

SATISFACTORY ACADEMIC PROGRESS POLICY

In order for students to receive financial aid, they must maintain Satisfactory Academic Progress (SAP) towards a degree.

Students are required to complete 67% of the credit hours attempted, as well as to maintain a minimum GPA as listed in the table below:

Hours Earned	Cumulative GPA
0-15	1.70
16-30	1.80
31-45	1.90
46-120	2.00

ATTEMPTED HOURS INCLUDE

Incompletes: which are treated as Fs.

Course repetitions: when a course is repeated, the most recent grade will be used in the calculation of GPA but the credits are counted as attempted for each course taken; and remedial coursework. Credits are counted even if financial aid was not being received at the time. The 67% completion rate helps to ensure that a student will complete their degree within the maximum time frame allowed, and still be eligible for Federal student aid, which is 180 credits, or 150% attempted/earned credits. However, if it is deemed mathematically impossible to complete the degree within that maximum time-frame, federal aid eligibility will end at that time. Once a student hits 120 attempted credits, the Financial Aid Office will require that the student complete a degree audit with their academic advisor. (A notice will be sent to the student explaining their current standing). This audit must be submitted prior to additional Title IV aid being awarded.

Taking courses that are not specific to their degree, or dropping courses during the semester, can affect aid eligibility as all attempted courses are counted in the SAP calculation. Course registration is monitored utilizing our campus based system.

All transfer credits accepted and applied towards an SAU degree plan are counted at 100% completed. A maximum of 90 credits will be counted for a student enrolling who has a prior bachelor's degree. **We do not count transfer GPA in our calculation.**

If a student changes majors, all credits attempted at the University are counted towards SAP and may expedite the need for the degree audit. Appeals of the 150 percent period will be allowed on a case-by-case basis. See the Financial Office for details.

Note - academic scholarships require a minimum GPA of 2.0 at all times and premier academic scholarships (Ambrose, Honors, Trustees, and Presidential scholars) require a

minimum GPA of 3.25 at all times and eligibility lasts up to four academic years. This policy does not guarantee receipt of institutional aid..

GRADUATE STUDENTS

Most Graduate students are required to maintain a 3.0 GPA by their respective departments. The exception for graduate work holds that a GPA of 2.8-2.99 shall be deemed satisfactory progress provided the GPA is raised to 3.0 after no more than two consecutive semesters. This equates to no more than 2 C grades, which are then offset by 2 A grades. Students will be monitored both by the Financial Aid Office and by their departments. A graduate appeal consists of the SAP Appeal Form, and a letter from their department, which states they are allowing them to continue.

APPEAL PROCESS

SAP is monitored after each spring semester. If a student fails to maintain SAP, he/she will be deemed unsatisfactory and financial aid will be suspended for future terms, including summer term.

A student may appeal the financial aid suspension by submitting a letter, along with the SAP Appeal Form (which will be sent to you with your notice, and is available in Student Financial Services), to the **SAP Appeals Committee**, comprised of Financial Aid Office staff members. The letter must include an explanation as to why Satisfactory Progress was not maintained and what has changed that will allow the student to make SAP at the next evaluation at the end of the upcoming spring term. Documentation to support the appeal must accompany the letter and SAP Appeal Form. Appeals will be considered for pertinent situations that were beyond the student's control. For example, a health issue that prohibited class attendance or a documented, work-related interruption. Please contact the Financial Aid Office for further guidance at 563-333-5775.

The SAP Appeals Committee will approve an appeal if it is determined that the student will be able to make SAP standards by the end of the next academic year OR as determined by advising that it will take multiple terms to regain satisfactory standing, which is outlined in their Academic Plan. The student's registration will be monitored each term to make sure they are following the outlined course plan and making progress.

If an appeal is approved and the student still does not make SAP by the end of the academic year or Academic Plan period, whichever the case may be, the student's financial aid will be suspended. At that time, the student may appeal in person to the SAP Appeals Committee. Further eligibility for financial aid will be determined at that time.