



## COMTA SAP Guidelines for Title IV Schools

*These policies support and extend COMTA Accreditation Standards XIV.B and XV.E. As such, institutions must demonstrate compliance with both.*

STATEMENT OF PURPOSE: Those institutions wishing to establish or maintain eligibility to administer United States Title IV financial aid programs are required to use more specific criteria for their SAP policies. These guidelines are intended to assist the school in maintaining compliance with both COMTA and the USDE. However, institutions should be advised that ***this document may not be fully comprehensive for all requirements of the US Department of Education, and thus it is the institution's responsibility to remain abreast of current requirements from the Department.***

Institutions and programs have and follow policies regarding student progress which adhere to COMTA Standards XIV.B and XV.E, as well as all US Department requirements for Title IV participation. These include but may not be limited to:

1. The institution or program strictly adheres to its published standards of satisfactory progress.
2. Satisfactory progress policies include a qualitative measure of student progress (e.g., overall average of 75% or cumulative GPA of 2.0).
3. Satisfactory progress policies include a quantitative measure of student progress (i.e., maximum timeframe in which students must complete program requirements).
  - a. For clock hour programs the maximum timeframe may not exceed 1.5 times the normal duration of the program.
  - b. For credit hour programs the maximum credit hours attempted may not exceed 1.5 times the credit hours required to complete the program.
4. Satisfactory progress policies establish increments at which the student progress is assessed.
  - a. The increments cannot be more than one (1) academic year in length.
  - b. Programs less than one year should, at a minimum, assess student progress at the midpoint of the program.
5. Satisfactory progress policies define the effect on satisfactory progress of course withdrawals, incomplete grades, course repetitions and non-credit remedial classes.

6. Satisfactory progress policies state the actions that will be taken as a result of failure to maintain satisfactory progress.
  - a. A probationary policy identifies the length of time a student may be on probation.
  - b. Conditions for reinstatement of financial aid are specified if aid is denied because of unsatisfactory progress.
7. Satisfactory progress policies include an appeal procedure for students who may be denied financial aid as a result of not making satisfactory progress.