

# Southwestern Assemblies of God University

## Satisfactory Academic Progress Policy (SAP) - Undergraduate

Southwestern Assemblies of God University is required by law to formulate standards to gauge the progress of students receiving financial assistance through federal, state or institutional aid programs by applying both qualitative and quantitative measurements to academic work. [34 CFR 668.16(e)] These measurements shall be used to determine a student's eligibility for all federal Title IV aid and for other need-based financial assistance, unless the terms of a particular grant or funding source states otherwise.

### Time Frame Used In Measuring Progress

All SAP measurements are calculated annually at the end of the spring semester for all programs. Financial Aid suspension will go into effect at the start of the following fall semester.

### Qualitative Progress Measurement: Minimum Cumulative Grade Point Average

A cumulative Grade Point Average (CGPA) of 2.00 or higher must be attained by the end of the student's first spring semester. Student's that transfer credits from other institutions will also have this GPA calculated in the CGPA. This average must be maintained at the end of each subsequent spring semester for a student to continue to receive financial aid. Students who do not meet this minimum CGPA requirement will be placed on Financial Aid Suspension. According to SAGU academic grading policy, only the latest grade for a repeated course is calculated into the CGPA. More detailed information on how the CGPA is calculated can be found under the Academic Policies in the catalog.

### Quantitative Progress Measurement No 1: Number of Credit Hours Required to Complete

When students enroll for classes and receive financial aid to pay for them, students are expected to complete those classes. If students do not complete at least 70 percent of the credit hours that are attempted during the year, the student will be placed on Financial Aid Suspension. Only passing grades count as successful completions. Incomplete or other grades that do not result in earned credits will not count as completions.

Hours Attempted	Hours Required to Complete	Hours Attempted	Hours Required to Complete
24	18	23	16
22	15	21	14
20	14	19	13
18	12	17	12
16	11	15	11
14	10	13	9
12	8	11	8
10	7	9	6
8	5	7	5
6	4	5	4
4	3	3	3

## **Quantitative Progress Measurements No 2: Maximum Time to Complete a Degree/Program**

Students must select a program/degree of study before they can receive financial aid. When students receive financial aid to help pay a program/degree of study, they are expected to complete that program without taking a lot of time.

A student's progress may be evaluated for only one program at a time. Each financial aid applicant must select a primary program/degree of study prior to receiving financial aid payments. A student who is concurrently completing more than one program or major may request additional time to complete the program. A request for additional time must be submitted in writing to the Financial Aid Office.

To make sure that students complete their program in a reasonable amount of time, a limit set by law has been placed on the number of hours that students can attempted in order to complete the program/degree. That limit is 150 percent of the minimum number of hours required to complete the program/degree. (For example, if you are in a program/degree that takes 66 hours to complete, you must finish your program within 99 attempted hours. If you are in a program/degree that takes 120 hours to complete, you must finish your program within 180 attempted hours.)

Once students reach the 150 percent limit, they will no longer be able to receive additional financial aid payments. There are a lot of variables that go into calculating that limit, including, but not limited to:

1. All attempted credit hours are counted regardless of whether or not financial aid was received to pay for them.
2. Any transfer hours that are accepted from other colleges toward completion of the program are counted. If you are a transfer student, you must submit transcripts from all previous colleges.
3. If a course is repeated, all attempts are counted.
4. If a student withdraws from a course, it is still counted as an attempt.

Note: If a student cannot complete the program within the 150 percent limit, they will be placed on financial aid suspension when that determination is calculated. Student's have the ability to submit an appeal for this determination.

## **Financial Aid Suspension**

If a student fails to meet any one of the SAP measurements describes above, they will be placed on financial aid suspension for at least one year. During the period of suspension, the student will not be eligible to receive financial aid. Students will be notified of this via their campus email address.

## **Reinstatement Procedures**

To regain financial aid eligibility, a student must pay the expenses related to at least half-time enrollment (6 or more hours in a semester) during the period of suspension and satisfy all SAP requirements. After meeting all SAP requirements, the student must request reinstatement of eligibility in writing to the Financial Aid Office.

## **Appeal Process**

If you are placed on financial aid suspension, you may petition the Financial Department to consider mitigating (special) circumstances that resulted in your inability to meet the SAP requirements. The appeal must be typed and must include the Suspension Appeal Form, an explanation with supporting documentation (i.e., medical statements, divorce documents, letters of unemployment, ect) of the reason(s) the minimum academic standards required by Satisfactory Academic Progress (SAP) policy were not achieved. Additionally, each appeal must be submitted with a letter of endorsement from an SAGU faculty/staff member. The appeal narrative and documentation should also demonstrate that the adverse circumstance have been resolved.

All appeals will be reviewed within 7 business days of the Financial Aid Office's receipt of a complete appeal (appeal form, students appeal letter, endorser letter and supporting documentation). Notification of the review will be sent via the campus email address.

For appeals that have been approved students will be placed on financial aid probation for one academic year beginning with the next fall semester. SAP will be calculated again at the end of the spring semester, if the cumulative standard is met students will be placed back in good standing. Students that meet SAP for the academic year yet are not meeting the cumulative requirement will remain on financial aid probation until the requirement is met.

For students that have been denied there is another level of appeal. Student must request in writing a review by the Financial Aid Committee. Appeals that have been approved at this level will be required to see an academic counselor in order to tailor the class schedule for student success

### **Developmental Course Work**

You may be able to take up to 30 hours of developmental course work and receive financial aid to pay for those costs. These hours do not count toward the 150 percent limit to complete your degree, but you will be measured against Quantitative Measurement No 1 described above.

Once you have attempted 30 developmental hours, you will only be paid for attempts of credit hours toward your program. You cannot receive financial aid to pay for extra developmental hours.

### **Summer Enrollment and the SAP**

When calculating the SAP status, summer attempted hours will be counted toward the 150 percent maximum, and summer grade points earned will be calculated as part of the cumulative grade point average. The rule pertaining to completion of a minimum number of attempted credit hours will not be calculated for summer enrollment.

### **Financial Aid Will Not Pay For:**

- Any credit hours in excess of the 150 percent maximum program limit (see discussion of Quantitative Measurement No 2 above)
- Courses taken by audit
- Credit hours earned by placement tests
- Courses you register for after the official certification date of the semester (last day to received 100% refund)