

FEDERAL SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Federal Regulations require that Ursuline College establish and implement a policy to measure whether students applying for and/or receiving financial aid are making satisfactory academic progress (SAP) toward a degree. This rule applies to all students applying for aid, whether or not 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 loss of all financial aid.** Below is an explanation of these requirements:

Monitoring of academic progress

Students' progress will be reviewed after grades are finalized each fall, spring, and summer semester to determine if the student is eligible to receive financial aid for subsequent enrollment periods. 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 their Ursuline e-mail accounts if they have failed the measurement. Students may appeal the decision.

Credit hour Requirement

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% x 6 = 4.2)
15	10 (70% x 15 = 10.50)
32	22 (70% x 32 = 22.4)
75	52 (70% x 75 = 52.5)
112	78 (70% x 112 = 78.4)

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 75% 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 or Developmental Courses). All other grades, including F, Withdrawal (W), I, (Incomplete), R, (Repeated), and NC (No credit or Pass no credit) will not be counted as a successful completion. 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.

Cumulative Grade Point Average Requirement

Your cumulative grade point average (GPA) must be equal to, or higher than, the standard established by Ursuline College. The specific requirements are as follows:

	Hours Attempted	GPA Required
Undergraduates	0-24	1.70
	24.1 – 48	1.90
	48.1 +	2.00
Graduates	Must maintain a minimum of at least a 2.5 GPA	

Maximum Time Frame for Eligibility

Students are required to complete their degree requirements within a specific time frame. Federal regulations require that students complete their degree program by the time they have attempted 150% of the hours normally required for the completion of the degree. For example:

Undergraduate programs that require a total of 128 credit hours must be completed by the time students have attempted 192 credit hours (128 x 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, 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.

SAP – Warning

Students who fail to meet SAP will be placed on Warning for the next semester. A Warning period will last for one semester. Students who fail to make SAP after one semester on Warning will lose all eligibility for financial aid and 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, but appeal that decision by following the procedures outlined below. Those wishing to utilize this process must be able to document mitigating circumstances that occurred during the course of the semester in question, that could not have been anticipated prior to that period, and that adversely affected their ability to successfully complete their 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.) To appeal, a student must:

1. Submit a signed and dated letter of appeal detailing your mitigating circumstances within 15 days of the date of notification of ineligibility.
2. Attach complete 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.** Appeals submitted without proper third party documentation will not be reviewed and will be returned to you.
3. In most cases, the SAP Appeals Committee will render a decision within 2 weeks of receipt of a fully completed Appeal. All decisions of the SAP Appeals Committee are final. Notification of the decision will be sent via the students Ursuline e-mail account.
4. Students whose SAP Appeal is approved will receive financial aid for the next semester on a SAP Probation period or SAP Probation with an Academic Plan period.
5. Students whose SAP Appeal is denied will remain on SAP – Financial Aid Suspension and not receive financial aid until they have regained full eligibility by meeting the SAP standards.
6. Terms and conditions of appeal approval will be included in the notification letter.
7. Mail or drop your SAP Appeal or documentation to: The Office of Financial Aid, Ursuline College, 2550 Lander Road, Pepper Pike, Ohio 44124.

SAP – Probation or Probation with an Academic Plan

Students who successfully appeal Financial Aid Suspension will be placed on Probation or Probation with an Academic Plan and will have all aid reinstated. To maintain eligibility, students must maintain Satisfactory Progress or the requirements of their individualized Academic Plan. Once any of these requirements are not met, the student will again be placed on Financial Aid Suspension.

Regaining Financial Aid Eligibility

Students can regain full eligibility for financial aid by successfully completing coursework while in Financial Aid 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% 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.