

# Susquehanna University

## Financial Aid Standards of Satisfactory Academic Progress (SAP)

### Effective Fall term 2011

In accordance with federal regulations, this policy applies to all students requesting Title IV (Pell Grant, Federal Supplemental Educational Opportunity Grant, Perkins Loan, Federal Work-Study, Direct Student Loan, Direct Parent PLUS Loan, TEACH Grant) federal financial aid regardless of whether federal aid has been received previously. These regulations require that recipients of federal financial aid maintain a satisfactory rate of progress toward completion of a degree (i.e. pace) and must be in good standing based on a cumulative GPA.

Student academic records will be reviewed at the end of each enrolled term (i.e., fall semester, spring semester, and summer session), after grades are transcribed by the Registrar's Office. All enrollment terms, including summer, must be considered in the determination of SAP, even enrolled terms for which the student did not receive federal financial aid.

## Satisfactory Academic Progress Requirements:

- **Pace:** Students must successfully complete 67% of their cumulative, attempted credit hours as transcribed by the Registrar's Office.

### Examples of Pace Requirement:

1. A student who has attempted a total of 12 credits must have successfully completed at least 8\* credits ( $12 \times 0.67 = 8.04$ ).
2. A student who has attempted a total of 16 credits must have successfully completed at least 11\* credits ( $16 \times 0.67 = 10.72$ ).
3. A student who has attempted a total of 32 credits must have successfully completed at least 21\* credits ( $32 \times 0.67 = 21.44$ ).
4. A student's SU transcript reflects 24 transfer or AP credits. If the student has attempted a total of 60 credits of SU coursework, s/he must have successfully completed at least 56\* credits, including transfer and AP credits ( $(24 + 60) \times 0.67 = 56.28$ ).

**\*Note:** Pace calculations that do not result in whole numbers are rounded to the nearest whole credit.

- **GPA requirement:**

**All students** must maintain a minimum, cumulative GPA corresponding with the table below, as transcribed by the Registrar's Office.

<b>Credits Attempted (Including Transfer and AP Credits)</b>	<b>Minimum Cumulative Grade Point Average</b>
<b>1-25</b>	<b>1.7</b>
<b>26-56</b>	<b>1.8</b>
<b>57+</b>	<b>2.0</b>

- **Maximum Time Frame:** The maximum time frame refers to the maximum number of allowable credits attempted. Students who attempt more than 194 credits will be ineligible for financial aid for any coursework attempted beyond the 194<sup>th</sup> credit. Transfer credits reflected on a student's SU academic transcript count as attempted credit hours. Students who exceed the maximum time frame are not eligible for federal financial aid.
- **Maximum Time and Additional Undergraduate Degrees:**

Students pursuing a second undergraduate, **baccalaureate degree, including Teacher Interns**, are limited to 90 attempted credit hours of work between receipt of the first degree and completion of the second. Second degree students may not receive federal financial aid beyond 90 attempted credit hours of enrollment in the second undergraduate degree program.

## **Review Process:**

### **Frequency**

Satisfactory Academic Progress will be evaluated at the end of each enrolled term (i.e. fall, spring, and summer) regardless of whether the student received financial aid. Students not meeting SAP requirements will be notified either by letter or by message to their SU email account.

### **Financial Aid Warning**

When a student fails to meet all SAP requirements, s/he is placed on **Financial Aid Warning** for the next enrolled term, with these exceptions:

1. Any student previously placed on financial aid warning will be placed on **Financial Aid Suspension**. A student under financial aid suspension will not receive federal financial aid due to failure to make SAP.
2. Any student who has exceeded the maximum time frame for his degree program will be placed on **Maximum Time Suspension**. A student under maximum time suspension will not receive federal financial aid due to failure to complete degree requirements within the maximum allowable attempted credit hours.

**During the Financial Aid Warning term, a student is eligible for federal financial aid.** Students on financial aid warning will be reviewed at the end of the next term of enrollment and are expected to be making satisfactory academic progress, per the above requirements, by that time.

### **Financial Aid Suspension and Maximum Time Suspension**

**Students under Financial Aid Suspension or Maximum Time Suspension are not eligible for federal financial aid**, including federal student loans (Direct Student Loans – both subsidized and unsubsidized, Perkins, and Direct Parent PLUS Loans).

Below are the options available to students under suspension who wish to reestablish federal financial aid eligibility.

#### **Financial Aid Suspension Options:**

1. Pay for the next semester/session on your own and have SAP status reevaluated after completion of that term; or
2. Submit an appeal for exception to SAP requirements.

#### **Maximum Time Suspension Options:**

1. Pay for the remaining semesters/sessions on your own; or
2. Submit an appeal of SAP requirements.

## **Appeal Process:**

### **Acceptable Circumstances**

Students who have extraordinary, personal circumstances have the right to appeal financial aid and/or maximum time suspension. Acceptable circumstances include:

- the death or serious injury or illness of an immediate relative
- a serious injury or illness of the student which required medical intervention
- significant, unanticipated family obligations
- catastrophic loss (e.g. flood, fire, etc.)
- other special circumstances

## **SAP Appeal Form**

Students who wish to appeal must submit a written appeal to the Vice President for Enrollment Management. The Vice President for Enrollment Management reserves the right to request additional information on a case by case basis.

### **SAP appeals should be submitted to:**

Katie Erdley  
Student Financial Services  
Susquehanna University  
514 University Avenue  
Selinsgrove, PA 17870  
Fax: 570-372-2722

## **SAP Appeal Notification**

The student will be notified by letter or by message to their SU email account of the results of the SAP appeal.

**Approvals:** The student should carefully review the SAP appeal notification, which will outline the unique, individualized SAP requirements (i.e. academic plan) the student must meet in order to maintain eligibility for federal financial aid. For example, a student who has failed to meet the 67% pace requirement, may be told in the appeal notification that /she must maintain a higher minimum pace on a term by term basis, as well as earn a certain minimum gpa each term, in order to maintain eligibility for federal financial aid.

**The student must keep the appeal notification for future reference.**

**Denials:** If an SAP appeal is denied, the decision is final for the enrollment term specified by the student on the appeal form. A student may be able to re-establish eligibility on his own, for future enrollment terms, by completing sufficient credit hours and/or improving his GPA such that he then meets the SAP requirements. Please contact The Office of Financial Aid if you have questions about reestablishing eligibility.

## **Financial Aid Probation**

A student is considered to be on **Financial Aid Probation** during the first term s/he receives federal financial aid under an approved SAP appeal.

## **Important - Please Note:**

**A successful appeal of academic suspension is unrelated to financial aid suspension and does not result in reinstatement of a student's financial aid eligibility.** Appealing one's financial aid suspension status is a separate process.

## **EC/I/N (Extended Credit / Incomplete / Not Reported) Grades:**

Courses for which a student receives a grade of "I" (incomplete) are included in the number of attempted hours, but do not count as earned credits hours for SAP purposes. **The Registrar will notify the Financial Aid Office of all grade changes (i.e., a change from "I" to "B") and SAP status will be reviewed.**

## **Repeating Courses:**

Some students repeat courses they have passed in order to raise their grade point averages (GPA). Be aware that repeating a course for which credit has been earned (a grade of "D-" or higher received), will **not** result in additional, earned (i.e. new) credit. When repeating courses for which credit has already been earned, students should plan their class schedules carefully to ensure that they continue to meet SAP requirements.

## **Withdrawals:**

Courses for which a student receives a grade of "W" are included in the number of attempted hours, but do not count as earned credit hours for SAP purposes.

## **Transfer Credits:**

Transfer credits reflected on a student's SU academic transcript are counted as both attempted and earned credit hours for SAP purposes.

## **Credit for CLEP Exams:**

Credits earned through CLEP exams, as reflected on a student's SU academic transcript, are counted as both attempted and earned credit hours for SAP purposes.

## **Advanced Placement Credit:**

Credits for advanced placement courses, as reflected on a student's SU academic transcript, are counted as both attempted and earned credit hours for SAP purposes.

## **Other Grades:**

Courses for which Satisfactory or Unsatisfactory grades are received count as both attempted and earned credit hours for SAP purposes.

*Courses for which a student receives the grade of "AU" (audit) will not count as attempted or earned for SAP courses*

## **Non-Transcripted Courses:**

Non-transcripted courses are not counted as attempted or earned credit hours for SAP purposes. The list includes: MATH-099 College Mathematics Prep, PRDV-002 Approaching College Texts, and PRDV-003 College Success Strategies. This list is subject to change as other non-transcripted courses are added to the curriculum.

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