Urban College of Boston
Satisfactory Academic Progress Policy
1) **Policy Statement**

All Urban College students must meet three Satisfactory Academic Progress (SAP) requirements, prescribed by federal regulation, to receive financial aid and to maintain their status at Urban College of Boston. Those SAP requirements include maintaining at least a satisfactory grade point average based on the number of credits attempted, successfully completing 67% of cumulative credits attempted, and earning a degree or certificate within 150% of the published length in credit hours of the declared program of study.

To qualify for aid a financial aid recipient must maintain satisfactory academic progress, i.e., "Meets SAP". Failure to meet satisfactory academic progress will result in ineligibility for aid, i.e., "Failed SAP (Not Meet)", except that there is one term of eligibility when placed on "Warning". If extenuating circumstances result in failure to meet SAP after one term of Warning, an appeal process is provided. If the appeal is approved the student will be placed on "Appeal Approved (Probation)" until an academic plan is submitted. Future terms of aid eligibility are contingent on satisfactorily performing the work required in the academic plan. During those terms, a financial aid recipient is placed on "Academic Plan" and is aid eligible. Student can request one and only one modification of the academic plan if new extenuating circumstances exist, otherwise, if aid eligibility is suspended at any time, i.e., "Failed SAP (Not Meet)", student is no longer eligible for federal or state aid at UCB. Eligibility can be reinstated by meeting all SAP requirements.
Urban College of Boston's policy is designed to encourage students to achieve their academic goals and graduate.

2) **Evaluation Period**
UCB will begin to evaluate Satisfactory Academic Progress by having a designated staff member check attendance using our SONIS system weekly. Students who have missed 2 classes will be notified by email that their attendance in class is vital to their success and to contact their instructor or advisor if they are in need of any assistance.
Students who have missed 3 classes will be placed on " Academic Warning" and will receive an email and a letter reminding them of the consequences of not fulfilling their obligations to attend class and complete assignments. A copy of the Financial Aid Policy will also be sent as a reminder. They will be referred to the Dean of Students for follow-up.
UCB will evaluate satisfactory academic progress (SAP) at the end of each term, i.e., Fall, Spring, and Summer an aid recipient's cumulative record, i.e., all enrollment periods at UCB regardless of whether or not aid was received during the periods, along with transfer credits, will be evaluated.

An admitted student who files a Free Application for Federal Student Aid (FAFSA) and for which there is no SAP status on the student record will have a SAP evaluation performed based on the student's prior UCB enrollment record and any transfer credits, as applicable. A first time student with no prior college enrollment will always be assigned "Meets SAP" and is aid eligible.

3) Satisfactory Academic Progress (SAP) Requirements Satisfactory Academic Progress (SAP) will be measured on the three metrics required by federal regulations.

3.1) Cumulative Grade Point Average
Students must maintain a satisfactory cumulative GPA as outlined in the catalog.

Minimum Grade Point Average:	Cumulative Grade
Number of Credits Earned	Point Average
1–9	1.50
10–21	1.70

| 22–45 | 1.90 |
| 46+ | 2.00 |

The cumulative grade point average is computed by adding the grade point values for college- level, developmental, English for Speakers of Other Languages (ESOL), and transfer courses for which grade point values (A, B, C, D, and F) are assigned and dividing this total by the appropriate number of credit hours attempted. Only credits for which grades are awarded are used in calculating grade point average. If a course is repeated, the highest grade is the permanent grade.

3.2) Cumulative Completion Rate

A student must successfully complete at least 67% of cumulative attempted hours.

The cumulative completion rate is computed by dividing the number of credit hours earned (completed) by the number of credit hours attempted for college-level, developmental, English for Speakers of Other Languages (ESOL),and transfer courses. Unsuccessful completion results in grades (or marks) of F grade, W (Withdrawal), and/or I (Incomplete), In addition, marks of NC, which are no longer used, are treated as unsuccessful completion. Repeated courses, courses for which the student has been granted Academic Fresh Start at UCB, and credit hours previously earned at another institution that are accepted by UCB will be counted as both attempted and earned, i.e., if successfully completed, in the calculation of the cumulative completion rate.

3.2.1) Developmental Courses

Students may attempt no more than 30 developmental hours (for credit) in pursuit of a degree or certificate.

3.3) Maximum Timeframe

A student must declare an academic program and must be taking courses that apply to that degree or certificate.

A student must complete the declared academic program within 150% of the published length of the program in credit hours to maintain aid eligibility.

To determine maximum timeframe multiply the published credit hours needed to complete the program of study by 1.5 (150%). The result will determine how many attempted hours are allowed for the program to Meet SAP and be aid eligible. Once the maximum time frame hours are reached, student is ineligible for financial aid.

Transferred credit hours previously earned at another institution that are accepted by UCB will be counted toward the maximum time frame at UCB. Developmental and ESOL courses are also included in maximum time frame calculations.

A student who changes academic programs will have all course credits taken under previous academic programs count towards the maximum time frame of the new academic program.

3.3.1) Student pursing a second degree

A student who graduates from a program must declare a new academic program and begin taking courses that apply to the new academic program to qualify for financial aid. Course credits taken under the completed academic program will count towards the maximum timeframe of the new academic program.

4) Satisfactory Academic Progress (SAP) Statuses

UCB uses nine satisfactory academic progress (SAP) statuses.

4.1) Meets SAP: A status assigned to a student that meets all three cumulative SAP requirements and is aid eligible.

4.2) Warning: A status assigned to a student that did not meet the SAP cumulative GPA and/or cumulative completion rate requirements and had a SAP status of "Meets SAP" in the prior term. For one term, the student is moved automatically to "Warning" and is aid eligible; no appeal is required.
At the end of the "Warning" term, the student must meet all SAP requirements, i.e., "Meets SAP" and remain aid eligible or be moved to "Failed SAP" and lose aid eligibility.

4.3) Failed SAP (Not Meet): A status assigned to a student that did not meet one or more of the three SAP standards. When placed on "Failed SAP (Not Meet)", the student is ineligible for financial aid. This unsatisfactory status can be appealed.
Students must meet all SAP standards to regain eligibility.

4.4) Maximum Time Suspension (Not Meet): A status assigned to a student that did not meet maximum time standards. When placed on "Maximum Time Suspension" the student is ineligible for financial aid. Specifically, the student's prior term SAP status was "Meets SAP" or "Warning" and at the end of the term the student exceeded maximum time frame; moved to "Maximum Time Suspension".

If the student files a SAP appeal that is approved, he/she will be placed on "Academic Plan 1" and is aid eligible; progress is reviewed by the Financial Aid Department each term. The student must meet the requirements specified in the student's academic plan, which was approved as part of the SAP appeal process. If the student makes progress as stipulated in the academic plan, the student will remain on "Academic Plan 1" and is eligible to receive aid. If not making progress, i.e. receives an F,W, I or fails to meet any of the requirements of the academic plan, the student will be placed on "Ineligible" and loses aid eligibility.

4.5) Appeal Approved (Probation): A status assigned to a student that did not meet a SAP standards, was placed on "Failed SAP (Not Meet)" or "Maximum Time Suspension (Not Meet)", filed an appeal, and the appeal was approved. "Appeal Approved (Probation)" status is aid eligible.

Students are required to meet with an academic advisor to develop an academic plan. Students must submit the academic plan to the Financial Aid office by the deadline for each semester (see Academic Plan section). Once the plan is received, the SAP status will be changed to "Academic Plan 1". If the plan is not submitted, before the deadline, and the student does not meet all SAP requirements at the end of the term, the student's SAP status will be changed to "Ineligible (Not Meet)" and the student is not aid eligible. The status of "Ineligible (Not Meet)", based on non-submission of academic plan, cannot be appealed.

4.6) Academic Plan 1: A status assigned to a student that did not meet a SAP requirement, was placed on "Failed SAP (Not Meet)", filed an appeal, and the appeal was approved, and assigned " Appeal Approved (Probation)" status. Student status changes to "Academic Plan 1" once the student submits the academic plan to Financial Aid Office.

4.6.1) Submission Dates
The plan must be submitted by: November 15 (Fall semester), April 1 (Spring semester), and July 15 (Summer semester). If the plan is not submitted by the deadline, the student's status will change to "Ineligible" for the following term.

4.6.2) Academic Plan Requirements

Student must meet with an academic advisor to complete the academic plan. The plan must be submitted to the Financial Aid Office by the submission dates listed under section 4.6.1.
Progress is reviewed by the student's Financial Aid Department at the end of each term. The student must have a SAP status of "Meets SAP" or fulfilled the requirements specified in the student's academic plan, which was approved as part of the SAP appeal process in order to be aid eligible.

While on an academic plan, student must:
Complete all stated requirements stated in the plan.
If at the end of the term, the student makes progress as stipulated in the academic plan, the student's SAP status will remain "Academic Plan 1" until the student "Meets SAP" or fails to meet the requirements of the plan.

If not making progress as stipulated in the academic plan, the student's status will change to "Failed SAP (Not Meet)" and does not have aid eligibility.

4.7) Academic Plan 2: A status assigned to a student who has a status of "Academic Plan 1", did not meet the requirements of the plan, submits a request for plan modification, and the plan modification is approved.

The student may submit only one subsequent appeal requesting a modification of the academic plan. Student must meet with an academic advisor to complete a revised academic plan and must be submitted with the appeal.
If the appeal requesting a modification is approved, the student will receive a status of "Academic Plan 2" and the modifications will be noted.
If the student does not make progress after receiving a modified academic plan, the student is not eligible for a second appeal. The student's status will change to "Ineligible (Not Meet)".
If the request for an academic plan modification is denied, the decision is final and cannot be overturned by the Appeal Committee. The student's status will remain "Ineligible (Not Meet)".

4.8) Appeal Denied (Not Meet): A status assigned to a student that did not meet a SAP requirement, was paced on "Failed SAP (Not Meet)" or "Maximum Time Suspension (Not Meet)", filed an appeal, and the appeal was denied. Student may submit a second and final appeal to be reviewed by the Appeal Committee (see Appeal Process).

4.9) Ineligible (Not Meet): A status assigned to a student who meets one or more of the following conditions:
Status of "Appeal Approved (Probation)" and failed to submit an Academic Plan.
   Status of "Academic Plan 1", received a plan modification, status changed to "Academic Plan 2", and did not meet the requirements of the new plan.
   Prior status of "Maximum Time Suspension (Not Meets)", appeal was approved, status changed to "Academic Plan 1", and received a F, W, I for the term or failed to meet any of the requirements of the academic plan.

Or
   Status of "Appeal Denied (Not Meet)", submitted a second appeal to the committee and the committee denies the appeal.

   This status is not aid eligible and cannot be appealed.

5) Appeal Process

5.1) A student who is ineligible for financial aid for failure to meet the SAP requirements may file an SAP appeal. If approved, the student will be placed on "Appeal Approved (Probation)" and is aid eligible.

5.2) Submission Dates

SAP appeal must include all supporting documents, which must be complete and submitted to the Academic Dean with a copy to the Financial aid Office by: October 1 (Fall semester), February 15 (Spring semester), June 15 (Summer semester) of each academic year. Failure to submit an appeal by the deadline will result in a lost opportunity to regain eligibility for the term. Any exceptions to the deadlines must be reviewed and approved by the Financial Aid Director. Exceptions will only be made for well documented extenuating circumstances that prevented the submission of the form by the deadline.

5.3) Appeal Documents

Satisfactory Academic Progress Appeal Form for Financial Aid (available from the Financial aid Office and on the UCB website)

Supporting documentation of the mitigating or extenuating circumstances,

Student statement explaining the reasons for not making satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

5.3.1) Students who have reached maximum time frame must also:

Submit an academic plan signed by an Academic Advisor. The academic plan must outline the sequence and term in which courses must be taken and successfully completed to achieve satisfactory academic progress and be on track to graduate from the academic program.

Submit the academic plan with the appeal.

5.3.2) Students submitting a request for academic plan modification must also:

 Submit a detailed letter describing the new extenuating circumstances.

 Meet with an academic advisor to revise the academic plan.

 Submit the revised academic plan with the appeal.

5.3.3) Extenuating Circumstances and Supporting Documentation

Mitigating or extenuating circumstances may include:

 Medical(personal or family illness)

 Death of a family member

 Job Loss

 Natural Disaster

 Military Deployment

 Car Accident

 Legal Issues (divorce, separation, incarceration)

 Traumatic Event

 Lack of college preparation

 Other extenuating circumstance

Reference: Amended and effective July 1, 2011, 34 CFR 668.34(8)(ii) Extenuating Circumstance	**Supporting Documentation**
Medical(personal or family illness)	time frame of illness, relationship to person with illness (if applicable) medical documents, letter from doctor
Death of a family member	death certificate, obituary, program, funeral home certificate, letter from a family member (if not listed on program, obituary, etc.)

Traumatic Event (assault, abuse, other personal violations)	supporting documentation
Job Loss	proof of job loss; unemployment letter
Natural Disaster (Fire, hurricane, flood, tornado, earthquake, etc.)	FEMA documents, Insurance claim, statement from landlord
Military Deployment	military orders, DD214
Car Accident	police report, insurance documents, dated photos
Legal Issues (divorce, separation, incarceration)	divorce decree, relevant court documents
Lack of college preparation	transcripts that show progress (if applicable)