

## Undergraduate and Graduate Satisfactory Academic Progress Policy 16-17

### Summary

Urbana University has established standards for measuring Satisfactory Academic Progress (SAP) for students receiving Title IV assistance {§668.16(e)}. All Undergraduate and Graduate students are measured according to these standards at the end of each term, which constitutes a payment period {§668.34(a)(3)(ii)}.

The standards set by the Financial Aid Office are stricter than the standards that Urbana University applies academically to all other non-Title IV recipients {§668.16(e)(1)}. A student's full academic history at Urbana University is included in the evaluation of SAP to determine eligibility, regardless of whether the student has previously received Title IV aid (FSA Handbook 13-14, Vol. 1, Chap 1, pg 10).

### SAP Status Progression

A student's status, as related to SAP, is associated with a descriptive indication of the reason that caused the student to become withdrawn. A file can include one of the following statuses:

**Table 1: SAP Status Progression**

SAP Results Code	SAP Status	Detailed Description
<b>SAP = SATISFACTORY</b>		
	Satisfactory	Student has met all standards
<b>SAP = Suspension</b>		
Communication Code: SAP Suspension	Max Time Frame	Student has exceeded the maximum timeframe as indicated by program (see <b>WARNING, PROBATION or ACADEMIC PLAN</b> )
	Attempted Hours	Student has been withdrawn because they were previously on WARNING, PROBATION or ACADEMIC PLAN and failed to Successfully complete all hours attempted
	GPA/GrdLvl	Student has been withdrawn due to failure to meet GPA requirements for specified grade level
	Pace	Student has been withdrawn due to failure to meet PACE requirements (see <b>Table 3: Required Completion Rate (Pace)</b> )
	GPA Term Progression	Student has been withdrawn because they were previously on WARNING, PROBATION, or ACADEMIC PLAN and failed to successfully exhibit progression in the CGPA
<b>SAP = WARNING</b>		
Communication Code: SAP Warning	Pace	Student has been put onto warning due to failure to meet PACE requirements
	GPA/GrdLvl	Student has been put onto warning due to failure to meet GPA requirements
<b>AP = ACADEMIC PLAN</b>		
Communication Code: Acad. Plan Term 1	Academic Plan Term 1	Student has been placed on an academic plan and is required to maintain all requirements for three consecutive semesters
Communication Code: Acad. Plan Term 2	Academic Plan Term 2	Student has been placed on academic plan and is required to maintain all requirements for two consecutive semesters
Communication Code: Acad. Plan Term 3	Academic Plan Term 3	Student has been placed on academic plan and is required to maintain all requirements for one semester
<b>SAP = PROBATION</b>		
Communication Code: SAP Probation	Probation	Student has been previously withdrawn due to various reasons and has had an appeal approved

### Minimum Standards

Students must meet the minimum requirements of three components to maintain SAP:

a) **Qualitative Standards** {§668.16(e)(2)(i)}

The Grade Point Average (GPA) is reviewed each semester after final grades have posted for the term and a final Cumulative Grade Point Average (CGPA) is calculated. Urbana University Financial Aid office allows for a graduated progression of the CGPA based on grade level. A minimum CGPA must be maintained according to the following chart:

**Table 2: GPA Requirements by Grade Level**

Grade Level	Minimum CPGA
Freshman (0-29.9 Credits)	1.8
Sophomore (30-59.9 Credits)	1.9
Junior (60-89.9 Credits)	2.0
Senior (90-189)	2.0
Graduate	3.0

- Incomplete coursework is indicated as an I grade for up to 8 weeks after the course ends. Once the work is complete, or the timeframe has elapsed, the I grade will be updated to an IA, IB, IC, ID, or IF depending on the results of the students completion of the course. The CGPA will be recalculated and then SAP will be reevaluated based upon the minimum CGPA for the student’s grade level.
- If a student is required to repeat a course due to academic performance, only the most recent grade will be considered in the CGPA and will be evaluated against SAP policies at the end of the semester in which the course was repeated.
- All remedial coursework is for credit and counted towards the student’s CGPA.

b) **Quantitative Standards** {§668.16(e)(2)(iii)}

The quantitative standards contain two components that are evaluated: the hours attempted vs. hours successfully completed and the maximum time frame of which a student has to obtain their degree. Both components are described in detail below.

- **Pace** – Students are measured on the length of time it takes to complete a program and held to not exceeding the maximum allotted timeframe. To measure the pace that it takes a student to complete a program the student must complete a percentage of the hours attempted according to the graduated scale below:

**Table 3: Required Completion Rate (Pace)**

Attempted Hours	Required Completion
0-29.9	60%
30-59.9	67%
60-89.9	74%
90-189	80%
Graduate	67%

\*NOTE – The hours attempted include hours transferred from other academic institutions that apply toward the student’s degree at Urbana University.

- **Max Timeframe** - Under no circumstances may a student who is pursuing their first bachelor’s degree exceed 150% of the time it normally requires to complete a program. If a student is seeking a second bachelors (subsequent) degree from Urbana University, the student is at no time allowed to exceed 120% of the time it normally required to complete a program. If a student is seeking more than two bachelor’s degrees, no additional hours are allowed to complete the program. The student must complete all programs while staying below the Maximum Timeframe. A Graduate student may not exceed six (6) calendar years to complete their degree requirements. The following chart depicts the calculation for the MTF:

**Table 4: MTF Calculation**

Degree	Required Hours	Maximum Time Allowed	Calculation	Max Hours Allowed	Determination
Certificate's - Undergrad	18	150%	$18 * 150\% = 27$	27	27 - Attempted hours (UU + Transfer) = Remaining Hours to for financial aid eligibility
Certificate's – Graduate	15	150%	$15 * 150\% = 23$	23	23 - Attempted hours (UU + Transfer) = Remaining Hours to for financial aid eligibility
Associate's	63	150%	$63 * 150\% = 95$	95	95 – Attempted hours (UU + Transfer) = Remaining Hours to for financial aid eligibility
First Bachelor's (126 Credits Required)	126	150%	$126 * 150\% = 189$	189	189 – Attempted hours (UU + Transfer) = Remaining Hours to for financial aid eligibility
Second Bachelor's (Subsequent)	126	120%	$126 * 120\% = 151$	151	151 – Attempted hours (UU + Transfer) = Remaining Hours to for financial aid eligibility
Graduate	6 years				

- **Hours Attempted Versus Hours Successfully Completed – Quantitative**

- Undergraduate - Successful completion of hours attempted is a quantitative component used to measure SAP for PACE and Maximum Time Frame (see below). Any course for which a charge is incurred is considered attempted. Successful completion is defined as a course with one of the following grades: A, IA, B, IB, C, IC, D, ID, P or IP. Transfer credit is considered attempted and successfully completed. Repeated coursework is considered attempted; however, the prior course that is being repeated will not be considered as successfully completed hours. FUPE, CLEP, ACT-PEP will not be considered when determining successfully completed hours. Unsuccessful completion is any course which was assigned a grade of F, I, IF, NC, or W. If you are placed on Warning or Suspension for an "Incomplete" grade, hours attempted will be reevaluated after grade is changed. Remedial coursework is for credit and counted towards the quantitative standards.

Second majors: Students seeking their first bachelor's degree, may receive aid for a second major, but will only be eligible for loans once the student meets the requirements for their first bachelor degree.

- Graduate - Successful completion of hours attempted is a qualitative component used to measure SAP for PACE and Maximum Time Frame (see below). Any course for which a charge is incurred is considered attempted. Successful completion is defined as a course with one of the following grades: A, IA, B, IB, C, IC, D, or ID. Transfer credit will not be considered when determining successfully completed hours. Repeated coursework is considered attempted; however, the prior course that is being repeated will not be considered as successfully completed hours. Unsuccessful completion is any course which was assigned a grade of F, I, IF, NC, or W. If you are placed on Warning or Suspended for an "Incomplete" grade, you must notify the Financial Aid office when your grade has been changed to a passing grade. Remedial coursework is for credit and counted towards the quantitative standards.

#### Failure to meet Standards:

##### a) GPA or Pace

- A student who cannot maintain the minimum GPA or does not complete the required percentage of hours will automatically be put on warning status for one semester.

##### b) Max Time Frame

Any student that exceeds the MTF will be automatically **SUSPENDED**. If the student has never submitted an appeal the student's financial aid status remains **SUSPENDED** and no further federal aid is disbursed until a successful appeal has been granted {§668.34(d)}.

## **WARNING/PROBATION/ACADEMIC PLAN Status Requirements**

When a student is unable to fulfill the SAP requirements of GPA or Pace the student will be placed on a conditional financial aid status for one term, called **warning**.

### a) WARNING

- A student will **NOT** be required to submit an appeal in order to progress onto/off of this status.
- The student **MUST** fulfill all additional requirements as below while on the warning status.
- The student **WILL** maintain financial aid during a term in which they are placed on warning.

If, by the end of the warning period, the student has been successful in meeting all SAP requirements the student will progress back to satisfactory status. If the student has failed to meet any SAP requirements the student's financial aid status is updated to **suspended** and no further federal aid is disbursed until a successful appeal has been completed {§668.34(d)}.

If the student submits an applicable appeal, and the appeal is approved by the Financial Aid office, the student's file will be updated to **probation** for one term {§668.34(b)}.

### b) PROBATION

- A student **WILL** be required to submit an appeal in order to progress onto of this status.
- The student **MUST** fulfill all additional requirements as outlined below while on the probation status.
- The student **WILL** maintain financial aid during a term in which they are placed on probation.

In some instances it may be evident that a student will not be able to satisfy all SAP requirements within one semester. The FA Administrator will need to make the determination to outright deny the appeal or to see if the student may need additional terms to fulfill their SAP.

If it is determined that a student should progress to an academic plan, which would allow for an extended conditional period, the file will be updated to academic plan for up to three consecutive semesters.

### c) Academic Plan

- Will be instituted when:
  - It is evident that a student will be unable to meet SAP requirements within a one term probationary status.
  - If the student is appealing for the second time (as of Summer, 2015) due to not meeting SAP
  - If the FA Administrator determines that per the student's previous academic history that the student would benefit from an academic plan
- A student **WILL** be required to submit an appeal to progress onto of this status.
- The student **MUST** fulfill all additional requirements as outlined below while on the probation status.
- The student **WILL** maintain financial aid during a term in which they are placed on probation.

If the student is able to fulfill all SAP requirements after the end of a probation or academic plan their SAP status will transition back to a satisfactory status. If the student has failed to meet **ANY** SAP requirements the student's financial aid status is updated to **suspended** and no further federal aid is disbursed until a successful appeal has been completed.

Each semester that a student is on a **WARNING, PROBATION** or **ACADEMIC PLAN** status, the student is required to:

- Successfully complete all hours attempted in any course for which tuition charges are assessed or successfully complete at least 12 attempted hours (if attempting more than 12 hours)

- Progressively increase their GPA in order to maintain the required minimum CGPA for their grade level by the end of the conditional period.
- Meet all other SAP requirements or any other terms/conditions set by the Administrator who approved the appeal {§668.34(a)(8)(ii)}, such as taking a reduced course load or enrolling in specific courses (Federal Registrar, 6/18/10, pg 34821).

### **How does a student regain financial aid eligibility while on SAP SUSPENSION?**

Regaining eligibility for Title IV aid may occur in one of the following ways:

- a) Appeal - An appeal will only be reviewed based on documentable extenuating circumstances that affected your ability to be successful. Extenuating circumstances, in general, were unknown, nonexistent, or unpredictable prior to the semester in which you were suspended from Title IV aid. See the below section on *How to appeal your Suspension status*.
- b) Make up deficient hours - If you do not have a documentable circumstance for a SAP Appeal, you may pay all expenses out of pocket while you attempt to regain federal financial aid eligibility. Once you have made up any deficient hours and/or increased your GPA to the required level for your academic rank, you may request consideration for a SAP review.

### **How does a student appeal a Suspension status?**

You will receive a letter of your Suspension status from Financial Aid. If you are suspended from federal aid due to:

- PACE or GPA - you may be able to appeal the withdrawn status due to extenuating circumstances; or
- Maximum Time Frame - you may be able to appeal by requesting that a review be completed to determine the applicable credit hours that apply toward your current degree requirements.

If you have an appealable circumstance, print out the SAP Appeal Form below and follow the instructions on the form. Submit your completed Appeal to the Financial Aid Office by email, fax, or dropping it off at the Financial Aid office.

**To view or print the Satisfactory Academic Progress (SAP) Appeal form, [click here](#)**

### **MAXIMUM NUMBER OF APPEALS**

Students are only able to receive up to two approved appeals throughout your academic career at Urbana University. If a student has had two appeals approved previously, the current appeal will be automatically denied.