

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Federal Financial Aid regulations require institutions to establish and consistently apply both qualitative and quantitative standards to measure *Satisfactory Academic Progress* for purposes of financial aid eligibility. These standards apply to all students, whether or not they receive aid administered by the College. This includes all Federal Title IV aid funds (Direct Student Loans, Parent Loan for Undergraduate Students (PLUS), TEACH Grants, Pell Grants, Supplemental Educational Opportunity Grants, Talent Incentive Program Grants (TIP)), institutional scholarships and grants, state grants and scholarships and the Federal Work Study Program. Alverno has established the following criteria to be uniformly applied to all students. All periods of enrollment are included in SAP whether or not the student receives financial aid. Code of Federal Regulations 668.34 outlines the minimum requirements that schools must use in determining their *Satisfactory Academic Progress Policy*.

What does this mean?

Alverno College is required to have a Satisfactory Academic Progress Policy in place, as all universities do. These policies may differ slightly among universities, but all policies must contain the same general concept of making academic progress toward your degree.

Please keep in mind:

- Satisfactory Academic Progress is measured after each pay period, including summer.
- Semesters in which the student did not receive financial assistance are counted in the above calculations. This is in compliance with federal regulations.
- Acceptance of financial aid each semester indicates understanding of this policy.
- Alverno does not offer remedial classes.
- Audited courses are not included in any SAP calculations.

1. Standard Governing the Quality of Academic Progress

Quality Criteria -

Alverno College students do not receive credit for courses completed unless given a Satisfactory (S). Since Alverno College does not calculate a 'grade point average', the Office of Financial Aid considers Undergraduate students to have at least the equivalent of a 2.0 average if they have passed at least half the courses attempted each pay period, including the summer pay period. The Office of Financial Aid considers Graduate students to have at least the equivalent of a 3.0 average if they have passed at least half the courses attempted each pay period, including the summer pay period.

2. Standards for Governing the Quantity of Academic Progress

Quantity Criteria -

Financial Aid recipients must successfully complete 2/3 (66.7%) of their cumulatively attempted credits to be in good standing for financial aid. Satisfactory Academic Progress is measured after each pay period, including the summer pay period. Registered credits as of the census date (approximately 2 weeks after the official start date) or added after are included in the calculation. Only grades of "S" count as completed credits. Courses with grades of U-Unsatisfactory, I-Incomplete, DW-Drop/Withdrawn, UW-Unofficial Withdrawal and R-Repeat count as attempted but not completed credits.

How each grade factors into the SAP calculation:

Satisfactory (S) – counts as completed credits

Incomplete (I) – counts as an attempted course, but not completed (*if the incomplete changes to satisfactory, you must contact our office if you would like your SAP status recalculated*)

Unsatisfactory (U) – counts as an attempted course, but not completed (*if the incomplete changes to satisfactory, you must contact our office if you would like your SAP status recalculated*)

Drop/Withdrawn (DW) – counts as an attempted course, but not completed (*if registered for it on the census date*)



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How to calculate if you are meeting the 2/3 requirement (Cumulative Criteria):

$$\frac{\text{Total number of credits you successfully completed at Alverno College}}{\text{Total number of original credits you attempted at Alverno College}}$$

If this number is .667 or over (rounded to the nearest thousandth), you have successfully completed at least 2/3 of your classes that semester and will not be affected by SAP. If this number is less than .667 you will be on SAP warning the next semester. See below for more information on Warning status.

Students who fail to complete the minimum number of credits are placed on *Financial Aid Warning* and are notified in writing. While on warning if the student meets the qualitative and quantitative standard the following term, the warning status is removed. If the student does not meet the qualitative and quantitative standard the next pay period, the student is ineligible for financial aid. Students may Appeal their ineligibility status up to the 5th day of the next attending semester.

3. Maximum Timeframe Criteria -

Students must complete their programs within 150% of the expected length of the program. The maximum timeframe calculation includes transferred credits; regardless if they apply toward the student's degree program.

Maximum timeframes are defined as follows:

Associate's Degree Program (60 credits)	Max timeframe: 90 attempted credits
All Other Undergraduate Programs (120 credits)	Max timeframe: 180 attempted credits
Direct-Entry MSN Program (77 credits)	Max timeframe: 116 attempted credits
All Other Graduate-level Programs	Max timeframe: 150% degree credits

Definitions:

Warning – Students goes on warning status the first time the student does not meet qualitative or quantitative standards. Student is still eligible for financial aid while on warning.

Ineligible – If after a semester of a financial aid warning a student has not reestablished their eligibility based on qualitative or quantitative standards, the student becomes ineligible. If the student is deemed unlikely to complete the program within the maximum timeframe the student becomes ineligible for financial aid.

Probation - Students who became ineligible for financial aid and whose appeals are granted are placed on probation. Probation is for one semester only. Student is eligible for financial aid while on probation.

Academic Plan - Students whose appeals are granted and cannot meet Pace in one semester will be placed on an Academic Plan. Students should seek advice on building credit completion (Academic Success) to meet Pace in 3 semesters without receiving an U, I or D/W. If the student is unsuccessful within the 3-semester period or has not meet SAP after 3 semesters, the student will be ineligible for aid administered by the College. The Academic Plan whose appeal based on Timeframe, will be given 1-2 semesters of aid eligibility. Students should seek advice on coursework to graduate (graduation plan) within the period of eligibility. No more aid eligibility will be granted if the students graduation plan extends beyond the time given in the Appeal.

4. Notification of SAP status

Notification about a student's SAP status is sent at the conclusion of every pay period, delivered through their student email.

Federal Work Study employment is terminated if student is ineligible for financial aid until the student regains their financial aid eligibility.

5. Appeal Procedure

- A. Once a student is ineligible, they may appeal that status. The written appeal must be submitted with the *Satisfactory Academic Progress Appeal Form* at least by the **Fifth (5th) day** of the start of the semester the student is requesting reinstatement of aid. The appeal must include an explanation of the circumstances during the **past two semesters** that led to the situation and what steps the student will take to restore normal progress towards Academic success. Additional documentation should be included to support written statements. Appeals may be granted for but are not limited to: health reasons; family emergencies; and other circumstances beyond the student's control.
- B. Completed appeal forms must be submitted to the SAP Appeals Committee at USAPappeals@alverno.edu. Incomplete or illegible forms will be returned.
- C. Results of the appeal will be communicated to the student in writing within 14 days of submission. Appeal decisions are final and cannot be further appealed.
- D. If an appeal is granted, the student is put on Financial Aid *Probation*. If denied, student is ineligible for Title IV aid until they meet all SAP requirements. Courses must be taken at Alverno College.
- E. Failure to meet all SAP requirements will result in an ineligible status; this applies to Probation status.

If you have questions after reading this policy in full, please contact the Financial Aid Office at 414-382-6262.

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