

## FEDERAL SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

---

The Higher Education Amendments of 1980 requires an institution to define and enforce standards of academic process toward degree completion as set forth in final federal regulations 668.16, 668.34. Students receiving financial aid funded by the Federal government (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH, Federal Work Study, Federal Perkins Loan, Federal Stafford Loans, and Federal PLUS Loans), State government, as well as all Ursuline College funding, must conform to the College's standards as outlined below. These guidelines must be equal to or higher than the academic standards set forth by Ursuline College and encourage students to successfully complete courses for which aid is received. These Financial Aid Standards of Academic Progress (SAP) are separate from, and in addition to, academic standards required by the College for continued enrollment. These rules apply to all students applying for aid, whether financial aid has been previously received. There are both quantitative (maximum time frame/completion rate) and qualitative (cumulative grade point average) measures in determining SAP for federal, state, and institutional financial aid. **Not meeting these requirements may result in the loss of all financial aid.**

### Monitoring of academic progress

To receive financial aid at Ursuline College, a student must be making satisfactory academic progress toward graduation and remain in good academic standing. Students' receiving financial aid will be reviewed after grades are finalized each fall, spring, and summer semester. The criteria by which academic progress is determined are cumulative grade point average (qualitative), the established maximum time frame allowed for completion of program and credit hour completion rate (quantitative).

Although Ursuline College will send notifications to the student, the student is fully responsible for monitoring their own academic progress as it relates to financial aid eligibility. The student should review their grade report each semester and compare it to the standards set forth in this SAP policy to determine if they are meeting (or failing to meet) the established criteria.

Evaluations will be done in a timely manner; however, the next term may be in progress at the time we are able to notify students of their ineligibility. Should the student be concerned that they may not have met the requirements, they may contact the Student Service Center during normal business hours.

Students will be notified via U.S. Mail, and their Ursuline e-mail accounts if they have failed the measurement. Students may appeal the decision.

## QUALITATIVE

### Cumulative Grade Point Average Requirement

The minimum GPA standards for financial aid eligibility must be equal to or higher than the standard set forth by Ursuline College for academic standing purposes. The specific requirements are as follows:

	<u>Semester Completed</u>	<u>GPA Required</u>
Undergraduates	1 <sup>st</sup> semester	1.80
	2 <sup>nd</sup> Semester	2.00
Graduates	Must maintain a minimum of at least a 3.0 cumulative GPA.	

## QUANTITATIVE

### Completion Rate

Undergraduates: Students must successfully complete a minimum of 70% of the total number of hours for which they are enrolled after the drop/add period (first week of the semester). All courses for which you are registered after the drop/add period of the semester are counted as an attempted course whether you withdraw from, receive a failing grade for, or otherwise fail to complete the course. A cumulative (all attempted coursework) completion rate of 70% must also be maintained. To determine the number of credit hours you are required to successfully complete during the semester or cumulatively to remain in compliance, multiply the number of hours for which you are/have enrolled at the end of the drop/add period of the semester by 0.70 (70%) rounded down to the nearest whole credit hour. For example:

Registered (Attempted) Hours	Required Hours to be Completed.
6	4 ( $70\% \times 6 = 4.2$ )
9	6 ( $70\% \times 9 = 6.3$ )
15	10 ( $70\% \times 15 = 10.50$ )
32	22 ( $70\% \times 32 = 22.4$ )
75	52 ( $70\% \times 75 = 52.5$ )
112	78 ( $70\% \times 112 = 78.4$ )

To determine your credit hour completion rate, take your total credit hours successfully completed and divide by the total credit hours you have attempted.

Accelerated – UCAP: Student enrollment is viewed on a per semester basis for SAP purposes, not per term. Students must successfully complete a minimum of 70% of the total number of hours for which they have registered for each semester and cumulatively (fall, spring, and summer). *See Undergraduates above for more details.*

Graduate/Professional: Students must successfully complete a minimum of 50% of their first semester courses and 70% all other semesters of the total number of hours for which they are enrolled after the first week of the semester and cumulatively. *See Undergraduates above for more details.*

Course Completion: For purposes of SAP calculations, successful completion of a course for all students are grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P (Pass Credit). All other grades, including F, Withdrawal (W, WX), I, (Incomplete), R, (Repeated), and NC (No credit or Pass no credit) will not be counted as a successful completion. (*PLEASE NOTE: Ursuline College does not offer remedial courses and for this reason the category of remedial coursework is not addressed in this SAP Policy.*)

Transfer and Repeated Coursework: Transfer hours accepted by Ursuline College and repeated coursework are considered in this ratio, but the approved transfer coursework will have no effect upon the cumulative grade point average. Only one grade for a repeated course will be reflected in the calculation of the student's GPA. *Repeated courses can be counted only once if the course was previously passed, otherwise no limit is considered.*

Incomplete (I) grades are counted as unsuccessful attempts. Only an incomplete that has been changed to an A, A-, B+, B, B-, C+, C, C-, D+, D, D- or P can be added to the number of hours completed for the term of the original registration. It is the students' responsibility to notify the Office of Financial Aid once an incomplete grade has been changed to a valid grade.

### **Maximum Time Frame for Eligibility**

Students must complete their degree program within 150% of the published length of their degree program or 180 credits for a standard Undergraduate program of 120 hours. Students cannot exceed the 150%-time frame and continue to receive financial aid. All semesters a student attends are calculated into the maximum time frame calculation, regardless of if aid was received. Transfer hours, withdrawn courses, and repeated courses are included in the total attempted hours.

Undergraduate programs that require a total of 120 credit hours must be completed by the time students have attempted 180 credit hours ( $120 \times 150\%$ ).

*The 150% maximum time frame allowance for completion of the program is intended to be long enough to allow for changes in major, loss of credit due to transfer, withdrawn coursework, addition of minor, double majors, etc.; therefore, no extensions of the maximum time frame will be granted for those reasons.*

### **Transfer Students**

Transfer students are awarded aid first semester without regard to probation status at the prior post-secondary institution. Academic progress will be reviewed to determine the status of each student in relationship to her/his program's maximum time frame. Once transfer credits are posted, they will be considered in our next SAP review. Transfer hours will be included in the cumulative number of hours earned and attempted as well as maximum time frame calculation.

### **SAP – Warning**

If a student fails to meet the criteria established for Satisfactory Academic Progress (SAP), the student will be placed on WARNING. For students in a warning status, financial aid from all sources will automatically continue for the subsequent semester of

enrollment. If the student does not return to satisfactory academic progress at the completion of the semester, the student will be placed on financial aid **SUSPENSION**. **Any student with a cumulative grade point average below a 1.0 is not eligible for the Warning period but will have all aid automatically cancelled and placed on Financial Aid Suspension.**

### **SAP – Financial Aid Suspension and the Appeal Process**

Students on financial aid **SUSPENSION** will lose eligibility for all federal, state, and institutional financial aid. Students who choose to attend Ursuline while on financial aid suspension may do so at their own expense and will not regain eligibility for financial aid until standards of academic progress are being met.

A student who believes extenuating circumstances prevented their compliance with satisfactory academic progress may appeal. A student must indicate in writing the reason it is believed that aid should not be terminated because of academic performance. A student may appeal on the basis of the student's injury or illness, the death of a relative, or other special circumstances. Once the appeal has been reviewed, the student will be notified in writing as to whether their appeal has been approved. For an appeal to be review, the following information must be submitted:

1. A **written explanation** of mitigating or extenuating circumstances that occurred during the semester in question, which could not have been anticipated prior to that period, and that adversely affected your ability to successfully complete the required coursework. (*Events such as the death of an immediate family member, extended illness suffered by the student, or other unforeseeable events that may have caused significant hardship for the student may be considered as examples of mitigating circumstances.*)
2. **Third party documentation** from a reputable source (*e.g., doctor, counselor, family service, police, etc.*) that has knowledge of both your personal situation and of the mitigation circumstances that you are claiming. Documentation should not only indicate the mitigation circumstance that caused you to have academic problems during the semester but also must clearly indicate that the circumstances that caused the problems have been rectified so that you will be able to successful in future terms.
3. A **detailed plan** with appropriate support mechanisms in place that will ensure the ability to achieve the semester hours and GPA requirements to return to satisfactory academic progress. Students may want to contact their Academic Advisor or Student Support Services for help in completing this detailed academic plan to ensure future academic success.

*Mail or drop your SAP Appeal and documentation to: The Office of Financial Aid, Ursuline College, 2550 Lander Road, Pepper Pike, Ohio 44124. Appeals submitted without proper third-party documentation and a detailed plan will not be reviewed and will be returned to you.*

In most cases, a decision will be rendered within two weeks of receipt of a fully completed appeal. Students whose appeal is denied will remain on **SUSPENSION** and will not receive financial aid until they have regained full eligibility by meeting the Standards of Academic Progress. All appeal decisions are final. Notification of the decision will be sent via U.S. Mail and via the students Ursuline e-mail account. Terms and conditions of the appeal approval will be included in the notification letter.

### **SAP – Probationary Period and Probation with an Academic Plan**

Students whose appeal is approved will be placed on a one semester Probationary Period. If it is apparent that the student cannot meet SAP requirements within a one term period, they will be placed on Probation with an Academic Plan and will have all aid reinstated on a semester-by-semester basis. To maintain eligibility, students must maintain Satisfactory Academic Progress or the requirements of their individualized Academic Plan. Failure to maintain GPA requirements and credit hours stipulations of the academic plan will result in suspension of financial aid.

### **Regaining Financial Aid Eligibility**

Students can regain full eligibility for financial aid by successfully completing coursework while in Suspension status that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours and raise their overall Cumulative Completion Rate for all coursework attempted to the 70% undergraduate or graduate level. Students who are ineligible to receive financial aid may use one or more of the following payment options while attempting to regain eligibility: student's own resources, Ursuline College Payment Plan, and/or Alternative/Private Educational Loans.