

Student Financial Services  
Satisfactory Academic Progress Policy (SAP)

**Graduate & Professional Studies**  
Effective July 1, 2016

**Purpose**

Federal regulations (668.34) require institutions to establish a reasonable satisfactory academic progress (SAP) policy for determining whether an otherwise eligible student is making satisfactory academic progress in his or her educational program and may receive assistance under the title IV, HEA programs. The policy must be at least as strict as the policy the institution applies to a student, who is not receiving assistance under the Title IV, HEA programs.

**Requirements of the SAP Policy:**

The following components are measured to determine whether the student is meeting SAP standards: *Qualitative*, *Quantitative*, and *Maximum Timeframe*. These measures are reviewed annually (end of the summer terms) for currently enrolled and re-admitted students.

**Qualitative Measure**

Cumulative Grade Point Average

In order to retain financial aid eligibility a student must progress according to the following grade scale:

**Hours Attempted Minimum Cumulative GPA**

Undergraduate Program 2.00

Graduate Program 3.00

A student's cumulative program GPA is calculated using only those grades earned at the University for his or her current program of study. The program GPA is computed by adding the program applicable cumulative grade quality points earned (calculated by multiplying the credit hours and the weight of the grade earned in the course) and dividing it by the program applicable cumulative total number of credit hours completed. Courses from which the student withdraws are not included in the program GPA calculation for the qualitative measurement.

**Qualitative Exclusions**

The following are *excluded from the qualitative* computation:

- Waivers
- National Testing Programs
- AUDIT (AU)
- Incomplete (I)

**Quantitative Measure (Completion Ratio)**

The quantitative component is measuring the pace at which the student must progress through his or her program of study to ensure completion within the maximum timeframe permitted and provides for the measurement of the student's progress at the end of each evaluation. Credits accepted from other schools that may be applied to an Averett University degree are counted in the calculation as both attempted and completed hours. To meet the quantitative requirement, the student's completion ratio must be 67% or higher.

**Maximum Time Frame Measure**

The *Maximum Timeframe* is a period of no longer than 150% of the published length of the education program, as measured in credit hours. The quantitative measure is calculated using the following formula:

Cumulative number of credit hours the student successfully completed

Cumulative number of credit hours the student attempted

**Included in Quantitative Calculation**

The following are included as attempted in the quantitative calculation:

- Withdrawal (W)
- Withdrawal/Failing (WF)
- Courses completed with the following grades:  
A, B, C, D, and F (+/-)
- Incomplete (I)

### **Transfer Credits - Qualitative**

A student's program GPA is calculated using only grades earned at the University in courses that are applicable to the program. Therefore, transfer credits will not apply when calculating the student's GPA at the University. Transfer credits include credits for all courses not completed at the University that are applied toward the completion of the student's degree program.

### **Transfer Credits - Quantitative**

Credits taken at another institution and accepted towards the student's academic program at the University are included in both attempted and completed hours when measuring the student's pace towards completion. Students who change programs at the University will be re-evaluated to determine which credits apply to the new major.

### **Repeat Courses**

A student may repeat a maximum of 2 courses, substituting the new grade and cancelling the previous hours attempted. The student must accept the grade on the repeated course even if the grade is lower than the prior grade. Grades for prior attempts are excluded when calculating the qualitative component. However, credits from all attempts are included when assessing if the student meets the quantitative component. After repeating five courses, no other course may be repeated unless the student earned a grade of **F** in a course required for his or her degree. In that case, the course may be repeated, but the previous grade and hours attempted will not be cancelled. Courses from other institutions will not be counted as repeats for courses at Averett.

### **Satisfactory Academic Progress Review**

- Satisfactory academic progress will be reviewed annually (at end of each payment period) for currently enrolled and re-admitted students.
- Transfer students will be reviewed for satisfactory academic progress once all official transcripts have been received and grades have been posted the Registrar's Office.

### **SAP Definitions:**

#### **Good Standing**

Students who are meeting all of the Standards of Satisfactory Academic Progress and are not in a period of "Probation", or "Disqualification are in good standing and no additional enrollment, advising, or academic plan requirements are specified.

### **Financial Aid Warning**

#### **Undergraduate**

1. Students will be placed on financial aid warning and receive a SAP Academic Plan. The University will disburse federal financial aid funds to students on financial aid warning status for one payment period. After one payment period SAP will be reviewed at this time and if student meets qualitative and/or quantitative measures, warning will be removed and student will be placed in good standing. If student does not meet either qualitative or quantitative measures, than Federal Title IV funding will be disqualified.

#### **Academic Plan**

1. Undergraduate students must earn 2.0 GPA during the probationary period to remain eligible for Title IV financial aid.
  2. Undergraduate students must earn 67% hours attempted during the probationary period to remain eligible for Title IV financial aid.
  3. Enroll only in the specific courses required for your current degree program each term.
  4. The Student Success Center will counsel students during the probationary period.
- The Student Financial Services Office will monitor the probationary period. Terms and conditions of appeal approval will be included in the SAP Appeal Form that the student must sign before financial aid will be awarded.

## **Graduate**

Whenever a student's cumulative graduate grade point average falls below the 3.0 level, the student will be placed on financial aid warning.

1. The student must achieve a grade point average of 3.0 within the next two courses (two three-hour courses) of enrollment or face dismissal from the program.
2. If the student's grade point average falls below acceptable levels for a second time, discontinuance will be automatic from the program. Students will be placed on financial aid disqualification and ineligible for federal financial aid.
3. The Student Financial Services Office will monitor the probationary period.
4. Terms and conditions of appeal approval will be included in the SAP Appeal Form that the student must sign before financial aid will be awarded.

## **Financial Aid Disqualification**

If a student does not meet SAP at the end of the reviewed period, he or she is not eligible for additional federal financial aid and will be placed on a financial aid disqualified status. Students who are placed on financial aid disqualification are ineligible for federal financial aid.

Note: The students must meet the University's SAP standards to maintain federal financial aid eligibility for future semesters.

## **Student Notification**

The University will notify students at any point during their enrollment if they are put on or taken off the Financial Aid Probation (FP) and Financial Aid Disqualification (FD), as these statuses affect student eligibility to receive federal financial aid.

## **SAP Appeal Procedures:**

If a student fails one or more of the three measures (*qualitative, quantitative and maximum time frame*) or is placed on Financial Aid Probation, the student is not eligible for federal financial aid. However, students failing SAP standards who have had mitigating circumstances (i.e., death in the family, illness, involuntary military leave or other special circumstances) may request reinstatement of their financial aid eligibility by completing the (SAP) Appeal form. Students must explain in the appeals process why they failed to achieve SAP and what has changed in their situations that would allow them to demonstrate SAP at the next evaluation. Students must demonstrate that they will be able to graduate within the maximum timeframe allowed.

## **SAP Appeals Decision:**

Students will be sent official notification of the appeals committee decision. The decision of the SAP Appeals Committee is final.

If the appeal is approved, the student is placed on Financial Aid Probation and the student's financial aid eligibility is reinstated for one subsequent payment period. During the Financial Aid Probation period, students placed on Financial Aid Probation will be provided a SAP Academic Plan.

At the conclusion of the payment period, if the student meets the standards of SAP, the Financial Aid Probation status will be removed. If the student meets the requirements of the SAP Academic Plan, the student will be assigned Financial Aid Probation for a subsequent payment period.

If the student fails to meet SAP standards or the requirements set forth in the SAP Academic Plan, the student will be deemed ineligible for financial aid.