

## Introduction

Section 668.14 of Subsection C of the Student Assistance General Provisions Regulations published in the Federal Monitor of December 1, 1987, requires that an institution establish, publish, and apply reasonable standards for measuring whether a student is maintaining satisfactory progress in his or her course of study in order for the student to receive financial aid under a Title IV program of the Higher Education Act. Modifications to the SAP rules became effective on July 1, 2011.

## Financial Aid SAP Policy – Undergraduate Students

All students enrolled at Greenville University are subject to the academic standards printed in the Academic Information section of the University Catalog. *In addition*, students who receive financial aid awarded under Title IV Programs of the Federal Code must meet other requirements as described in this statement of *Satisfactory Academic Progress (SAP)* in order to remain eligible for Federal or Illinois Student Aid.

The Greenville University Financial Aid Director works in conjunction with the Academic Committee to ensure that all students meet the University SAP and Financial Aid SAP standards. Review of student status in all areas of SAP will take place at the end of each payment period Fall, Spring and Summer. However, all terms of enrollment are included in SAP calculations including Interterm (January), May Term, August Term.

Credit hours transferred from prior schools will be considered in establishing a student's academic classification (freshman, sophomore, etc.).

## Satisfactory Academic Progress Standards

In order to be eligible for federal or state financial aid, a student must maintain three SAP standards. These standards are:

1. The GPA (Qualitative) Standard.
2. The Pace of Progress (Quantitative) Standard.
3. The Maximum Time Frame (Degree Completion) Standard.

Failure to fulfill any one standard may result in the student becoming ineligible for federal or state financial aid.

### 1. The GPA (Qualitative) Standard

Undergraduate students must achieve and maintain a satisfactory *cumulative* grade point average (CGPA) of at least a 2.0.

Graduate students must achieve and maintain a satisfactory *cumulative* grade point average (CGPA) of at least a 3.0.

## 2. The Pace of Progress (Quantitative) Standard

Each student must complete at least 67% of all credit hours attempted in order to qualify for financial aid the following semester.

## 3. The Maximum Time Frame

Students must complete a degree in no more than 150% of the stated time frame for a degree program. Students should consult the University Catalog to find the duration of their degree program and multiply that number by 1.5 to determine the credit hour limit that applies to their financial aid.

For example: The student's degree program requires a minimum of 123 credit hours for graduation. The student is eligible to receive federal and state financial aid until the student completes 185 credit hours. A student, who does not complete his /her program within this time frame can continue to attend but will be placed on Financial Aid Suspension and will not be able to receive financial aid.

Semesters in which the student did not receive federal or state funds are counted in the Maximum Time Frame Standard.

All attempted courses, withdrawals, and transfer-in credit hours (except incompletes) at the University are counted toward the 150% eligibility.

Federal Lifetime Limits also affect financial aid eligibility for federal student loans and the Federal Pell Grant program.

- Federal Pell Grant Lifetime Limit is 600% of the maximum Pell Grant or the equivalent of 12 semesters.
- Federal Direct Subsidized Loan Lifetime Limit for undergraduates is \$23,000.
- Federal Direct Unsubsidized Loan Lifetime Limit for undergraduate dependent students is \$8,000 or \$34,500 for independent students.
- Federal Direct Unsubsidized Loan Lifetime Limit for graduate students is \$138,500.

When changing programs of study, a student must apply to the Registrar to have his or her major changed. All attempted courses, withdrawals, and transfer-in hours (except incompletes) at the University are counted toward the 150% eligibility. SAP-status of a student will be applied in continuation from one program to another.

**Satisfactory Academic Progress Status**

There are four designations used to describe a student's SAP status. These designations are:

- A. SAP Financial Aid Eligible.
- B. SAP Financial Aid Warning.
- C. SAP Financial Aid Suspension.
- D. SAP Financial Aid Probation.

**A. Eligible Status**

Eligible Status is assigned to a student who is in good standing under all three SAP Standards. Student remains eligible for financial aid.

**B. Warning Status**

Warning Status is assigned to a student who fails any one of the three SAP standards (GPA, Pace of Progress, or Maximum Time Frame). The student may continue to receive federal or state financial aid for a subsequent semester (Warning Semester).

No SAP Appeal is necessary. If the student fails SAP at the end of the Warning Semester, the student will be placed on SAP Financial Aid Suspension.

For the student who has failed to achieve or maintain SAP for a regular semester:

- The Financial Aid Director will provide the student with written notification of his or her status.
- The student will remain on *SAP Warning* for one semester.
- If at the end of the semester, the student on *SAP Warning* achieves SAP, then he or she is returned to a *SAP Eligible Status*.
- If at the end of the semester, the student on *SAP Warning* fails to achieve SAP, then the student will be placed on *SAP Suspension*.

**C. SAP Suspension Status**

A *SAP Suspension Status* is assigned to a student who fails to meet SAP standards at the end of the Warning semester.

- The student is not eligible for federal or state financial aid for the current and subsequent semesters.
- The student may submit a Financial Aid SAP Appeal to the Financial Aid Director to avoid loss of federal or state financial aid.
- If the student's *SAP Appeal* is approved, the student will be placed on *SAP Probation* for one semester and will continue to receive federal and state financial aid.

Sitting out for a semester does not affect a student's SAP standing. Absence does not restore eligibility to receive federal or state financial aid.

The student subject to *SAP Suspension* for an additional time will be allowed to submit an additional *SAP Appeal* request to the Financial Aid Director. The Financial Aid Director may allow an additional semester on Financial Aid Probation Status or may deny eligibility for federal and state financial aid indefinitely.

The *SAP Suspension* Status may be removed when a student successfully completes the Suspension or submits a SAP Appeal.

Complete the suspension:

- Completes at least 12 credit hours at Greenville University without financial aid; and
- Achieves a minimum 2.0 cumulative GPA (3.0 cGPA for Graduate students); and
- Completes 67% of all attempted credit hours.

#### SAP Appeal Process:

Submit a *SAP Appeal*:

- Submit a SAP Appeal Letter to the Financial Aid Office within the stated timeframe.
- Submission of an appeal is not a guarantee of approval and/or reinstatement of federal financial aid eligibility.

The student's appeal must include:

- An explanation of why the student failed to make Satisfactory Academic Progress; and
- A detailed explanation of how the student plans to achieve Satisfactory Academic Progress.

Students are notified via their GU Email address of the whether or not their SAP Appeal has been approved or denied.

If a student's SAP Appeal is approved, the student will be assigned *SAP Probation* status. The student's SAP status will be evaluated within one semester.

All SAP decisions are final.

#### D. SAP Probation Status

*SAP Probation Status* is assigned to a student who is failing to make SAP and who successfully appeals. Eligibility for aid may be reinstated for one payment period (semester).

- A student on *SAP Suspension* is placed on *SAP Probation Status* only after he or she has submitted a *SAP Appeal* and his or her appeal is approved.
- *SAP Probation Status* will not be granted automatically.

- The *SAP Probation* student must make SAP at the end of the probation semester.
- An approved appeal decision will require a student to arrange an Learning Contract with the Student Success Office.

**Consideration for Special Circumstances – Additional Appeals**

If the student is still not making SAP at the end of the *SAP Probation* period, the Greenville University Financial Aid Director may allow a student to submit an additional *Financial Aid SAP Appeal*. Review of an additional *SAP Appeal* will be granted for situations in which a student faces extenuating circumstances beyond his or her control such as (but not limited to) a death of a parent, or student injury or illness. A student who fulfills the steps of a Learning Contract with the Student Success Office, and who submits an appeal letter to the Financial Aid Director, may also be considered for approval of an additional *SAP Probation* period.

Approval of an additional appeal may require the student to successfully follow an academic plan to continue receiving financial aid.

Any exceptions to this policy will be made on an individual basis and in compliance with federal, state, and institutional regulations governing financial aid.

**Additional SAP Considerations – Course Incompletes, Withdrawals, Etc.**

Frequency of Progress Checks – The official check of Satisfactory Academic Progress will occur for each semester of attendance.

Notification – If a student fails to achieve Satisfactory Academic Progress, the student will be notified via the student's GU email address. Included in this communication will be information on the student's status, the effect of this status on the student's financial aid eligibility, and any actions the student must take.

Incomplete Course Grades – Students who fail to complete at least 67% of attempted credit hours because of incomplete grades will be placed on SAP Warning or Suspension Status. When the Incomplete (I) grade is changed to a passing or failing grade, SAP is re-calculated. For a student who does not receive Title IV aid, the SAP Policy is still applicable, and this period is accounted for in the maximum duration calculation of the program. An Incomplete grade (I) may be changed to a passing grade once the student satisfactorily completes all the course requirements as set by the course instructor.

Remedial Coursework –

For the SAP Qualitative component, the remedial course grade is incorporated into the student's GPA and the student's progress is assessed under the normal SAP standards of the University.

For the SAP Quantitative component, remedial coursework is included in the normal SAP assessment, even though the credit hours are excluded from determining the student's program graduation requirements. Because the student's remedial work is scattered among regular coursework and taken as the student progresses and makes academic choices, a separate quantitative assessment of just the remedial work would not be practical. If the student fails the remedial coursework more than once, the Student Success Office (based on the student's Learning Contract) and the Registrar determine if the student should be allowed to continue enrollment.

Withdrawals – Any student who fails to complete 67% of attempted cum credit hours because of withdrawal from classes will be placed on *SAP Warning or Suspension*. If a withdrawn student returns to Greenville University, the University will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal.

Repetition of Classes - Federal regulations require that credits from all attempts be included when assessing if the student meets the quantitative SAP standard.

Re-establishing Eligibility – A student may also be reinstated for financial aid after attaining the required 2.0 cum GPA (3.0 cum GPA for Graduates) or meeting 67% of Pace. While ineligible for aid because of Suspension, the student may still enroll at the University and pay on a cash basis. No Financial Aid will be awarded during the Suspension period.