

Satisfactory Academic Progress (SAP) Policy

Federal and State regulations require that all students receiving financial aid funds must meet and maintain a set of academic standards that demonstrate they are meeting Satisfactory Academic Progress (SAP).

Student financial aid recipients are evaluated at the end of each semester/term. All semesters are taken into account including semesters/terms when no financial aid funds were received. SAP is measured in terms of qualitative (grade-based) and quantitative (time-based) standards.

- **Academic Progress:** All students must achieve a minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale.
- **Pace:** Pace is the successful completion of a percentage of all attempted courses. Students must successfully complete 67% of all attempted credits. This is determined by dividing the total hours earned by the total hours attempted. Transfer General Education courses and Pomeroy College of Nursing courses both count towards pace. Grades of F, WD (withdrawal) and I (incomplete) are considered attempted credits but not meeting SAP standards.
- **Maximum Timeframe:** Students must complete their program within 150 percent of the normal timeframe of the program as measured in credit hours. Therefore, the Pomeroy College of Nursing Program is 65 credits, and the maximum timeframe would be 97 credit hours. Following the maximum timeframe component a student who has reached or attempted 97 credit hours towards this program will cease financial aid eligibility.

Financial Aid Warning: Students who have been receiving Title IV federal financial aid and fail to meet one or more of the SAP minimum standards at the end of a semester will be placed on Financial Aid Warning. Students will be notified via email by the Financial Affairs Officer of their financial aid status. While on Financial Aid Warning, students will be eligible to receive Title IV federal financial aid.

Students who do not meet the minimum standards of SAP after the semester of Financial Aid Warning will be denied eligibility for future semesters until they are able to meet the minimum standards of SAP or submit an appeal that is approved.

Satisfactory Academic Progress Appeal Procedures and Financial Aid Probation: Students who fail to meet one or more of the SAP minimum standards after one semester of Financial Aid Warning will be sent an email notifying them that they will no longer be eligible to receive Title

IV federal financial aid funds. Students have the option to appeal the loss of Title IV federal financial aid.

- **Appeal Process:** Students who wish to appeal must submit a letter to the Financial Affairs Officer if the failure to maintain SAP was due to extenuating circumstances (i.e., significant injury or illness of the student or the death of an immediate family member). Students must attach documentation to support their appeal and explain what change has occurred in their situation allowing them to demonstrate SAP in the next evaluation. If the appeal is not approved, the student is not eligible for Title IV federal financial aid.
- **Financial Aid Probation:** If the appeal is approved, a student will be placed on one semester of Financial Aid Probation. If more than one additional semester is needed to meet the SAP requirements, Pomeroy College of Nursing may develop an Academic Plan with the student whereby the student will be able to meet the SAP minimum standards within a reasonable time frame. While on Financial Aid Probation and on an Academic Plan, students will be eligible to receive Title IV federal financial aid.

If a student fails to meet the minimum standards of SAP after one semester of Financial Aid Probation or fails to meet the terms of the Academic Plan, the student will be denied any additional Title IV federal financial aid.

Re-establishing Federal Financial Aid Eligibility: Students who lose eligibility for Title IV federal financial aid may complete the courses at their own expense so that they can meet the SAP minimum standards and regain eligibility to receive Title IV federal financial aid.