

TOPS Satisfactory Academic Progress (SAP) Policy

The Ohio State University has a SAP policy specifically developed to meet the needs of students in the TOPS program. OSU's standard SAP policy can be found at <http://sfa.osu.edu/contact-us/consumer-disclosure/satisfactory-academic-progress-policy>. TOPS students can complete the FAFSA and apply for financial aid through Ohio State. Decisions regarding receiving financial aid will be determined by the Student Financial Aid Office.

TOPS students will be expected to maintain SAP using the policies described below. Annually, the TOPS program will send a transcript of each student's progress to the Student Financial Aid Office so ensure monitoring implementation of this policy.

Quantitative Measures. Students must demonstrate reasonable progress toward annual completion of 30 semester hours of relevant coursework and experiences, in addition to meeting 60% of the goals specified during the PCP meetings to receive their Generalized Studies Certificate (or Certificate of Completion). Students who do not complete the course content or withdraw from a course or internship without proper permission granted by the program will be given an unsatisfactory goal achievement for that specific program component for the semester. Maximum timeframes are monitored each term for progress since students may reach the maximum number of hours or the maximum number of terms allowed at any point in the academic year. Students who are approaching program maximums are sent a warning notice when they are within 24 hours or one term (75% of program) of reaching their program maximum.

In addition, each semester students monitor their progress toward goals established by the student with support from their educational advisor and/or educational coach. Students use the goal progress sheets to record their progress. TOPS program staff document performance throughout the semester using the student's individual person-centered planning form. SAP will be assessed annually for progress.

Qualitative Measures. In addition to quantitative measures that consist of cumulative Satisfactory Academic Goal Achievement and percentage of semester hours completed annually, the TOPS program also considers the students' actual performance as measured by the faculty, educational coach, job coach, and supervisor evaluations.

Definition of Hours Completed or Attempted. Hours attempted include all courses and internships that students are enrolled in at OSU. Semester hours completed refers to all courses and/or internships that a student enrolls in and completes.

The maximum timeframes to complete certificate requirements are monitored each semester for progress, because students may require numerous adjustments to their programs of study based on their individualized person-centered plan.

Course Repeats. If a TOPS student does not successfully complete a course, the students' PCP team will meet to determine if the student should repeat a course. Decisions about repeating a course will be made on an individual basis.

Academic Probation. A student can be placed on academic probation in the TOPS program for any of the following reasons:

- The student does not achieve satisfactory academic goal achievement (60% goal achievement) for two consecutive semesters.

The Ohio State University

- The student does not abide by the attendance policies set by instructors/professors in audit courses, by educational advisors and program staff in program learning communities, and/or supervisors of internship experiences.
- The student does not abide by the attendance policies of required program activities, community service events, and/or trainings.

At OSU, students on academic probation are restored to good standing if their overall grade point average equals or exceeds the minimum GPA necessary for satisfactory academic progress, they adhere to attendance policies, and they successfully complete the internship experience during the semester of their academic probation and/or the semester immediately following the probation period. Given that TOPS students will not have a GPA, they will be taken off academic probation when they are achieving greater than 60% academic goal achievement and consistently abide by the attendance policies.

Financial Aid Suspension. Students are subject to have their financial aid suspended if they fail to meet the SAP standards. Students who become ineligible for financial aid must follow the SAP appeal process to be reinstated.

Reinstatement of Eligibility. Students may re-establish their eligibility in one of two ways.

1. Participate at their own expense or with the help of private resources from outside the university until they meet the SAP conditions
2. Successfully appeal their SAP suspension status

Appeal of Suspension. The SAP Appeal Form is available online at http://sfa.osu.edu/form-files/OSU_1718_Satisfactory_Academic_Progress_Appeal_Form.pdf . The student will need to work with their program advisor on their appeal and submit the appeal form to the Student Financial Aid office with supporting documentation of the mitigating or extenuating circumstances that negatively impacted the student's ability to make satisfactory progress. Completed appeals are reviewed within two weeks of submission and students will be notified accordingly. Students who have their appeals granted are reinstated for financial aid eligibility on a conditional status and given an academic plan. Students will remain on conditional status for the length of their academic plan provided they meet the conditions of their academic plan each term.