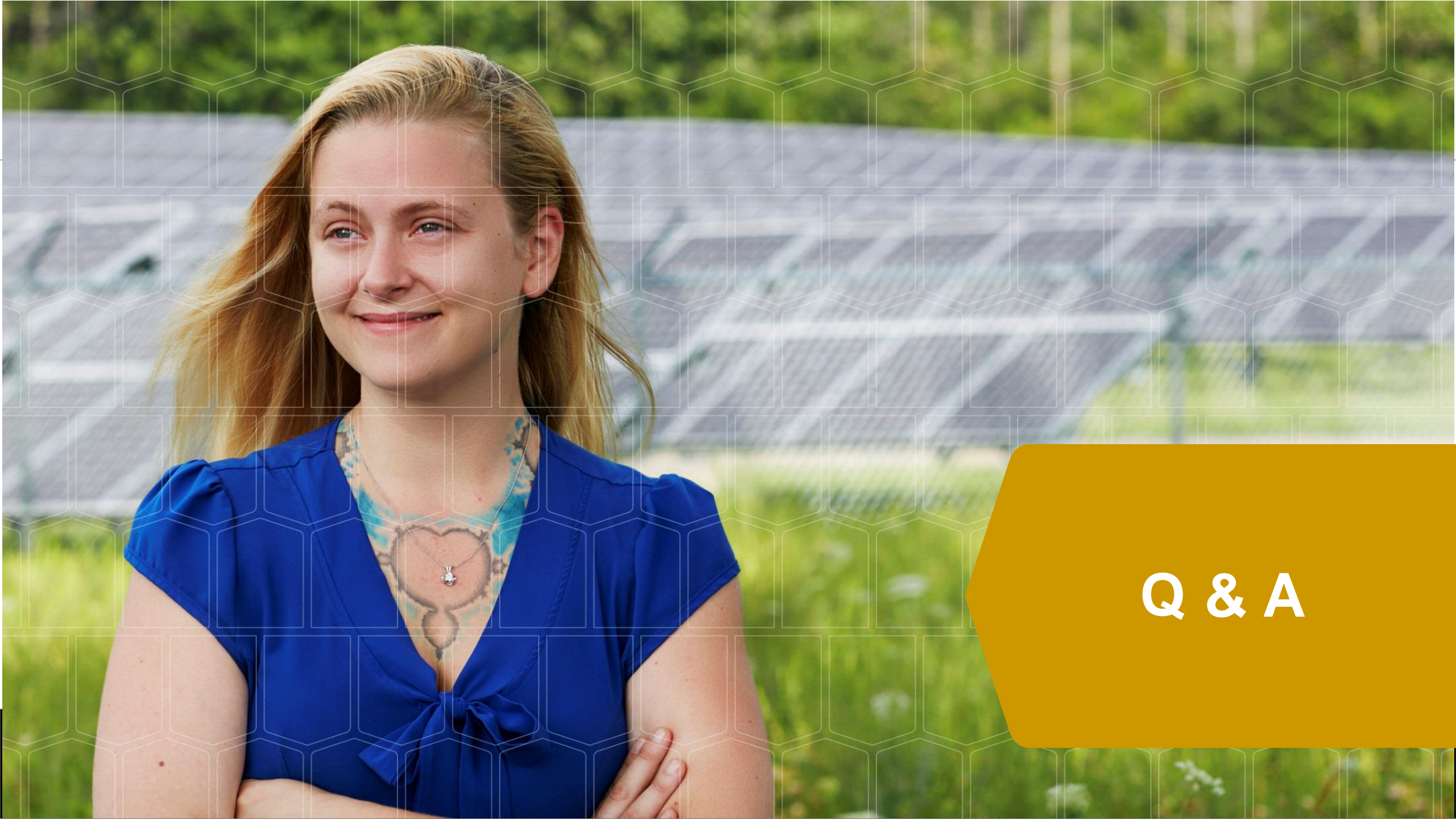
# Interpreting Academic Standing in Degree Works

<https://mon.degreworks.suny.edu/monDashboard/>

## Takeaways...

---

- We realize that was a TON of info...
- You don't have to memorize everything we just covered!
- The SAP webpage can be accessed through the links dropdown in Degree Works.
- Utilize the Advisor Handbook to access the SAP codes sheet, “Writing a Successful Appeal” document, and the Resource Guide.
- Contact your School Specialists if you have questions or need help with SAP!



**Q & A**

# Monroe Community College

STATE UNIVERSITY OF NEW YORK

Amy Coon, School Specialist for  
the School of Community  
Engagement & Development

[aconon@monroecc.edu](mailto:aconon@monroecc.edu)

585-685-6248

Vicki Pankratz, School Specialist  
for the School of Arts &  
Humanities

[vpankratz@monroecc.edu](mailto:vpankratz@monroecc.edu)

585-292-2996



Inspiring every day.