



SATISFACTORY PROGRESS POLICY FOR TITLE IV AID

Federal Regulations require that for a student to continue receiving Title IV funds, they must maintain Satisfactory Progress. **SATISFACTORY ACADEMIC PROGRESS will be reviewed once a year at the end of the Spring semester for all students. Students who have an approved SAP appeal will be evaluated at the end of the Fall semester.**

Title IV funds include:

- Federal Pell Grants
- Federal Subsidized and Unsubsidized Loans
- Federal Parent Plus Loans
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study
- Federal Perkins Loan

HOW IS PROGRESS MEASURED?

Qualitative Progress

- **Undergraduate Students:**

<u>Hours attempted</u>	<u>GPA</u>
1-33	1.75
34-51	1.90
52+	2.00
- **Graduate students must maintain a 3.0 GPA.**

Quantitative Progress

- Successfully completing at least 67% of cumulative hours attempted.

Attempted Hours include:

- Repeat hours
- Pass/Fail Hours
- Incomplete Hours
- Withdrawn Hours
- Transfer Hours

Student Eligibility

- Students must be admitted and enrolled in a Degree Program.
- Undergraduate and Graduate students may not exceed 150% of the published length of their academic program.

Undergraduate Programs	Total Credit Hours	150% of academic program
School of Arts	121	182
School of Business	121	182
School of Engineering	131	197
School of Sciences	122	183
Interdisciplinary Programs	121	182

Graduate Programs	Total Credit Hours	150% of academic program
School of Arts	60	90
School of Business	48	72
School of Engineering	33	50
School of Sciences	48	72

Students Pursuing a Second Degree

- Must submit a Degree Completion Plan signed by the student as well as the Academic Advisor for their Degree Program. The Plan must indicate the courses required as well as the timeframe to complete the additional degree.
- If the student has attempted the maximum number of semesters or if their Degree Completion Plan will cause them to exceed that limit, they may be denied financial aid.

Failure to meet SAP Requirements

- All students that fail to meet SAP requirements will be notified.
 - Failure to receive notification does not dispute or reverse the termination of a student's eligibility to receive Financial Aid.
- If an appeal is approved, a term of **Financial Aid Probation** is granted for the Fall semester, and the student will be reevaluated at the end of the semester.
- If the student fails to meet SAP after evaluation at the end of the Fall semester, they will then be placed on **Financial Aid Suspension**. Students on Financial Aid Suspension cannot receive any Title IV Aid until both the Cumulative Grade Point Average and the Cumulative Completion Rate standards are met.
- Students may appeal the **Financial Aid Suspension status** prior to the start of the next term. This appeal would be considered for extraordinary circumstances.

Submitting an Appeal

- Students are required to fill out and turn in a **Satisfactory Academic Progress Appeal Form**, along with an academic plan that details the exact actions they will take to meet SAP standards.
- The plan of study will be designed to help the student get back to Satisfactory Progress which may include a reduced class load.
- Be sure to submit any supporting documents that confirm your situation along with your appeal. These may include medical records, police or court records, or a letter from your doctor. The Financial Aid Office will consider your appeal only once before the semester begins, so all relevant materials should be sent together to the address at the bottom of the form.
- **All appeals of financial aid status must be written and signed by the student. Incomplete appeals will not be reviewed.**

Please note that the above appeal process is for Federal Financial Aid only. All questions should be directed to your Financial Aid Counselor.