

Transition Options in Postsecondary Settings (TOPS)

Satisfactory Academic Progress Policy

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The Ohio State University has a Satisfactory Academic Progress (SAP) policy specifically developed to measure the academic progress of students in the Transition Options in Postsecondary Settings (TOPS) program. TOPS students will be expected to maintain SAP using the policies described below. Annually, the TOPS program administrator provides a report of each student's progress to Student Financial Aid (SFA) for monitoring SAP to maintain aid eligibility.

Information on Ohio State's standard SAP policy can be found at <https://sfa.osu.edu/contact-us/consumer-disclosure/satisfactory-academic-progress-policy>.

In accordance with federal, state, and institutional guidelines, The Ohio State TOPS SAP Policy consists of the qualitative and quantitative standards as follows.

Qualitative Measures

The TOPS program considers the students' actual performance as measured by the faculty, educational coach, job coach, and supervisor evaluations. 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.

Quantitative Measures

Completion Rate

Students must demonstrate reasonable progress toward annual completion of 30 semester hours of relevant coursework and experiences. In addition, students must meet 60% of the Satisfactory Academic Goals Achievement specified during the Person Centered Plan (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 administrator will be given an unsatisfactory goal achievement for that specific program component for the semester.

Maximum Timeframe

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.

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 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, a TOPS student on academic probation is restored to good standing if:

- The student achieves the Satisfactory Academic Goal Achievement (60% goal achievement) for two consecutive semesters, and
- The student adheres to attendance policies, and
- The student successfully completes 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 no longer be on 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 a suspension of their financial aid eligibility if they fail to meet the SAP standards. Students who have their eligibility for financial aid suspended must follow the SAP appeal process outlined below to be reinstated.

Reinstatement of Eligibility

Students may re-establish their financial aid eligibility in one of two ways.

1. Attend Ohio State at their own expense or with the help of private resources from outside the university until such time as they are meeting the SAP conditions, or
2. Successfully appeal their SAP suspension status.

Appeal of Suspension

The Satisfactory Academic Progress (SAP) Appeal Form is available online at:

https://sfa.osu.edu/form-files/OSU_2024_Satisfactory_Academic_Progress_Appeal_Form.pdf

The student will need to work with their TOPS program advisor to complete 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 of the appeal decision via their Ohio State email account.

Students who have their appeals granted are reinstated for financial aid eligibility on a probation status and given an academic plan. Students will remain on probation status for the length of their academic plan provided they meet the conditions of their academic plan each term. If the terms of the academic plan are not met, the student will be notified they have returned to a suspended status and are ineligible for aid.