

Satisfactory Academic Progress

- Per federal guidelines, your academic performance affects your ability to receive financial aid at a college or university
- In order to maintain eligibility for financial aid, you must meet certain GPA and credit hour standards
- These standards are referred to as Satisfactory Academic Progress
- Satisfactory Academic Progress requires that undergraduate students maintain a cumulative 2.0 GPA and a 67% completion rate, meaning that they must earn two-thirds (67%) of the credit hours which they attempt
- Grades of F, FN, I, IP, U or W count as attempted, but not earned, hours and will negatively affect a student's completion rate. ***Again, withdrawing from courses after the add/drop date can negatively affect your completion rate****

If you have lost your ability to receive financial aid due to not making Satisfactory Academic Progress, you do have the option to file a SAP Appeal with the Office of Student Financial Aid. Please see below.

Re-establishing Financial Aid Eligibility

Without an Appeal

If you meet one of the following requirements, contact the Student Financial Aid Office to have your financial aid reinstated:

1. You were denied financial aid because you did not meet the minimum GPA standard, but have taken additional courses to bring your GPA up to the minimum.
2. You were denied financial aid because you did not meet the 67% completion rate, but have taken additional courses to bring your pace back to 67% or better.

Reinstatement **with** an Appeal

You may appeal to regain your eligibility for financial aid if you had extenuating circumstances which prevented you from making Satisfactory Academic Progress. You may not base your appeal on:

- your need for financial aid or
- your lack of knowledge that your financial aid was in jeopardy.

Appeals must include:

1. The **Satisfactory Academic Progress Appeal Form** (complete, legible and signed).
2. A letter from the student explaining the circumstances which prevented satisfactory academic progress in the past and how/why those circumstances affected the student.
3. An explanation from the student as to how the circumstances have been resolved so that you can make satisfactory academic progress in the future. Include the steps/resources you plan to take to improve your academic record.
4. Documentation to support/verify the circumstances cited in the letter. For example, illness and/or injury can be documented with hospital or insurance records; a death can be documented with an obituary or funeral card; divorce can be documented with signed letter from a lawyer or a copy of the divorce decree, etc. Letters must be signed and must contain contact information (the phone number, email address, etc. of the person who wrote and signed the letter). Documentation cannot be from family members, significant others, roommates, etc.
5. If student is appealing due to the maximum time frame (150%), the appeal must include a list of student's remaining degree requirements signed by the student's advisor or an Academic Specialist in the student's college of study.

Satisfactory Academic Progress Appeals can take up to 30 days to review. If you have not yet turned in a Satisfactory Academic Progress Appeal, but know that you need to complete one, you should visit the Financial Aid Office as soon as possible.