



### Policy Overview

Federal regulations require that Benedictine University establish and enforce standards of Satisfactory Academic Progress (SAP) for students receiving federal and/or state funds. SAP is a minimum requirement of academic progress to successfully complete a degree for which federal and/or state financial aid is received. All federal and/or state financial aid programs are subject to this policy.

**NOTE:** All terms of enrollment are reviewed, as well as all transferred credits, regardless of whether aid was received. Students who have not previously received financial aid are still required to meet the cumulative grade point average requirement prior to receiving financial aid.

For traditional undergraduate and graduate students, Satisfactory Academic Progress is reviewed on an annual basis, typically at the end of the spring term. For cohort students, SAP is reviewed at the end of each payment period.

### Criteria

In order to maintain Satisfactory Academic Progress, students must comply with the following requirements:

1. **Qualitative – Minimum GPA**  
Academic standing based on the undergraduate or graduate student's minimum cumulative grade point average (CGPA).
  - 2.0 for undergraduate students;
  - 3.0 for graduate students.
2. **Quantitative – Rate of Progression**  
The student's cumulative rate of progression towards a successful degree completion.
  - Students must steadily progress towards their degree by successfully completing coursework at a rate equal of 67% or more of **all attempted** credit hours.
3. **Maximum Timeframe – Length**  
Degree completion within a maximum timeframe of 150% of the published length of a program.
  - Students must complete their degree requirements within 150% of the required hours. For example, a traditional Bachelors program is published as 120 credit hours. The maximum limit of attempted hours is 180 hours to complete the degree.

In the event that a student is not meeting SAP requirements their financial aid is revoked. The student will have the opportunity to regain eligibility through one of two methods:

1. Students can continue on in their program **without** federal or state aid and complete enough classes successfully to meet the SAP requirements of their program;

Or,

2. Students with extenuating circumstances (illness, family problems, death of a family member, etc.) leading to academic difficulties are able to appeal the cancellation of their aid with the Financial Aid Department.



### Appeal Process

Students failing to meet Satisfactory Academic Progress are notified in writing of their loss of financial aid eligibility. Students wishing to appeal this loss will need to submit the following documents to Benedictine's Office of Financial Aid by the deadline of each term the student is wishing to receive federal and state assistance:

1. The **SAP Academic Plan Appeal form** which the student states an academic plan that is followed will enable to the student to meet SAP by the end of the probationary period.
2. An **SAP Appeal letter** discussing the extenuating circumstances that prevented the student from succeeding in meeting the SAP requirements, but also including what changes the student will make to improve their academic standing and career.
3. Any documentation supporting their extenuating circumstance.

All SAP appeal required documentation must be received before the deadline date of the anticipated term the student wishes to receive federal and state aid.

- Summer term -- July 1st
- Fall semester -- October 1<sup>st</sup>
- Spring semester -- February 1<sup>st</sup>

Failure to submit all required appeal documentation in a timely manner could result in an automatic denial. The Office of Financial Aid cannot guarantee that appeals received after the submission deadline will be reviewed due to time constraints, so all students are encouraged to submit their appeal by the published deadlines.

### Appeal Decision

The Office of Financial Aid SAP Appeal Committee will review a student's appeal within 2 weeks of receipt of all the required documentation. Students will be notified via the student's BU e-mail address regarding the appeal decision.

1. **If denied**, the student's financial aid will be suspended until they are again meeting SAP standards.
2. **If approved**, the student will be placed on probation for the appeal semester and awarded with their federal and/or state aid eligibility for the term. The student placed on probation will continue to be monitored at the end of each of the semester included in their academic plan.

**NOTE:** It is the student's responsibility to request a review of his/her Satisfactory Academic Progress for reinstatement of financial aid, and to notify the Office of Financial Aid when an incomplete grade has been satisfactorily completed.

### Financial Aid Definitions

All students, hours completed are based on grades of "A," "B," "C," "D" and "P." Hours with an "F" (failure), "W" (withdrawal), "I" (incomplete), "IP" (in progress) and "X" (deferred) are counted in the number of hours attempted, but not in the number of hours completed.

Repeated classes, all transfer credits, and developmental course hours are counted in the total number of hours attempted/completed.