

Satisfactory Academic Progress (SAP) Policy/Procedure for Financial Aid Recipients

Gannon University has developed standards of Satisfactory Academic Progress (SAP) in accordance with federal regulations. This policy measures quantity (number of credits completed), quality (cumulative quality point average), and maximum time frames for completion and measures progress incrementally. The provisions of the Policy apply to students seeking eligibility for Federal Title IV Aid (Federal Pell Grant, Federal TEACH Grant, Federal Perkins Loan, Federal Direct Student Loans, Federal Work-Study and Federal Nursing Loans), and other programs, which require monitoring of academic progress. Note: Standards of satisfactory academic progress for the PHEAA State Grant are not the same as the federal standards.

NOTE: The Satisfactory Academic Progress Policy for Financial Aid recipients is independent of "Academic Probation and Separation Policy."

For financial aid purposes, a student is considered to be making satisfactory academic progress if he/she meets the following criteria:

Undergraduates

<u>At the end of semesters #</u>	<u>% of hours attempted** that must be completed</u>	<u>Minimum C.Q.P.A</u>
1	67%	2.00
2	67%	2.00
3	67%	2.00
4	67%	2.00
5	67%	2.00
6	67%	2.00
7	67%	2.00
8	67%	2.00
9	67%	2.00
10	67%	2.00
11	67%	2.00
12	67%	2.00
13	Ineligible to receive financial aid	

The semester number is based on an equivalency of full-time enrollment (e.g. a student enrolled in six (6) credit hours has an equivalency of .5 semester (6 credit hours / 12 (full-time credits hours = .5). **Number of credits enrolled at the end of the add/drop period.

Students who have attempted 192 credits and/or 12 full-time semesters in a baccalaureate degree (98 credits and/or 6 semesters in an associate degree) with or without the benefit of financial assistance are no longer eligible for financial aid. If it is determined that a student has met the requirements for his/her degree but did not apply for graduation, federal aid will not be awarded.

Graduates

<u>*At the end of semester #</u>	<u>% of hours attempted that must be completed</u>	<u>Minimum Q.P.A.</u>
1	75%	3.00
2	75%	3.00
3	75%	3.00
4	75%	3.00
5	75%	3.00
6	75%	3.00
7	Ineligible to receive financial aid	

* The number of semesters is based on an equivalency of full-time enrollment (e.g. a student enrolled in six (6) credit hours has an equivalency of .75 semester (6 credit hours / 9 [full-time credits hours] = .75).

Graduate students who have attempted 46 credits and/or 6 semesters with or without the benefit of financial assistance are no longer eligible for financial aid. Programs requiring more than 60 credit hours will be reviewed individually for maximum time frames.

Treatment of Incompletes, Withdrawals, Failures, and Repeats

All incompletes, withdrawals, failures and repeats are included as attempts when determining SAP for financial aid.

Treatment of Changing Major/Double Major

A change of academic major or the pursuit of a double major does not extend eligibility for financial aid.

Treatment of Summer School Enrollment/Cooperative Education/Consortium Agreement/Study Abroad

- Students who enroll in summer school will be charged with a semester of attendance. Credit hours attempted will be used to determine SAP.
- Students enrolled in cooperative education will be treated as a regular semester student unless it is a summer registration. The summer school procedures would then apply.
- If a student is enrolled via a consortium agreement/study abroad, a transcript will be obtained from the visiting school and the credit hours will be included as attempts along with the credit hours earned.

Treatment of credits by examination, military credits, life experience credit

- Transfer credits that have been accepted, will be used as attempts and completes and included when determining SAP.
- Academic credits received via examination, military, or life experiences are counted as attempts and as earned credits.

Failure to meet SAP requirements – Warning/Suspension

- Any student who fails to meet SAP requirements will be placed on **financial aid warning**.
 - Students who have been on **financial aid warning** in a prior semester will be placed on **financial aid suspension** if they have not met the SAP requirements.
 - Students on **financial aid suspension** may submit a SAP Appeal Form, written explanation for the appeal and an academic plan outlining measures that will be taken to reach SAP standards.
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Reinstatement of Aid

Aid may be reinstated by meeting the requirements for SAP. Or, aid may be reinstated as a result of an approved appeal, and may require additional conditions. If at the end of the reinstatement period the student does not meet the conditions for SAP, they will no longer be eligible for financial aid. A period of non-enrollment does not reinstate aid eligibility.

Extenuating Circumstances

Students who wish to appeal the suspension of financial aid eligibility based on extenuating circumstances, such as severe illness, death of close family member, severe injury, or other traumatic experiences, may do so by submitting a SAP Appeal Form and supporting documentation to the Financial Aid Office **thirty (30) days** prior to the start of the next semester.

All Appeals should include:

- Completed and Signed Appeal Form.
- Statement regarding the circumstances that led to SAP not being maintained.
- Supporting documentation, e.g. statement from the doctor, death notice, etc. when applicable.

All required documentation must be submitted to the Financial Aid Office. The committee cannot review incomplete or partial appeals.

Notification

The Financial Aid Office will notify the student of the decision to reinstate or deny aid via the GU email system. If approved, conditions may apply. If the conditions are not satisfied, aid may be denied in a subsequent term.

All documentation is retained in the Financial Aid Office for audit purposes.

Students on 'Academic Probation'

- Students should meet regularly with their Academic Advisor or an Advisor in the Dean's Office.
- In order to meet probation requirements, students must follow the requirements of their academic plan and/or contract.
- Academic and/or personal counseling services are available and can provide the student with additional support, which may help alleviate obstacles that hinder satisfactory academic progress. Students on academic probation are further encouraged to consult with a financial aid counselor prior to withdrawing from any classes or if midterm grades are failures.