

**Name of Institution:** \_\_\_\_\_

**d/b/a (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Current Catalog Publication Date:** \_\_\_\_\_

**NOTE:** An institution's Satisfactory Academic Progress (SAP) policy must comply with ACCET Document 18 – Satisfactory Academic Progress Policy and include the elements identified below.

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY CHECKLIST**

1. Does the institution participate in federal Title IV programs?     Yes     No
2. Does the SAP policy appear in the institution's catalog?     Yes     No
3. Is the SAP policy cumulative, does it include all periods of attendance, and is it consistently applied to all students attending similar programs?     Yes     No
4. General Elements of SAP

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- \_\_\_\_\_ A. Qualitative Measure (A minimum grade point average of a C, 2.0 on a 4.0 scale, or 70% on a 100% scale by the end of the program)
- \_\_\_\_\_ B. Quantitative Measure (The minimum percentage or amount of work which allows the student to complete the program within the maximum time frame.)
- \_\_\_\_\_ C. Increments for Evaluation which must align with payment periods for institutions participating in Title IV federal financial aid programs (The increments for evaluation may not be longer than one half the program or academic year.)
- \_\_\_\_\_ D. Maximum Timeframe (The maximum time frame is not to exceed 150% of the published length of the program measured in academic years, academic terms, credit hours attempted, clock hours completed, or elapsed calendar time)

E. Failure to meet SAP Standards

- \_\_\_\_\_ 1) Consequences for failure to meet SAP standards and how the student is notified;
- \_\_\_\_\_ 2) Warning policy for a warning period which may not exceed a single payment period (Optional);
- \_\_\_\_\_ 3) Appeals policy which must require a viable written academic plan for the student, before an appeal may be granted by the institution; and
- \_\_\_\_\_ 4) Probation policy (Optional)
- \_\_\_\_\_ 5) Reinstatement.

5. Additional Elements of Satisfactory Academic Progress (SAP)

- \_\_\_\_\_ A. The effect of Incomplete Grades, Course Withdrawals, Course Repetitions, and non-credit remedial course work on SAP including qualitative/quantitative measures, when applicable.
- \_\_\_\_\_ B. Transfer/Readmitted Students, including qualitative/quantitative measures.
- \_\_\_\_\_ C. Does the policy include incremental measures?     Yes     No  
  
If yes, has the institution demonstrated through analysis that students are able to meet the specified requirements by graduation?     Yes     No

Explanatory Narrative (as applicable)

Submitted By: \_\_\_\_\_  
Authorized School Representative/Title

Date:

\_\_\_\_\_  
Signature

Reviewed by: \_\_\_\_\_  
ACCET Staff

Date: