

Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress Policy

A. OVERVIEW

Whether or not a student has or will receive financial aid, Federal regulations require Lourdes University to establish and implement a policy to measure if a student is making satisfactory academic progress toward a degree or certificate. The school must evaluate students' Satisfactory Academic Progress (SAP). Lourdes evaluates progress at the end of spring semester, summer semester, and the end of fall semester. Every student's progress is measured at each evaluation as follows:

- Qualitative Progress (GPA Requirement)
- Quantitative Progress (Quantity of Work Completed)
- Pace of Progress toward degree (Program Completion Requirements)

These criteria evaluate: the quality and quantity of the academic work you complete and progress toward completion of your academic program. The satisfactory academic progress requirements listed below are minimum standards. Students are encouraged to exceed all of the requirements whenever possible.

This policy indicates the standards used to measure Satisfactory Academic Progress (SAP) at Lourdes University for purposes of financial aid eligibility. Funds affected by this policy include all applicable federal, state, and college administered funds including but not limited to Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Perkins Loan, Federal Stafford Loans, Parent Loan for Undergraduate Students (PLUS), Federal Work Study, ACG and SMART Grants, State Scholarship and Grant programs, all scholarships administered and/or provided by Lourdes University. (Lourdes Employee and Dependent Waivers are not included in this policy.)

The criteria contained in the policy are applied to all eligible students. This policy applies to undergraduate and graduate students who are enrolled either full time or part time. Degree and Certificate seeking students are evaluated after each semester (fall/spring/summer). Students not meeting the requirement(s) of the policy are notified.

Students who fail to make Satisfactory Academic Progress are initially given a Warning period during which time they may continue being awarded aid (if otherwise eligible.) Students who do not meet the requirements by the end of the Warning period are denied future financial aid. A student may appeal the termination of financial aid due to exceptional circumstance. Exceptional circumstances may include but are not limited to illness, death of an immediate family member, or traumatic events in the student's life.

B. REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

B1. Qualitative Progress Requirement

1. Degree seeking Undergraduate students' cumulative Lourdes grade point average (GPA) will be evaluated each semester. Undergraduate students must have a minimum GPA of 2.0 (A=4.0) by the end of the equivalent of the second academic year of academic work. The 'second academic year' is defined as two semesters of attendance in Lourdes standard academic year (fall/spring).
2. For Graduate students, Qualitative Progress requires that students remain in good standing in their programs of study as determined by their academic department; at Lourdes 3.0 cumulative GPA is required. All Graduate programs, including Certificate Graduate programs, are evaluated at the end of each regular semester (fall/spring).

B2. Quantitative Progress Requirement (the quantity of academic work completed)

Undergraduate students must meet at least the Minimum Completion Rate in the chart that follows.
(Further clarification of terms and details follow the chart below)

A	B
If your Credit Hours Attempted at Lourdes plus your Transfer Hours accepted toward your Lourdes program are:	Then you must be completing courses you are enrolled in at a <u>Minimum Completion Rate (MCR)</u> of:

1 – 24	50%
25 – 48	60%
49 – 72	68%
73 – 96	70%
97 – 180	70%

- **Attempted hours** are defined as any course that the student is enrolled in as of the Financial Aid Freeze Date. Included in this evaluation are: dropped and withdrawn hours if the action occurs on or after the Freeze date; enrollment in initial and repeated courses; incomplete courses (“I” grades); and transfer hours that would count toward your current academic program.
- **Transfer hours*** are those transfer credit hours that have been accepted by Lourdes to apply toward your current degree..
- **Earned Hours = Hours successfully completed at Lourdes and any transfer hours that Lourdes will count toward your current degree.** Lourdes courses are successfully completed if a grade range is A, B, C, D, or S. Every semester for which a student registers is evaluated in the overall calculation, including those in which the student did not receive federal financial aid.
- **Financial Aid Freeze Date:** A student’s aid is based on his/her enrollment as of this date. Financial Aid Freeze Dates and additional details are published online at both the Academic and Financial Aid web pages of Lourdes website, www.lourdes.edu.
- **Remedial Coursework:** A student is limited to taking 30 developmental credit hours while receiving federal financial aid. Federal financial aid programs will not cover any developmental courses taken after the reaching the maximum 30 hours. These courses include but are not limited to Chemistry 098, English 097, English 098, Math 097, Math 098.
- **Repeat Coursework:** Students may receive financial aid for repeating courses. However, if retaking a previously passed course, financial aid can only be use for **one repeat** of the course even if the second attempt results in a lower grade. Any courses repeated will be used in the calculation of a student’s Satisfactory Academic Progress status. Each repetition will count towards the attempted hours. Only the courses being counted the GPA calculation will be counted in completed hours for SAP. Limits on repeated courses are outlined in the Academic Catalog.

*Note: Transfer student hours may reflect all transfer hours from your previous school(s) not just those that apply toward your Lourdes academic program. Because of this you may not be meeting minimum completion rate. You will need to supply something from your Academic Advisor noting the number of transfer hours that apply toward your program with your Appeal form, should you decide to Appeal.

- **Graduate Students** must satisfactorily complete 67% of the courses they attempt.

B3. Pace of Progress toward degree – Degree Completion Requirements

In summary, a student is expected to complete a degree/certificate program within a prescribed time frame.

- **Graduate students:** The maximum number of credit hours a student may attempt and be considered eligible for financial aid is 50 hours or 150% of the credit hours required for graduation.
- **Undergraduate students:** The maximum timeframe for which an undergraduate student may receive financial assistance may not exceed 150% of the published length of the student’s academic program measured in credit hours, whether or not federal aid was received by the student during this time. For instance, if the published length of an academic program is 120 credit hours, the maximum time frame during which the student will be eligible to receive financial aid must not exceed 180* credit hours, note this will include any accepted transfer hours and prior learning credits that apply toward the degree.

*120 credit hours X 150% = 180 credit hours.

C. CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

C1. Warning

The first time a degree seeking student fails to maintain satisfactory academic progress by the end of the payment period/semester, a Warning period is automatically given; certificate seeking students are monitored at the end of each semester also. The student will receive a letter of warning and the student does not need to appeal. The student has this warning period to improve his/her standing so he/she can meet the requirements of this policy. During this Warning period the student will receive financial aid through the regular

process, assuming the student meets all other eligibility requirements. If after this warning period the student fails to improve enough to meet the satisfactory academic requirements, financial aid eligibility will be terminated.

C2. Termination of Aid - Appeal Process

A student who has had his/her financial aid terminated after a Warning period because he/she is not meeting the requirements of this policy, has the right to appeal. A student may appeal the termination of financial aid due to exceptional circumstance. Exceptional circumstances may include but are not limited to illness, death of an immediate family member, or traumatic events in the student's life. The student must provide supporting documentation to demonstrate the circumstance for not meeting the requirements of this policy.

Outcome of the Appeal can be 1) aid continues to be terminated, or 2) the aid may be reinstated for a probation period determined by the Director of Financial Aid. The Director of Financial Aid makes final determination.

Students who wish to appeal should follow the steps and deadlines below.

Appeal Steps Students who wish to appeal their termination of financial aid must complete the following steps:

1. Complete and submit a signed and dated Satisfactory Academic Progress (SAP) Appeal form.
2. Provide all required or requested documents.
3. Provide non-returnable copies of supporting documentation with the appeal form, such as grade changes, medical documentation, or other materials supportive of the appeal.
4. The Appeal form and all documents should be received at Lourdes Financial Aid Office marked, "Attention: *SAP Appeal.*"

Of Note: Neither paying for one's classes without financial aid or sitting out (not attending) classes for any period of time affects a student's academic progress standing, the appeal process must still be completed when the student again applies for financial aid.

Notification of SAP Status Students will be notified if their SAP status is not 'SAP Met'. Students in warning status will receive a paper letter and an email within one week of SAP process. Students who are in terminated status will receive a paper letter, email and phone call informing them.

Where to get an Appeal Form: An Appeal form may be sent with the Termination of Aid Letter. Appeal forms can also be downloaded and printed from www.lourdes.edu/financialaid, then 'Forms.' Forms are also available at the Financial Aid Office.

Appeal Deadline: File your Appeal as early as possible. Allow up to 21 days to process your appeal once received by the Financial Aid Office. Students whose appeals are denied and are enrolled on or after the Financial Aid Freeze date will be responsible for their financial obligations to the University.

Notification of Appeal Determination: Students are normally notified in writing through both their Lourdes email account and U.S. Mail if their appeal for reinstatement of financial aid is approved or denied.

Continuation of Financial Aid, Possible Aid Limitations

Some programs, such as scholarships may have criteria that are higher than these satisfactory academic progress standards. Meeting the minimum satisfactory academic progress standards does not ensure automatic renewal of all programs. Students who are on probation will have conditions explained in their appeal letter.