

**SATISFACTORY ACADEMIC PROGRESS FORM- IN CAMPUS**

**Name (Print):** \_\_\_\_\_ **Program:** \_\_\_\_\_

**SID#:** \_\_\_\_\_ **Program Start Date:** \_\_\_\_\_

*To receive Federal and NJ State Title IV funding, a student is required to maintain satisfactory academic progress. Eastern International College reviews student Satisfactory Academic Progress each payment period following receipt of final semester grades. This allows students to receive a Warning status prior to loss of eligibility for aid. Satisfactory Academic Progress (SAP) comprises a quantitative and qualitative component as required to ensure timely completion; students must also complete the program within the 150% of the program length.*

**To assist you in attaining/regaining academic good standing, it is required that you complete the following goals.  
By checking each box, you agree to:**

- ☐ Become familiar with and utilize campus resources – tutoring, counseling, library resources, etc. – that may be of use to you in attaining academic success.
- ☐ Attend all class meetings. (National research clearly states “lack of attendance” as the leading reason for college student’s lack of success.)
- ☐ Communicate on a regular basis with your course instructors to receive accurate measurements of your academic progress in each class.
- ☐ Learn to study more effectively and manage your time more wisely.
- ☐ Recommit yourself to your course of study.

*\*All of the above options must be checked*

*By checking all items above, signing, and submitting this form, you indicate that you have read and understood all of the terms and conditions of this agreement. Furthermore, you acknowledge that you met with a representative from the Financial Aid Office regarding the ramifications of failing to maintain Satisfactory Academic Progress and its negative effect on current and/or future funding eligibility. You also acknowledge that failure on your part to achieve the required SAP may result in suspension, dismissal, and/or loss of financial aid as based on EIC’s SAP and academic policy. Additional information regarding the College’s SAP policy may be found on the reverse of this form and in the College Catalog.*

<b>SEMESTER EFFECTIVE</b> _____ <b>MAX TIME FRAME (Y/N)</b> _____ <b>SAP STATUS</b> _____	<b>CUMULATIVE GPA</b> _____ <b>PACE OF COMPLETION %</b> _____
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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Officer

\_\_\_\_\_  
Date

**SAP STATUS**

- **Warning:** Student has failed to meet one or more SAP requirements. The student will be eligible for funding for one semester while on Warning and must meet SAP requirements at end of semester completion.

- **Probation:** Student has failed to meet one or more SAP requirements while on Financial Aid Warning. The student successfully appeals decision and is eligible for funding for one semester on Probation. Students must meet SAP requirements following Probation and cannot appeal if requirements are not met. **YOU MUST SUCCESSFULLY APPEAL TO RECEIVE PROBATION STATUS.**
- **Suspension:** Student has failed to meet one or more SAP requirements following Financial Aid Warning or Probation. Student unsuccessfully or did not appeal decision (if Warning) and is ineligible for funds. Student must meet SAP criteria for reinstatement. **YOU CANNOT APPEAL IF CURRENTLY ON PROBATION.**

### SAP REQUIREMENTS

The *qualitative* component of satisfactory academic progress is measured by cumulative grade point average (GPA) from the beginning of enrollment at Eastern International College and will be monitored following completion of set credit levels. To satisfy the qualitative standard, you must maintain a cumulative GPA as dependent on your attempted credits at the College (EIC Attempted Credits) and enrolled program; transferred credits are counted as Attempted Credits for quantitative and maximum timeframe calculation, however they are not included in the quantitative review. Students enrolled in Nursing (ADN) and Dental Hygiene (DH) programs will be required to maintain higher standards as reflective of their respective graduation requirements.

#### *SAP Qualitative Requirements Table*

EIC Attempted Credits	ADN & DH Programs ONLY	All Other Programs
1-12 credits	2.00 Cumulative GPA	1.50 Cumulative GPA
13+ credits	2.50 Cumulative GPA	2.00 Cumulative GPA

*Quantitative* satisfactory academic progress is defined as the completion of at least 67% of the cumulative credit hours on which the payment of financial aid was based (pace of completion). Completion of credit hours will include those whose grades are A, B, C and D; grades of F, WF, WP, W, or I (Incomplete) will not be considered complete hours. Failure to complete at least 67% of the attempted credit hours will place the student in a warning status. Students will be able to receive financial aid on a warning status for one term. Failure to complete at least 67% of the cumulative credit hours for **two consecutive terms** will place the student on financial aid suspension whereby the student will not receive financial aid for the next term of attendance. Quantitative satisfactory academic progress will be monitored at the end of each term by reviewing students' grade reports.

- Completed Credits are all courses for which credit was earned. This includes those whose grades are A, B, C, and D; grades of F, W, WF, WP, or I will not count towards Completed Credits.
- Students with Incomplete grades will be re-evaluated following receipt of final grade as per the terms of the College's Incomplete grades policy.
- Attempted Credits are all courses that were scheduled for credit; this includes all courses as cumulatively scheduled regardless of grade received. Courses in which a student earned a F, W, WF, WP, or I are counted towards attempted credits.
- Credits transferred to the College from another institution as counted towards the student's program completion are counted towards both Completed and Attempted credits; these courses are not calculated as part of the qualitative GPA standard.

#### *SAP Quantitative Requirements Formula*

**(Completed Credits {including Transfer Credits} / Attempted Credits {including W grades}) x 100 = Pace of Completion %**

**Maximum Timeframe:** Students must complete their program of study within a maximum frame of no more than 150% of the required length of the program credits.

DMS-BS	122* total semester credits	183* semester credits max. timeframe
ADN-AAS	70* total semester credits	105*semester credits max. timeframe
DH-AAS	78 total semester credits	117 semester credits max. timeframe
CVT-AAS	66 total semester credits	99 semester credits max. timeframe
MA-AAS	60 total semester credits	90 semester credits max. timeframe

*\*credits for students enrolled as of Fall 2018.*

### SAP APPEAL PROCESS

If a student fails to meet SAP requirements after Warning status, the student will be considered on Financial Aid Suspension and therefore ineligible for funds. However, students failing to meet SAP standards who have mitigating circumstances (ie: military leave, illness, death in the family, etc.) may request to be placed on Probation for reinstatement of funds. Students should see their Academic Advisor to complete an Appeal Form; documentation supporting the appeal claim may be requested.

Submission of an Appeal Form does not automatically grant Probation status; SAP Appeals are reviewed by a committee on an individual basis. If approved, the student would then be considered on Probation for the semester and is eligible for funding. An appeal cannot be filed if a student fails to meet SAP criteria while currently on Probation. If the appeal is denied or not filed, the student remains on Suspension and ineligible for funds. All appeal requests must be submitted within 10 days of notification.

### REINSTATEMENT OF FUNDS

Following loss of funds, a student must attend the following semester without Title IV eligibility and meet SAP requirements to be eligible for reinstatement. The student must meet SAP quantitative, qualitative, and maximum timeframe standards as well as all terms as set in the student's Academic Plan.