



Policy Governing: Satisfactory Academic Progress

Date of last revision: January 2024

All institutions participating in the Federal Student Aid Program must have in place a Satisfactory Academic Progress (SAP) standard which contains both a qualitative and quantitative measure, defines the maximum timeframe for degree completion which cannot exceed 150% of the credits required for graduation, and which is at least as stringent as the criteria used to measure satisfactory progress for students who are not receiving federal aid.

In accordance with federal regulation, the University of Providence has established the following policy regarding Satisfactory Academic Progress:

Qualitative Standard:

- Undergraduate Students must maintain a 2.0 GPA
- Graduate Students must maintain a 3.0 GPA
- A grade of “I” may count negatively in the qualitative standard if the grade is reverted to an F grade

Quantitative Standard:

- Student must successfully complete at least 67% of courses attempted
- Grades of W, WP, WF, I, RD, F and all repeated courses are all included in the computation used to determine completion ratio
- Grades of “I” will be counted as attempted but not completed. Once the course is complete and a grade is earned, the calculation for completion will be reassessed based on the earned grade
- Transfer credits will be factored into completion ratio as both attempted and completed

Maximum Time Frame:

- For an associate degree the maximum allowable attempted credits are 90
- For a bachelor’s degree the maximum allowable attempted credits are 180
- The maximum timeframe for graduate students is 150% of the credits required by program

SAP is reviewed at the end of each semester. Students who fail to maintain SAP will be placed on financial aid **warning** for the next semester enrolled. Students on warning may receive financial aid; however, they must bring performance up to an acceptable SAP level in the next term enrolled or they will be suspended from further financial aid eligibility at the University.

Students who receive a semester GPA of 1.0 or less in their first semester will be placed on financial aid suspension and must appeal to be considered for future financial aid. This is to ensure a new student is placed on an academic plan which will assist the student in being successful.

At any given semester, students who earn a semester GPA of between 1.0 – 1.99 will be placed on financial aid warning. This policy aligns with our academic policy and ensures that students are aware of the consequences of an unsuccessful semester.

Financial Aid suspension may be appealed in writing. The appeals should be addressed to the Suspension Appeals Committee and will be reviewed by the Suspension Appeals Committee. Appeals must be received by the date indicated on the suspension letter. Late appeals will be reviewed on a case-by-case basis. Generally, appeals will be granted for **extraordinary circumstances beyond the student's ability to control, such as illness or death of an immediate family member or personal injury or illness**. As a minimum, the appeal **must** include the following:

- A detailed statement, plus documentation as appropriate, explaining the circumstances that have led to failure to meet the established SAP standards.
- A statement as to how the student will again conform to SAP standards.

For students appealing a suspension due to reaching maximum time frame, a detailed letter explaining the reason for failing to graduate in the allotted time, and a planner signed by both the student and academic advisor showing the courses remaining and the semesters in which the courses will be completed to reach graduation must be provided.

Students who successfully appeal a Financial Aid suspension are placed on Financial Aid **probation** for one term if it is realistic to assume the student could return to good standing in that timeframe. At the end of the probation term, students must be meeting SAP or they will be suspended from receiving Financial Aid.

Students who successfully appeal suspension but are not realistically able to return to good standing in one term are placed on a personalized academic plan which is monitored each term until the student returns to good standing. Those students approved for a maximum time frame extension will be monitored for course completion as outlined by the appeal and planner. Students who do not follow the academic plan, or plan set out for maximum timeframe will be suspended.

If it is apparent that a student will not be able to meet the qualitative or quantitative requirements prior to reaching the maximum hours allowed for the degree enrolled, the student will immediately be placed on Financial Aid Suspension, and no further Federal Aid will be authorized.

Students who have appeals that are denied may not appeal the decision, as the Suspension Appeals Committee decisions are final.

Students who are suspended may regain eligibility for financial aid by reestablishing their GPA and completion ratio using their own resources. Students will be required to show completion of at least 6 credits with a 2.0 or better GPA to be considered for an additional appeal.

Reference: Federal Student Aid Handbook, Volume 1, Chapter 1