

How to Calculate Your Completion Ratio for Satisfactory Academic Progress (SAP)

Completion Ratio

Total Credit Hours of Successful Completion

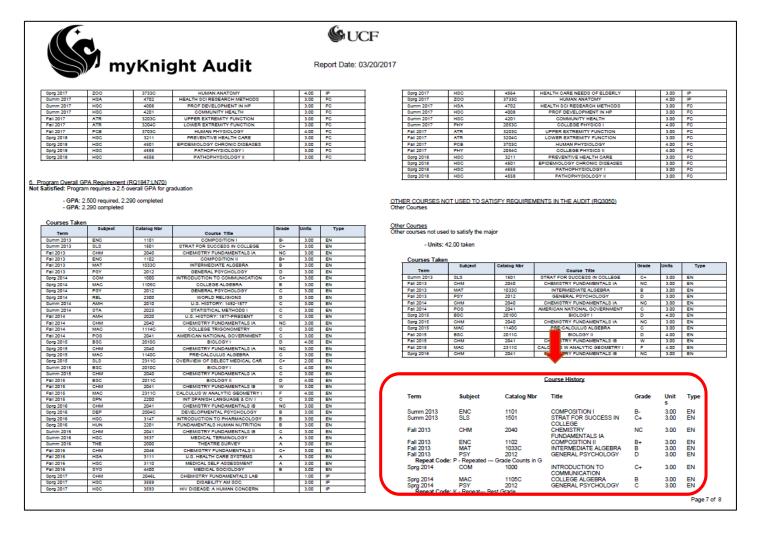
Total Attempted Credit Hours

Divide "Successfully Completed Credit Hours" by "Attempted Credit Hours" (successful credit hours ÷ attempted credit hours = Completion Ratio) then multiply the result by 100 to obtain percentage (Completion Ratio x 100 = _____%) Do NOT round this number up or down. If the percentage is 70% or higher, you have met the completion standard for financial aid, if it is lower than 70%, you have not met the completion standard for financial aid.

For more information about SAP policy visit: www.finaid.ucf.edu/receiving/sap/

Step-by-step Instructions:

How to Calculate Your Completion Ratio begin on the next page:



Student Financial Assistance

Step-by-step Instructions:

Calculate Your Completion Ratio:

Step One: Review myKnight Audit, located on your myUCF Portal *Note - We selected PDF view of the audit for the purposes of this training

- 1. Review the area of the audit that lists all courses you have taken at UCF, which can be found under "Course History" section at the end of the audit
 - a. This is important as other areas on the audit may not include attempts with unsuccessful grades or courses for which grade forgiveness has been used.
- 2. Pay attention to the areas signified below when completing the following steps



GUCF

Report Date: 03/20/2017

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Sprg 2014	REL	2300	WORLD RELIGIONS	D	3.00	EN
Summ 2014	AMH	2010	U.S. HISTORY: 1492-1877	C	3.00	EN
Summ 2014	STA	2023	STATISTICAL METHODS I	C	3.00	EN
Fall 2014	AMH	2020	U.S. HISTORY: 1877-	С	3.00	EN
Fall 2014	СНМ	2040	PRESENT CHEMISTRY	NC	3.00	EN
Fall 2014	CHM	2040	FUNDAMENTALS IA	NC	3.00	EN
Fall 2014	MAC	1114C	COLLEGE	С	3.00	EN
1 411 2011	11010	11110	TRIGONOMETRY	•	0.00	
Fall 2014	POS	2041	AMERICAN NATIONAL	C	3.00	EN
			GOVERNMENT			
Sprg 2015	BSC	2010C	BIOLOGY I	D	4.00	EN
	- Repeated Gr	ade Counts in G				
Sprg 2015	CHM	2040	CHEMISTRY	NC	3.00	EN
			FUNDAMENTALS IA			
Sprg 2015	MAC	1140C	PRE-CALCULUS ALGEBRA	C	3.00	EN
Sprg 2015	SLS	2311C	OVERVIEW OF SELECT	C+	2.00	EN
Summ 2015	BSC	20100	MEDICAL CAR BIOLOGY I	С	4.00	EN
		2010C	BIOLOGYI	C	4.00	EN
	- Repeat Best (CHEMICTRY		2.00	EN
Summ 2015	CHM	2040	CHEMISTRY FUNDAMENTALS IA	С	3.00	EN
Fall 2015	BSC	2011C	BIOLOGY II	D	4.00	EN
Fall 2015	CHM	2041	CHEMISTRY	w	3.00	EN
1 dii 2015	OI IIVI	2041	FUNDAMENTALS IB	**	5.00	LIN
Fall 2015	MAC	2311C	CALCULUS W ANALYTIC	F	4.00	EN
		20110	GEOMETRY I		1.00	
Fall 2015	SPN	2200	INT SPANISH LANGUAGE	C	3.00	EN
			& CIV I			
Sprg 2016	CHM	2041	CHEMISTRY	NC	3.00	EN
			FUNDAMENTALS IB			
Sprg 2016	DEP	2004C	DEVELOPMENTAL	В	3.00	EN
			PSYCHOLOGY			
Sprg 2016	HSC	3147	INTRODUCTION TO	В	3.00	EN
			PHARMACOLOGY			
Sprg 2016	HUN	2201	FUNDAMENTALS HUMAN	В	3.00	EN
			NUTRITION	_		
Summ 2016	CHM	2041	CHEMISTRY	С	3.00	EN
C 2018	HSC	3537	FUNDAMENTALS IB		2.00	EN
Summ 2016 Summ 2016	THE	2000	MEDICAL TERMINOLOGY THEATRE SURVEY	A	3.00	EN EN
Fall 2016	CHM	2046	CHEMISTRY	C+	3.00	EN EN
Fall 2010	СПМ	2040	FUNDAMENTALS II	0+	3.00	EN
Fall 2016	HSA	3111	U.S. HEALTH CARE	Α	3.00	EN
Fall 2010	non	3111	SYSTEMS	^	3.00	EN
Fall 2016	HSC	3110	MEDICAL SELF	Α	3.00	EN
1 411 2010	1100	0110	ASSESSMENT	**	0.00	
Fall 2016	SYO	4400	MEDICAL SOCIOLOGY	В	3.00	EN
Sprg 2017	CHM	2046L	CHEMISTRY		1.00	IP
			FUNDAMENTALS LAB			
Sprg 2017	HSC	3559	DISABILITY AM SOC		3.00	IP
Sprg 2017	HSC	3593	HIV DISEASE: A HUMAN		3.00	IP .
			CONCERN			
Sprg 2017	HSC	4564	HEALTH CARE NEEDS OF		3.00	IP
			ELDERLY			
Sprg 2017	Z00	3733C	HUMAN ANATOMY		4.00	IP
Summ 2017	HSA	4702	HEALTH SCI RESEARCH		3.00	FC
0	1100	4000	METHODS		0.00	
Summ 2017	HSC	4008	PROF DEVELOPMENT IN HP		3.00	FC
Summ 2017	HSC	4201	COMMUNITY HEALTH		3.00	FC
Summ 2017 Summ 2017	PHY	2053C	COLLEGE PHYSICS I		4.00	FC
Fall 2017	ATR	3203C	UPPER EXTREMITY		3.00	FC
2017		02300	FUNCTION		5.00	
Fall 2017	ATR	3204C	LOWER EXTREMITY		3.00	FC
			FUNCTION			

Fall 2017 Fall 2017	PCB PHY HSC	3703C 2054C 3211	HUMAN PHYSIOLOGY COLLEGE PHYSICS II PREVENTIVE HEALTH	4.00 4.00 3.00	FC FC FC
Sprg 2018 Sprg 2018	HSC	4501	CARE EPIDEMIOLOGY CHRONIC DISEASES	3.00	FC
Sprg 2018 Sprg 2018	HSC HSC	4555 4558	PATHOPHYSIOLOGY I PATHOPHYSIOLOGY II	3.00 3.00	FC FC

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Student Financial Assistance

Step Two: Determine number of total Attempted Credit Hours

*Note - Attempted Credit Hours are defined as hours enrolled in on or after the first day of classes. Courses in which students receive a grade of F, I, N, W, X, N, U, WF, NC, WH, WM, and/or WP will be counted towards total Attempted Credit Hours. This also includes transient hours (if applicable)

- 1. Add together the numbers in the "Units" column. This is the number for your total Attempted Credit Hours. Save this number for use in Step Four.
 - a. Do NOT include units that do not have a corresponding letter grade (courses listed for current and future terms)

		9	Course History		1	
Term	Subject	Catalog Nbr	Title	Grade	Unit	Туре
Summ 2013	ENC	1101	COMPOSITION I	B-	3.00	EN
Summ 2013	SLS	1501	STRAT FOR SUCCESS IN COLLEGE	C+	3.00	EN
Fall 2013	CHM	2040	CHEMISTRY FUNDAMENTALS IA	NC	3.00	EN
Fall 2013	ENC	1102	COMPOSITION II	B+	3.00	EN
Fall 2013	MAT	1033C	INTERMEDIATE ALGEBRA	В	3.00	EN
Fall 2013	PSY	2012	GENERAL PSYCHOLOGY	D	3.00	EN
Repeat Code: F	- Repeated Gr	rade Counts in G				
Sprg 2014	COM	1000	INTRODUCTION TO COMMUNICATION	C+	3.00	EN
Sprg 2014	MAC	1105C	COLLEGE ALGEBRA	В	3.00	EN
Sprg 2014	PSY	2012	GENERAL PSYCHOLOGY	С	3.00	EN
Repeat Code: K	(- Repeat Best	Grade				
Sprg 2014	REL	2300	WORLD RELIGIONS	D	3.00	EN
Summ 2014	AMH	2010	U.S. HISTORY: 1492-1877	С	3.00	EN
Summ 2014	STA	2023	STATISTICAL METHODS I	С	3.00	EN
Fall 2014	AMH	2020	U.S. HISTORY: 1877-	С	3.00	EN
Fall 2014	СНМ	2040	PRESENT CHEMISTRY	NC	3.00	EN
			FUNDAMENTALS IA			
Fall 2014	MAC	1114C	COLLEGE TRIGONOMETRY	С	3.00	EN
Fall 2014	POS	2041	AMERICAN NATIONAL GOVERNMENT	С	3.00	EN
Sprg 2015 Repeat Code: F	BSC - Repeated G	2010C rade Counts in G	BIOLOGY I	D	4.00	EN
Sprg 2015	СНМ	2040	CHEMISTRY FUNDAMENTALS IA	NC	3.00	EN
Sprg 2015	MAC	1140C	PRE-CALCULUS ALGEBRA	С	3.00	EN
Sprg 2015	SLS	2311C	OVERVIEW OF SELECT MEDICAL CAR	C+	2.00	EN
Summ 2015	BSC (- Repeat Best	2010C Grade	BIOLOGY I	С	4.00	EN
Summ 2015	CHM	2040	CHEMISTRY FUNDAMENTALS IA	С	3.00	EN
Fall 2015	BSC	2011C	BIOLOGY II	D	4.00	EN
Fall 2015	СНМ	2041	CHEMISTRY FUNDAMENTALS IB	w	3.00	EN
Fall 2015	MAC	2311C	CALCULUS W ANALYTIC GEOMETRY I	F	4.00	EN
Fall 2015	SPN	2200	INT SPANISH LANGUAGE & CIV I	С	3.00	EN
Sprg 2016	CHM	2041	CHEMISTRY FUNDAMENTALS IB	NC	3.00	EN
Sprg 2016	DEP	2004C	DEVELOPMENTAL PSYCHOLOGY	В	3.00	EN
Sprg 2016	HSC	3147	INTRODUCTION TO PHARMACOLOGY	В	3.00	EN
Sprg 2016	HUN	2201	FUNDAMENTALS HUMAN NUTRITION	В	3.00	EN
Summ 2016	CHM	2041	CHEMISTRY FUNDAMENTALS IB	С	3.00	EN
Summ 2016	HSC	3537	MEDICAL TERMINOLOGY	Α	3.00	EN
Summ 2016	THE	2000	THEATRE SURVEY	Α	3.00	EN
Fall 2016	CHM	2046	CHEMISTRY	C+	3.00	EN
Fall 2016	HSA	3111	FUNDAMENTALS II U.S. HEALTH CARE	Α	3.00	EN
Fall 2016	HSC	3110	SYSTEMS MEDICAL SELF	Α	3.00	EN
= " aa			ASSESSMENT	_		
Fall 2016 Sprg 2017	SYO CHM	4400 2046L	MEDICAL SOCIOLOGY CHEMISTRY	В	3.00 1.00	EN IP
C 2047	нсо	2550	FUNDAMENTALS LAB		2.00	ID.
Sprg 2017 Sprg 2017	HSC HSC	3559 3593	DISABILITY AM SOC HIV DISEASE: A HUMAN		3.00 3.00	IP IP

Total Attempted Credit Hours = 114

Student Financial Assistance

Step Three: Determine number of Successfully Completed Credit Hours

*Note - Successfully Completed Hours are defined as completion of a course (1000-level or above and certain Remedial courses) for which a grade of A, B, C, D, or S is earned by the end of the enrollment term. Keep in mind a grade of D is considered successful for financial aid purposes.

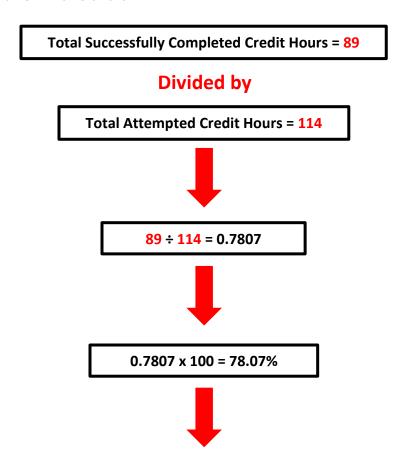
- 1. Exclude credit hours for which a grade of A, B, C, D, or S was not earned.
- 2. If any courses were repeated, only include credit hours for one successful attempt even if successful grade was earned for each attempt. (see courses marked with ★)
- 3. Save number of Successfully Completed Credit Hours for Step Four

Term				1	Course History			
Summ 2013 SLS 1501 STRAT FOR SUCCESS IN C+ 3.00 EN		Term	Subject	Catalog Nbr	Title	Grade		Туре
Summ 2013 SLS 1501 STRAT FOR SUCCESS IN C+ 3.00 EN		Summ 2013	ENC	1101	COMPOSITION I	B-	3.00	EN
Fail 2013			SLS		STRAT FOR SUCCESS IN	C+		EN
Fail 2013 ENC 1102 COMPOSITION B+ 3.00 EN		Fall 2013	СНМ	2040	CHEMISTRY	NC	3.00	ΕN
## Fall 2013 PSY 2012 GENERAL PSYCHOLOGY D 3.00 EN Sprg 2014 COM						_		
Sprg 2014	*					D	3.00	EN
Sprg 2014						C+	3.00	EN
Repeat Code: K - Repeat Grade Sprg 2014 REL 2300 WORLD RELIGIONS D 3.00 EN	4				COLLEGE ALGEBRA			
Summ 2014 AMH 2010 Summ 2014 STA 2023 STATISTICAL METHODS C 3.00 EN								
Summ 2014 STA 2023 STATISTICAL METHODS C 3.00 EN		Sprg 2014	REL	2300	WORLD RELIGIONS	D	3.00	EN
Fall 2014								
Fall 2014								
Fall 2014 MAC 1114C COLLEGE C 3.00 EN		Fall 2014	AMH	2020		С	3.00	EN
Fall 2014 POS 2041 AMERICAN NATIONAL C 3.00 EN		Fall 2014	СНМ	2040		NC	3.00	EN
Fall 2014 POS 2041 AMERICAN NATIONAL C 3.00 EN		Fall 2014	MAC	1114C	COLLEGE	С	3.00	EN
Sprg 2015		Fall 2014	POS	2041	AMERICAN NATIONAL	С	3.00	EN
Repeat Code; P - Repeated Grade Counts in G		Cprg 2015	BCC	20100		D	4.00	EN
Sprg 2015	*				BIOLOGII	U	4.00	LIN
Sprg 2015 MAC					CHEMISTRY	NC	3.00	EN
Sprg 2015 SLS 2311C OVERVIEW OF SELECT C+ 2.00 EN		, ,			FUNDAMENTALS IA			
Summ 2015 BSC 2010C Repeat Code: K - Repeat Best Grade Summ 2015 CHM 2040 CHEMISTRY C 3.00 EN Fundamentals IA Eall 2015 BSC 2011C BIOLOGY I D 4.00 EN Fundamentals IA Eall 2015 CHM 2041 CHEMISTRY W 3.00 EN Fall 2015 CHM 2041 CHEMISTRY W 3.00 EN Fall 2015 MAC 2311C CALCULUS W ANALYTIC F 4.00 EN GEOMETRY I Fall 2015 SPN 2200 INT SPANISH LANGUAGE C 3.00 EN Sprg 2016 CHM 2041 CHEMISTRY NC 3.00 EN Sprg 2016 CHM 2041 CHEMISTRY NC 3.00 EN Sprg 2016 DEP 2004C DEVELOPMENTAL B 3.00 EN Sprg 2016 HSC 3147 INTRODUCTION TO B 3.00 EN Sprg 2016 HUN 2201 FUNDAMENTALS HUMAN B 3.00 EN Summ 2016 CHM 2041 CHEMISTRY C 3.00 EN Summ 2016 CHM 2041 CHEMISTRY C 3.00 EN Summ 2016 CHM 2041 CHEMISTRY C 3.00 EN FUNDAMENTALS IB Summ 2016 THE 2000 THEATRE SURVEY A 3.00 EN FUNDAMENTALS II Summ 2016 CHM 2046 CHEMISTRY C+ 3.00 EN Fundamentals II U.S. HEALTH CARE A 3.00 EN FUNDAMENTALS II Summ 2016 CHM 2046 CHEMISTRY C+ 3.00 EN FUNDAMENTALS II SUSHEALTH CARE A 3.00 EN FUNDAMENTALS II U.S. HEALTH CARE A 3.00 EN SYSTEMS Fall 2016 HSC 3110 MEDICAL SELF A 3.00 EN ASSESSMENT		Sprg 2015	MAC	1140C			3.00	EN
Repeat Code: K - Repeat Best Grade Summ 2015 CHM 2040 CHEMISTRY FUNDAMENTALS IA Fundamentals IA Fundamentals IA Fundamentals IA Fundamentals IA Fundamentals IA Fundamentals IB Fundamentals IA Fundamentals IB Fundamentals IA Funda		Sprg 2015	SLS	2311C		C+	2.00	EN
Summ 2015	*				BIOLOGY I	С	4.00	EN
Fall 2015 BSC 2011C BIOLOGY D 4.00 EN					CHEMISTRY	C	3.00	FN
Fall 2015 CHM 2041 CHEMISTRY FUNDAMENTALS IB					FUNDAMENTALS IA			
Fall 2015 MAC 2311C CALCULUS W ANALYTIC F 4.00 EN								
Fall 2015 SPN 2200 INT SPANISH LANGUAGE C 3.00 EN					FUNDAMENTALS IB			
SCIVI		Fall 2015	MAC	23110		г	4.00	EN
Sprg 2016 DEP 2004C DEVELOPMENTAL B 3.00 EN		Fall 2015	SPN	2200		С	3.00	EN
Sprg 2016		Sprg 2016	CHM	2041		NC	3.00	EN
Sprg 2016		Sprg 2016	DEP	2004C	DEVELOPMENTAL	В	3.00	EN
Sprg 2016		Sprg 2016	HSC	3147	INTRODUCTION TO	В	3.00	EN
Summ 2016		Sprg 2016	HUN	2201	FUNDAMENTALS HUMAN	В	3.00	EN
Summ 2016		Summ 2016	CHM	2041	CHEMISTRY	С	3.00	EN
Fall 2016 CHM 2046 CHEMISTRY C+ 3.00 EN Fall 2016 HSA 3111 U.S. HEALTH CARE A 3.00 EN SYSTEMS SYSTEMS A 3.00 EN Fall 2016 HSC 3110 MEDICAL SELF A 3.00 EN ASSESSMENT ASSESSMENT A 3.00 EN		Summ 2016	HSC	3537		Α	3.00	EN
FUNDAMENTALS II Fall 2016 HSA 3111 U.S. HEALTH CARE A 3.00 EN SYSTEMS Fall 2016 HSC 3110 MEDICAL SELF A 3.00 EN ASSESSMENT					THEATRE SURVEY			
Fall 2016 HSA 3111 U.S. HEALTH CARE A 3.00 EN SYSTEMS SYSTEMS A 3.00 EN Fall 2016 HSC 3110 MEDICAL SELF A 3.00 EN ASSESSMENT		Fall 2016	CHM	2046		C+	3.00	EN
Fall 2016 HSC 3110 MEDICAL SELF A 3.00 EN ASSESSMENT		Fall 2016	HSA	3111	U.S. HEALTH CARE	Α	3.00	EN
Fall 2016 SYO 4400 MEDICAL SOCIOLOGY B 3.00 EN		Fall 2016	HSC	3110	MEDICAL SELF	Α	3.00	EN
		Fall 2016	SYO	4400	MEDICAL SOCIOLOGY	В	3.00	EN

Total Successfully Completed Credit Hours = 89

Step Four: Complete the Completion Ratio Calculation

- Divide Successfully Completed Credit Hours by Attempted Credit Hours
 a. 89 ÷ 114 = 0.7807
- 2. Multiply result by 100 to obtain percentage
 - a. $0.7807 \times 100 = 78.07\%$
 - b. Do NOT round this number up or down
- 3. If percentage is 70% or higher, you have met the completion standard for financial aid. If it is lower than 70%, you have not met the completion standard for financial aid.



Completion Ratio = 78.07%

This student's completion ratio is above 70%, so they are meeting the completion standard for financial aid.