

WHAT IS SAP? SATISFACTORY ACADEMIC PROGRESS & WHY DOES IT MATTER?

The Satisfactory Academic Progress (**SAP**) Policy applies to all students enrolled in CIRCLE IN THE SQUARE, whether receiving Federal Title IV Funds, Private Loans, scholarships, grants, or self-paying. For students who have accepted Federal Financial Aid, the **continued receipt of that aid is dependent upon making SAP, Satisfactory Academic Progress.**

SAP Process Overview & Responsibilities

Federal regulations require all schools participating in state and federal financial aid Title IV programs to **monitor** Satisfactory Academic Progress (**SAP**). **These standards apply to all students attending this institution.**

Students enrolled in programs must meet formal standards that measure their Satisfactory Academic Progress toward graduation. The policy is provided to all students before the start of the school year. Evaluations are maintained in individual student files.

All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment. Satisfactory Academic Progress is measured at the end of each payment period and will be checked **prior to disbursement of Federal Aid and Scholarships.**

Same As or Stricter Than:

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV funding. **The Financial Aid office reviews the Title IV, SAP policy to ensure it meets all federal requirements.**

Evaluation Periods:

SAP evaluation periods are based on **actual clock hours** at the school. Students who are **not** making SAP will be notified in writing. Failure to make SAP will impact eligibility for Title IV financial aid. The maximum time frame equals 1.5 the published length of the course or 150%.

Authorized Leaves of Absence will not be considered in the maximum time frame evaluation. Leave of Absence will extend the student's contracted period and maximum time frame by the same number of days taken in the Leave of Absence.

Leaves of Absence

For Title IV Federal Aid recipients, the maximum length for a Leave of Absence is 180 days. If a Federal Aid recipient **does not return to classes after 180 days, they are considered withdrawn and may enter loan repayment**. For information on loan repayment, deferral, and forbearance, visit:

<https://studentaid.gov/manage-loans/lower-payments/get-temporary-relief> and <https://studentaid.gov/h/manage-loans>

Non-Federal Aid recipients must also speak to the school Director for the terms of an official academic Leave of Absence.

Academic Year Definition:

The 2-year Professional workshop program consists of 1924 clock hours.

Quantitative (Pace) Requirement:

Students are expected to complete the program's number of clock hours in the time frame published. However, they are required to complete their educational program in no longer than 150% of the published length of the program as measured in clock hours, in order to be considered making Satisfactory Academic Progress.

The time frames below are based on a 24 hour per week schedule.

Program Name	Normal Hours	Weeks	Maximum Hours	Weeks
Professional Workshop	1924	60	2886	90

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. An evaluation of the cumulative attendance from the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Example: If a student completed 450 hours and was scheduled to complete 650 hours, the percentage would be 69 % (minimally acceptable pace to complete the program within the 100% standard time frame is 70%)

Qualitative Measure of SAP:

Grading

Students will be given two evaluations per semester.

Quarter Evaluations are given in the first week of November and the first week in March. Semester Evaluations are given in the third week of December and the last week of April.

	ATTENDANCE	CLASS PREPARATION & HOMEWORK	COMPREHENSION OF CONCEPTS	APPLICATION OF CONCEPTS	OVERALL ARTISTIC GROWTH & PROGRESS
EXCEPTIONAL	0 - 3 class absences	Score of 5 on a scale of 0-5	Score of 5 on a scale of 0-5	Score of 5 on a scale of 0-5	Score of 5 on a scale of 0-5
OUTSTANDING	4 - 6 class absences	Score of 4 on a scale of 0-5	Score of 4 on a scale of 0-5	Score of 4 on a scale of 0-5	Score of 4 on a scale of 0-5
SATISFACTORY	7 - 9 class absences	Score of 3 on a scale of 0-5	Score of 3 on a scale of 0-5	Score of 3 on a scale of 0-5	Score of 3 on a scale of 0-5
UNSATISFACTORY	10 or more class absences	Score of 1-2 on a scale of 0-5	Score of 1-2 on a scale of 0-5	Score of 1-2 on a scale of 0-5	Score of 1-2 on a scale of 0-5

Minimum grades considered satisfactory:

A cumulative score of **"Satisfactory"** or above in 3 - 5 categories of the Grading Rubric.

Conditions for probation

If a student fails to turn in a homework assignment or to properly prepare for classwork, the student will be given a 7-day grace period in which to complete the work due.

If, after 7 days, the work has not been completed, the student will be put on probation (the student must attend but will not present work i.e., scenes, voice lessons, monologue, and/or songs) until such a time as the work has been completed.

If this period of time exceeds 2 full weeks of school, the student will be dismissed from the program with an opportunity to begin studies again the following fall.

Conditions for Dismissal

If a student falls below a cumulative "**Satisfactory**" evaluation in 3 or more rubric categories during a Quarter Evaluation, they will be given a warning and supplied, within the School's abilities, with added support in the classes in which they are falling behind.

If a student falls below a cumulative "**Satisfactory**" evaluation in 3 or more rubric categories during a Semester Evaluation in their First Year, they will be asked to either repeat all First Year courses beginning the following fall or, alternatively, to leave the program.

If a student falls below a cumulative "**Satisfactory**" evaluation in 3 or more rubric categories during a Semester Evaluation in the first semester of their Second Year, they will be asked to either repeat all Second Year courses beginning the following fall or, alternatively, to leave the program.

If a student falls below a cumulative "**Satisfactory**" evaluation in 3 or more rubric categories during a Semester Evaluation in the second semester of their Second Year, they will be allowed to graduate, but will not be allowed to participate in the School's Industry Showcase Performance.

Financial Aid Warning:

The school evaluates Satisfactory Academic Progress at the end of each payment period and checks for the following:

-Attendance must meet the minimum of 70% rate of attendance.

-The student must meet half the hours of instruction for that program's payment period to be eligible for the next payment.

Failure to complete the required amount of clock hours to keep pace with the requirements for graduation within the 150% time frame will result in the student being placed on **Financial Aid Warning for one payment period**. A student who is put on a

Financial Aid Warning can continue to receive Title IV, funding for the next payment period after they receive the warning status. Satisfactory progress and attendance must be made in order to receive Title IV funding for the next.

If the student is not meeting Satisfactory Academic Progress at the end of the **Financial Aid Warning Period**, the student will be placed on **Academic Development Status with a loss of Title IV funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, eligibility. During this period, the students will not be eligible to receive Title IV, funds but they may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

Reinstatement of Title IV Aid

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the warning period will be removed from the warning/probation status and will regain eligibility for Title IV, funding.