

FEDERAL SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

The Higher Education Amendments of 1980 requires an institution to define and enforce standards of academic process toward degree completion as set forth in final federal regulations 668.16, 668.34. Students receiving financial aid funded by the Federal government (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH, Federal Work Study, Federal Perkins Loan, Federal Stafford Loans, and Federal PLUS Loans), State government, as well as all Ursuline College funding, must conform to the College’s standards as outlined below. These guidelines encourage students to successfully complete courses for which aid received. These Financial Aid Standards of Academic Progress (SAP) are separate from, and in addition to, academic standards required by the College for continued enrollment. These rules apply to all students applying for aid, whether or not financial aid has been previously received. There are both quantitative (maximum time frame/completion rate) and qualitative (cumulative grade point average) measures in determining SAP for federal, state, and institutional financial aid. **Not meeting these requirements may result in loss of all financial aid.**

Monitoring of academic progress

In order to receive financial aid at Ursuline College, a student must be making satisfactory academic progress toward graduation, and remain in good academic standing. Students’ receiving financial aid will be reviewed after grades are finalized each fall, spring, and summer semester. The criteria by which academic progress is determined are cumulative grade point average, the established maximum time frame allowed for completion of program and credit hour completion rate.

Although Ursuline College will send notifications to the student, the student is fully responsible for monitoring their own academic progress as it relates to financial aid eligibility. The student should review their grade report each semester and compare it to the standards set forth in this SAP policy to determine if they are meeting (or failing to meet) the established criteria.

Evaluations will be done in a timely manner, however the next term may be in progress at the time we are able to notify students of their ineligibility. Should the student be concerned that they may not have met the requirements, they may contact the Student Service Center during normal business hours.

Students will be notified via U.S. Mail and their Ursuline e-mail accounts if they have failed the measurement. Students may appeal the decision.

Credit hour Requirement

Undergraduates: Students must successfully complete a minimum credit hour completion rate of 70% of the total number of hours for which they are enrolled after the drop/add period (first week of the semester). All courses for which you are registered after the drop/add period of the semester are counted as an attempted course whether you withdraw from, receive a failing grade for, or otherwise fail to complete the course. A cumulative (all attempted coursework) completion rate of 70% must also be maintained. To determine the number of credit hours you are required to successfully complete during the semester or cumulatively to remain in compliance, multiply the number of hours for which you are/have enrolled at the end of the drop/add period of the semester by 0.70 (70%) rounded down to the nearest whole credit hour. For example:

Registered (Attempted) Hours	Required Hours to be Completed
6	4 (70% x 6 = 4.2)
9	6 (70% x 9 = 6.3)
15	10 (70% x 15 = 10.50)
32	22 (70% x 32 = 22.4)
75	52 (70% x 75 = 52.5)
112	78 (70% x 112 = 78.4)

Accelerated – UCAP: Student enrollment is viewed on a per semester basis for SAP purposes, not per term. Students must successfully complete a minimum of 70% of the total number of hours for which they have registered for each semester and cumulatively (fall, spring and summer). See *Undergraduates above for more details.*

Graduate/Professional: Students must successfully complete a minimum of 75% of the total number of hours for which they are enrolled after the first week of the semester and cumulatively. See *Undergraduates above for more details.*

Course Completion: For purposes of SAP calculations, successful completion of a course for all students are grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P (Pass Credit or Developmental Courses). All other grades, including F, Withdrawal (W), I, (Incomplete), R, (Repeated), and NC (No credit or Pass no credit) will not be counted as a successful completion. *Repeated courses can be counted only once if the course was previously passed, otherwise no limit is considered.*

Incomplete (I) grades are counted as unsuccessful attempts. Only an incomplete that has been changed to an A, A-, B+, B, B-, C+, C, C-, D+, D, D- or P can be added to the number of hours completed for the term of the original registration. It is the students’ responsibility to notify the Office of Financial Aid once an incomplete grade has been changed to a valid grade.

Cumulative Grade Point Average Requirement

Your cumulative grade point average (GPA) must be equal to, or higher than, the standard established by Ursuline College. The specific requirements are as follows:

	Hours Attempted	GPA Required
Undergraduates	0 - 24	1.70
	24.1 – 48	1.90
	48.1 +	2.00
Graduates	Must maintain a minimum of at least a 2.5 GPA	

Maximum Time Frame for Eligibility

Students must complete their degree program within 150% of the published length of their degree program or 192 credits for a standard Undergraduate program of 128 hours. Students cannot exceed the 150% time frame and continue to receive financial aid. All semesters a student attends are calculated into the maximum time frame calculation, regardless if aid was received. Transfer hours, withdrawn courses, and repeated courses are included in the total attempted hours.

Undergraduate programs that require a total of 128 credit hours must be completed by the time students have attempted 192 credit hours (128 x 150%).

The 150% maximum time frame allowance for completion of the program is intended to be long enough to allow for changes in major, loss of credit due to transfer, withdrawn coursework, minor, double majors, etc.; therefore no extensions of the maximum time frame will be granted for those reasons.

PLEASE NOTE: State Aid is limited to ten full-time semesters, Ursuline funding is limited to eight full-time semesters, Federal Pell Grant is limited to twelve full-time semesters, and the Federal Stafford Loan programs have maximum aggregate borrowing limits, regardless of whether or not the student has reached the 192 credit hour limit.

Transfer Students

Transfer students are awarded aid first semester without regard to probation status at the prior post-secondary institution. Academic progress will be reviewed to determine the status of each student in relationship to her/his program's maximum time frame. Once transfer credits are posted, they will be considered in our next SAP review. Transfer hours will be included in the cumulative number of hours earned and attempted as well as maximum time frame calculation.

SAP – Warning

In the event that a student fails to meet the criteria established for Satisfactory Academic Progress (SAP), the student will be placed on WARNING. For students in a warning status, financial aid from all sources will automatically continue for the subsequent semester of enrollment. If the student does not return to satisfactory academic progress at the completion of the semester, the student will be placed on financial aid SUSPENSION. **Any student with a cumulative grade point average below a 1.0 is not eligible for the Warning period, but will have all aid automatically cancelled and placed on Financial Aid Suspension.**

SAP – Financial Aid Suspension and the Appeal Process

Students on financial aid SUSPENSION will lose eligibility for all federal, state, and institutional financial aid. Students who choose to attend Ursuline while on financial aid suspension may do so at their own expense and will not regain eligibility for financial aid until standards of academic progress are being met.

A student who believes extenuating circumstances prevented their compliance with satisfactory academic progress may appeal. A student must indicate in writing to the Appeals Committee the reason why it is believed that aid should not be terminated as a result of academic performance. Once the appeal has been reviewed, the student will be notified in writing as to whether their appeal has been approved. In order for an appeal to be review, the following information must be submitted:

1. A **written explanation** of mitigating or extenuating circumstances that occurred during the course of the semester in question, that could not have been anticipated prior to that period, and that adversely affected your ability to successfully complete the required coursework. (*Events such as the death of an immediate family member, extended illness suffered by the student, or other unforeseeable events that may have caused significant hardship for the student may be considered as examples of mitigating circumstances.*)
2. **Third party documentation** from a reputable source (*e.g. doctor, counselor, family service, police, etc.*) that has knowledge of both your personal situation and of the mitigation circumstances that you are claiming. Documentation should not only indicate the mitigation circumstance that caused you to have academic problems during the semester, but also must clearly indicate that the circumstances that caused the problems have been rectified so that you will be able to successful in future terms.
3. A **detailed plan** with appropriate support mechanisms in place that will ensure the ability to achieve the semester hours and GPA requirements to return to satisfactory academic progress.

PLEASE NOTE: Mail or drop your SAP Appeal and documentation to: The Office of Financial Aid, Ursuline College, 2550 Lander Road, Pepper Pike, Ohio 44124. Appeals submitted without proper third party documentation and a detailed plan will not be reviewed and will be returned to you.

In most cases, the Appeals Committee will render a decision within two weeks of receipt of a fully completed appeal. Students whose appeal is denied will remain on **SUSPENSION** and will not receive financial aid until they have regained full eligibility by meeting the Standards of Academic Progress.

All decisions of the Appeals Committee are final. Notification of the decision will be sent via U.S. Mail and via the students Ursuline e-mail account. Terms and conditions of the appeal approval will be included in the notification letter.

SAP – Academic Plan

Students whose appeal is approved will be placed on an Academic Plan and will have all aid reinstated on a semester by semester basis. To maintain eligibility, students must maintain Satisfactory Academic Progress or the requirements of their individualized Academic Plan. Failure to maintain GPA requirements and credit hours stipulations of the academic plan will result in suspension of financial aid.

Regaining Financial Aid Eligibility

Students can regain full eligibility for financial aid by successfully completing coursework while in Suspension status that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours, and raise their overall Cumulative Completion Rate for all coursework attempted to the 70% undergraduate level or 75% graduate level. Students who are ineligible to receive financial aid may use one or more of the following payment options while attempting to regain eligibility: student's own resources, Ursuline College Payment Plan, and/or Alternative/Private Educational Loans.