



Financial Aid Office
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Satisfactory Academic Progress (SAP) Policy and Procedures

General Requirements

U.S. Department of Education regulations require that Benedictine College establish Satisfactory Academic Progress standards for federal and state financial aid recipients. Students receiving Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Federal Perkins Loans, any Direct Loan Programs, and/or other federal or state aid must meet the following standards to ensure that only those students demonstrating Satisfactory Academic Progress towards the completion of their educational programs continue to receive financial aid.

Students are required to remain in good standing in accordance with the academic standards stipulated in the College's requirements for graduation, which are published in the College Course Catalog. Students disqualified by the College are ineligible for financial aid and subject to automatic cancellation of financial aid awards. Students are not eligible for financial aid until after an official re admittance to the College (via Registrar). Re-admitted students who previously failed to meet SAP must follow the SAP Appeal Process outlined below.

The standards of Satisfactory Academic Progress measure a student's performance in three key areas:

- Qualitative Evaluation (cumulative grade point average),
- Quantitative Evaluation (cumulative completion rate), and
- Maximum Time Frame.

Satisfactory Academic Progress is evaluated at the conclusion of each academic term (payment period). Notification of failure to maintain Satisfactory Academic Progress will be mailed to the student's primary address following the posting of grades by the Registrar's Office.

Qualitative Evaluation (Cumulative GPA)

The Financial Aid Office evaluates grade point average as the measure of Qualitative Satisfactory Academic Progress (SAP) assessed by the Registrar's Office. Qualitative evaluation of SAP occurs at the conclusion of each academic term (payment period). A student who is a recipient of Federal Title IV program funds during the applicable term (payment period) will be

evaluated. If the student meets cumulative GPA standards established by the Registrar, the student is considered to meet Financial Aid SAP for the Qualitative Evaluation component. The GPA standards utilized by the Registrar are as follows:

At end of Academic Term	Cumulative GPA
1	1.3
2	1.8
3	1.9
4	2.0
4+	2.0

Quantitative Evaluation (Completion Rate/Pace)

The Financial Aid Office evaluates the Quantitative Satisfactory Academic Progress (SAP) by reviewing the cumulative rate of credit hours successfully completed as a percentage of total hours attempted. A student receiving Federal Title IV program funds must be progressing toward a degree or certificate. Transfer credit hours that apply to any degree at Benedictine College will be included in the evaluation formula. Students must complete a minimum of 68% of the cumulative credit hours attempted. Grades that qualify toward successful cumulative completion are A, B, C, D, and P. Grades that do not qualify are F (failed), W (withdrawn), and I (incomplete). For courses with a grade of "I", consideration will be given in the evaluation of progress once the course is completed, and the Registrar has posted final grades.

Maximum Timeframe

Federal regulations limit a student's eligibility for federal financial aid to no more than 150% of the published length of the educational program. All attempted, withdrawn, and/or transferred credits that apply to a student's program will be counted toward this maximum time limit. If a student changes majors or degrees, the student may request that the timeframe be reevaluated for the new program.

Examples of maximum timeframe:

Degree Program	Required Credits	Maximum Years	Maximum Attempted Credits
4-year	128	6-years	192
5-year	152	7.5-years	228

Transfer Hours: All transfer students applying for financial aid must meet the minimum standards described above. Disbursement of financial aid will be held until transcripts from all schools attended by the student have been received and reviewed. Federal regulations require that all periods of enrollment be reviewed, regardless of whether or not aid was previously received by the student.

Financial Aid Warning

At the conclusion of each term (payment period), all students receiving Title IV aid will be evaluated to determine whether or not they are maintaining Satisfactory Academic Progress (SAP). If the student is failing to meet SAP standards, the student will be placed on Financial Aid Warning for the subsequent enrollment term (payment period). Warning status will not prevent the student from receiving financial aid. If the student meets the minimum SAP standards during the warning period, the warning is then resolved with no further action. Students placed on Financial Aid Warning will receive written notification via email to the student's campus email address from the Financial Aid Office of their status.

Financial Aid Suspension

Students failing to meet the minimum SAP standards at the conclusion of the student's warning period are placed on Financial Aid Suspension. These students cannot receive the assistance of federal or state financial aid. Students placed on Financial Aid Suspension (with the exception of placed on Financial Aid Suspension for maximum timeframe) may have their aid reinstated when all Satisfactory Academic Progress deficiencies have been corrected. A request of reinstatement will need to be made in writing. Students placed on Financial Aid Suspension will receive written notification via email to the student's campus email address from the Financial Aid Office, regarding their status.

SAP Appeal Process

Students on Financial Aid Suspension may submit an appeal of the suspension if there are extenuating circumstances affecting the student's performance. Appeals will be evaluated on a case-by-case basis. Extenuating circumstances include (but are not limited to) illness, severe injury, or death in the family.

Appeal forms are available in the Financial Aid Office and are included with the notification of Financial Aid Suspension. Appeal forms must be submitted a minimum of two weeks prior the next term of enrollment or by the deadline specified within the notification. **Appeals received after the specified due date for the Financial Aid Appeals Committee will not be considered.**

Student is required to submit, as part of the appeal process, a signed, typed personal statement explanation of why the student failed to meet SAP standards, and any relevant changes in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation, Supporting documentation for such explanation is required. If appealing due to Maximum Timeframe Suspension, a Degree Plan will be required. The Degree Plan must be

completed with the assistance of and signature of the student's advisor. The Degree Plan will be in addition to the items listed above.

The Financial Aid Appeals Committee will review appeals. If an appeal is approved, and the student will be able to meet SAP standards by the end of the next enrollment period, the student will be placed on Financial Aid Probation. Students who are attending on Financial Aid Probation must successfully meet the minimum SAP standards by the end of the probation period to ensure continuation of financial aid eligibility.

Appeal decisions will be e-mailed to the student following the Financial Aid Appeals Committee meeting. **Federal/State aid awarding will be based on available funding at the time of reinstatement.**

All decisions of the Financial Aid Appeals Committee are **FINAL**. In the case of Financial Aid Suspension due to Maximum Time Frame, aid eligibility cannot be reinstated by student performance if the committee denies the student's appeal.

Academic Plan

The Financial Aid Office maintains the option, based upon professional judgment, to require a student placed on Warning or Probation to complete an Individual Academic Plan. The Individual Academic Plan will ensure the student is moving toward SAP in a manageable timeframe. This may include one or more of (but not limited to) the following: referral to support services, a reduced course load, scheduled counseling sessions, or adjustments to financial assistance. Students are expected to follow their Individual Academic Plan.

If a student deviates from an academic plan, the Financial Aid Director can immediately cancel the student's financial aid.

Re-establishing Eligibility

Failure to meet the academic plan standards will result in loss of financial aid eligibility until the student can re-establish SAP eligibility on their own (without the use of federal and/or state aid).

This can be accomplished by successfully completing units to meet the minimum Pace of Progression percentage, and raising the cumulative GPA to the minimum requirement. It will be the student's responsibility to present documentation to the Financial Aid office with a written request to reinstate aid.