

17 Satisfactory Academic Progress

The Department of Education requires institutions to establish and apply reasonable standards for measuring satisfactory academic progress (SAP) in a student's educational program for the purpose of determining eligibility for financial aid under Title IV HEA programs. This policy will outline the definition of student progress towards a degree, the consequences to the student if progress is not achieved, and how a student can reestablish eligibility.

Institutions are required to measure satisfactory academic progress using both quantitative and qualitative standards. These standards are defined below. Failure to meet either the quantitative or qualitative standard requirement will result in a warning, probation, or a suspension of financial aid.

17.1 Quantitative Standards

Maximum Accumulation of Credits/150% Rule

Each academic program has a published program length, measured in credit hours. Students will not be eligible for financial aid for any credits that are attempted in excess of 150% of the published credit length of their program. Credits transferred to the University shall be included in the calculation of attempted and completed credits for the purpose of determining the total 150% timeframe. Credits earned while a student is not receiving Title IV aid will also count toward the 150% timeframe. Any course with a grade of “W”, “WU”, or “WF” will counted in the credits attempted calculation. If after review of a student’s satisfactory academic progress status it is determined that a student will exceed 150% of the published program length, or will be unable to complete his or her program within the 150% timeframe, his or her Title IV financial assistance will be suspended. Students may appeal the loss of financial aid eligibility due to the 150% rule. The appeal process is defined within the “Appeals and Reinstatement” section of this policy.

Examples:

Degree	Published Program Length (Credits)	150% Credit Limit
Associates	70	105
Bachelors	120/128	180/192
Masters	30 - 48	45 - 72
Doctorate	60	90

The undergraduate and graduate handbooks define the number of credits needed to complete each program.

Students in the standard term programs should complete at least 67% of the credits they attempt in a semester in order to stay on track to complete their program within the maximum timeframe.

Minimum Rate of Successful Course Completion

Students must earn at least 67% of the credits that they attempt. Satisfactory academic progress is checked at the end of each payment period for non-term programs, and the end of every semester (including the Summer term for those enrolled in it) for standard term programs. Credits transferred to the University shall be included in the calculation of attempted and completed credits. Courses in which a student receives an incomplete will be counted as attempted but not as earned credits. Once an incomplete is resolved, a student can notify the Financial Aid Office to have their rate of completion reevaluated. Grades of W, WU, and WF will be treated as attempted and not earned. Courses that are repeated will be treated as attempted, but only will count as earned credits once. A student can repeat a course that they receive an “F” grade (fail) in, and receive aid, as many times as it takes to pass the course. A student can repeat a course that they received a “passing” grade in, and receive aid, only once. Developmental (remedial) coursework will be counted as attempted and earned as long as a

minimum grade of C or better is achieved. Courses taken as audit are not counted as attempted or earned credits.

Examples:

Credits Attempted	Minimum Necessary Credits Earned
24	17
48	33
72	49
96	65

17.2 Qualitative Standard

Minimum Grade Point Average

Students must maintain an acceptable cumulative grade point average (GPA) throughout the duration of their programs. For undergraduates, the minimum cumulative GPA shall be 2.0. For graduate students, the minimum cumulative GPA shall be 3.0. A student's GPA is officially checked at the end of every payment period for non-term programs, and at the end of every semester for standard term programs.

A student's cumulative GPA is calculated using only those credits and grades earned at Stritch. The GPA is computed by multiplying the credit hours for each course by the quality points earned for each grade received. The quality points for all courses recorded are totaled, and this number is divided by the total number of semester credits graded. All courses are included in the computation except those in which grade of "W" (Withdrawal), "WU" (Unofficial Withdrawal), "S" (Satisfactory), "DV" (Developmental Credit), "I" (Incomplete), and "AU" (Audit) are received. Please note, while a grade of "W" or "WU" are not included in the GPA computation, a grade of "WF" (Failing Unofficial Withdrawal) is.

A grade change will cause a student's GPA to be recalculated. A student should notify the Financial Aid office to have their SAP reevaluated in the case of a **grade change**. In the case of an Incomplete, the GPA will be recalculated. Depending on what the grade is changed to, the GPA will increase or decrease. If the grade is changed to an F a student could potentially now be failing the Qualitative and Quantitative standards for SAP.

Students taking "DV" (Developmental/Remedial credits) must receive a "C" grade or better in those courses to be considered in good SAP standing.

Students in the Doctoral program – since no GPA is calculated – will be considered in good SAP standing if they receive a grade of a "LP" (Low Pass) or higher for the courses they complete.

Undergraduate level prerequisite courses taken as part of a graduate degree program are not included in calculating the GPA.

For courses that are retaken by a student, the grade awarded for the course the first time it was taken remains on the transcript, but is no longer counted in the GPA.

17.3 Students who are changing Majors or Degrees and 2nd Degrees

When a student changes his/her major, any courses taken under the old major will be included in the SAP calculations for the new major.

When a student changes his program or degree track any coursework from the old program/degree track that applies to the new program/degree track will be included in the SAP calculations.

When a student is pursuing a 2nd degree, any courses that were taken during the 1st degree that are transferred in to apply to the student's 2nd degree will be included in the SAP calculations.

17.4 Consequences of Failing to meet SAP Standards

Financial Aid Warning Status

Any student who does not meet satisfactory academic progress during a given semester or payment period will be put on financial aid warning status for the following semester. A student may receive financial aid while on warning. No appeal is necessary for students on warning status. A student will be notified in writing that his/her financial aid is now in a warning status.

Financial Aid Probation Status

If after a semester of financial aid warning a student has not reestablished eligibility based on the qualitative or quantitative standards described above, the student has lost eligibility for financial aid. The student may submit an appeal to the Financial Aid Office (the appeal process is described below). This appeal will be reviewed by the SAP committee and, if approved, will allow the student to be placed on probation status (if denied, see Financial Aid Suspension Status below). If it is determined that a student cannot regain eligibility after one semester/payment period on probation, an academic plan may need to be established. Failure to adhere to the academic plan would result in the student being placed on a financial aid suspension status. A student will be notified in writing that his/her financial aid is now in a probationary status along with any conditions associated with this status. It is the student's responsibility to meet these conditions. Conditions may include (but are not limited to) weekly meetings with Academic Support, check-ins with a student's advisor, etc.

Financial Aid Suspension Status

Any student who is failing the SAP standards and who does not appeal, has an appeal denied, or does not agree to adhere to an academic plan (if necessary) as part of their probationary status, will be placed on financial aid suspension. A student on suspension has lost eligibility for financial aid. The process for re-establishing eligibility is outlined below. A student will be notified in writing that his/her financial aid is now in a suspended status and how to reestablish financial aid eligibility.

17.5 Reestablishing Financial Aid Eligibility

If a student loses eligibility for financial aid, he or she will need to obtain a minimum 2.0 cumulative GPA (undergrad) or 3.0 cumulative GPA (graduate), and re-establish a completion percentage of at least 67% for attempted coursework while not receiving financial aid at the University. He or she will have to notify the Financial Aid Office once the above minimums have been achieved to verify if eligibility for financial aid can be reinstated for further coursework. A student who transfers to another institution and then reenrolls at the University will need to have sufficient transfer credits to obtain the above quantitative standards in order to reestablish eligibility for financial aid.

17.6 Appeals and Reinstatements

Students are able to appeal the loss of financial aid eligibility due to their failure to meet satisfactory academic progress standards after a semester or payment period on financial aid warning status. Students are also able to appeal the 150% rule if they feel there are extenuating circumstances that prevented them from completing their program of study within this defined limit. Circumstances that may warrant an appeal include, but are not limited to, the following examples: medical reasons, full-time employment, or being out of school for a long period of time. Previous non-receipt of federal financial aid funds does not qualify as an extenuating circumstance.

As part of the appeal, a student is required to provide information regarding why he or she failed to make satisfactory progress, and what has changed in the student's personal situation that will allow them to demonstrate satisfactory academic progress at the end of his or her next semester or payment period.

A student who is failing SAP would address this appeal to the Financial Aid Office. Appeals will be reviewed by a SAP committee on the second and fourth Thursday of every month. The SAP committee will be comprised of two members of the Financial Aid Office, with one member representing either the Director or Associate Director level, a member of the One-Stop services team, a member of the Registrar's Office, and a member of the College of Business and Management advising team. This committee will be responsible for reviewing the appeals and either reinstating eligibility for financial aid via the financial aid probationary status, or placing a student in financial aid suspension status. The decision of the committee is final.

Students will be notified in writing of the appeal decision within approximately two weeks of the committee's meeting.

