

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students receiving financial assistance through a federal program or S.C. Tuition Grant must be making satisfactory academic progress toward a degree. The Office of Financial Services must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the University. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility. A student's SAP status will be evaluated each year when the initial Free Application for Federal Student Aid (FAFSA) is received and then at the end of an academic year (after spring semester grades are posted) in which the student attended.

### Qualitative Standard (Completion Rate and Grade Point Average)

- The minimum completion rate requires a student to earn at least 67% of the cumulative credit hours attempted.
- Courses with grades of F, W, WP, WF, IP, and I are not considered completed courses.
- Undergraduate students are required to maintain a minimum cumulative grade point average (GPA) of 2.0.
- Graduate students are required to maintain a minimum cumulative grade point average (GPA) that is required for graduation for the student's program/discipline.
- A student may repeat a course, but all attempts count in the completion rate calculation. Repeat coursework will be calculated in the GPA based on AU academic policy.
- Students are placed on financial aid suspension if the completion rate and/or the cumulative GPA fall below the minimum requirements. To reestablish eligibility, a student must have an approved appeal and be placed on financial aid appeal probation. ([See Appeals below.](#))

### Quantitative Standard (Length of Eligibility)

- Students may receive financial aid for 150% of the published length of the program of study.
- Students who have attempted 150% of the published required hours of their program of study will be placed on financial aid suspension.
- Transfer hours are added to the total hours attempted at Anderson University to assess the length of eligibility.
- A student may repeat a course, but repetitions will count toward the length of eligibility.
- A student who completes the academic requirements for a program but does not yet have the degree is not eligible for additional financial aid funds for that program.
- Once the maximum number of hours is attempted, a student is placed on financial aid suspension.
- To reestablish eligibility, a student must have an approved appeal and be placed on financial aid appeal probation. ([See Appeals below.](#))

### Appeals

- Appeals for suspension of financial aid are reviewed by the Financial Aid Appeals Committee.
- The number of appeals will be limited to two (2) per student and forms may be obtained from the Office of Financial Services.
- **All** appeals must include an explanation from the student of why satisfactory progress was not made and what has changed that will make it possible to meet standards. Examples of acceptable extenuating circumstances include prolonged hospitalization during the academic year, death in the family during the academic year, change in work hours that conflicted with the class schedule during the academic year, or other extenuating circumstances directly affecting academic performance. Documentation of extenuating circumstances is required, and the student's appeal will not be considered without sufficient documentation.
- Appeals for length of eligibility (attempted maximum number of credit hours) must **also** include an academic plan that details the requirements the student must meet to ensure SAP standards are met by a specific time or to ensure the student graduates. Appeals for length of eligibility should include a semester- by-semester outline of the remaining courses needed to graduate and an anticipated graduation date. The academic advisor must sign this outline.
- If the Committee determines that justifiable evidence of extenuating circumstances exists, a student may receive an extension of financial aid eligibility and be placed on financial aid appeal probation.

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### Financial Aid Appeal Probation

- During the probationary period, an undergraduate student must take at least 6 credit hours, complete 100% of the attempted hours, and meet all stipulations set by the Financial Aid Appeals Committee. If a student does not meet these stipulations, he or she will be placed on financial aid suspension. (See Suspension for Failing to Meet Probationary Stipulations below.)
- During the probationary period, a graduate student must complete 100% of the attempted hours, earn the minimum GPA required for graduation for the student's program/discipline, and meet all stipulations set by the Financial Aid Appeals Committee. If a student does not meet these stipulations, he or she will be placed on financial aid suspension. (See Suspension for Failing to Meet Probationary Stipulations below.)
- If a student meets the probationary stipulations but has a minimum cumulative GPA or a completion rate that does not meet minimum requirements, he or she will remain on financial aid appeal probation and must continue to meet probationary stipulations.
- If a student meets the probationary stipulations, has a minimum cumulative GPA and a completion rate that meets minimum requirements and has not attempted 150% of the hours required to graduate, he or she will be removed from financial aid appeal probation and must continue to meet the SAP policy.

### Suspension for Failing to Meet Probationary Stipulations

- To reestablish eligibility a student must submit and have an approved appeal **after** completing a semester at Anderson University without financial assistance. During the semester attended without financial assistance, an undergraduate student must take at least 6 credit hours, complete 100% of the attempted hours, and have at least a 2.0 semester GPA. A graduate student must complete 100% of the attempted hours and earn the minimum GPA required for graduation for the student's program/discipline.
- Exceptions to this policy will only be allowed if the student encountered some type of extenuating circumstance during the probationary period that hindered him or her from meeting the stipulations. Documentation of extenuating circumstances is required, and the student's appeal will not be considered without sufficient documentation.
- Examples of acceptable extenuating circumstances include: prolonged hospitalization during the probationary period, death in the family during the probationary period, change in work hours that conflicted with the class schedule during the probationary period or other extenuating circumstances directly affecting academic performance. Because a student is aware prior to the probationary period that he or she must meet the stipulations, extenuating circumstances do not include being a single parent or working full-time while attending school.
- Students are advised to solve difficulties prior to registering for a probationary period.