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 pace (number of credits completed/number of credits attempted), quality (cumulative quality point average), and the maximum timeframe for degree completion. Compliance to the SAP policy is evaluated at the conclusion of each period of a student's enrollment. Provisions of the Policy apply to a student's eligibility to receive Federal Title IV Aid (Federal Pell Grant, Federal TEACH Grant, Federal Direct Student Loans, Federal Work-Study and Federal Nursing Loans), state grants, institutional aid and other programs, which require monitoring of academic progress. Standards of satisfactory academic progress for the PA State Grant are established by PHEAA and 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 meeting satisfactory academic progress if he/she meets the following criteria:

Undergraduates

At the end of semesters #	% of hours attempted that must be completed	Minimum C.Q.P.A
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**	

Example assumes full-time enrollment

Students must complete all requirements towards graduation within the maximum timeframe of 150% of the published program length, with or without the benefit of financial assistance. For example, if a published program length is 120 credits, a student must complete all requirements prior to reaching 180 credits attempted.

Graduates

*At the end of semester #	% of hours attempted that must be completed	Minimum Q.P.A.
1	67%	3.00
2	67%	3.00
3	67%	3.00
4	67%	3.00
5	67%	3.00
6	67%	3.00
7	**Ineligible to receive financial aid**	

Example assumes full-time enrollment

All students must complete all requirements towards graduation within the maximum timeframe of 150% of the published program length with or without the benefit of financial assistance. For example, if a published program length is 50 credits, a student must complete all requirements prior to reaching 75 credits attempted.

Treatment of Incompletes, Withdrawals, Failures, and Repeats

All incompletes, withdrawals, failures and repeats are included as attempted credits 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 automatically extend eligibility for financial aid beyond the maximum timeframe. Students in either of these situations may appeal and will be reviewed on a case-by-case basis.

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 credits attempted along with the credit hours earned.

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

- Accepted transfer credits and academic credits received via examination, military, or life experiences will be included when determining SAP.

Failure to meet SAP requirements – Warning/Suspension/Probation

- 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 at the next evaluation period.
- Students on **financial aid suspension** may submit a SAP Appeal Form, written explanation for the appeal, explaining why you failed to meet the SAP requirements and what corrective actions you will implement to regain eligibility.   All students entering their junior year or higher will also be required to submit an academic plan, developed with your academic advisor, which will outline the student's path toward completing the degree before reaching the maximum timeframe and losing eligibility for financial aid. Students who have their SAP appeal approved will be on **financial aid probation**.
- Students on **financial aid probation** will have their eligibility for financial aid conditionally restored for one semester, however they will face more stringent academic requirements in order to maintain eligibility for future terms. At the conclusion of the probational term the student will be reevaluated for SAP. At that time, if the student is meeting all SAP requirements, the student will be considered satisfactory and the probation period will end. If the student is not meeting SAP at the conclusion of the probationary period, the student's eligibility for future aid will be determined if the student has met the probationary requirements.

If the student has met the probationary requirements, the student will remain on **financial aid probation** and have their aid conditionally restored for one additional term.

- Students who are on financial aid probation and fail to complete 100% of their registered courses while maintaining a GPA of 2.5 (undergraduate) or 3.5 (graduate level and above), will no longer be eligible to receive financial aid. Eligibility for financial aid will not be restored until the student regains compliance with SAP policy.

Reinstatement of Aid

Aid may be reinstated by meeting the requirements for SAP or through an approved appeal, with the addition of more stringent academic performance conditions to remain eligible for future aid.

When an appeal is approved, the student will be placed on financial aid probation for one term.   While on probation, the student must successfully complete 100% of all registered courses during the while maintaining a GPA of 2.5 (undergraduates) or 3.5 (graduate level and higher) for the semester. If by the end of the probation period the student does not meet the conditions for SAP or they fail to meet the probationary requirements described above, the student 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 will apply. If the conditions are not satisfied, aid will be denied in a subsequent terms.

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

Students on 'Financial Aid 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 <u>may</u> 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.

PA State Grant SAP Requirements

Recipients of the PA State grant are required to successfully complete a minimum number of credits during the academic year to be eligible to receive a state grant in future terms. The minimum number of credits a student must complete is determined by the student's level of enrollment and if they received a full-time or a part-time grant. For example, a student who receives a full-time state grant in both the fall in the spring would be required to complete 24 credits before they will be eligible for the next state grant. A student receiving a full-time award in one semester and a part-time award in the other will be required to complete 18 credits, and a student who received two part-time state grant awards will be required to complete at least 12 credits.

Student may not appeal the loss of the PA State grant. Students may only regain eligibility for the state grant by completing the required credits they are deficient from the previous academic year. Once the student has met the minimum credit requirement, their eligibility for the state grant will be restored.