

Satisfactory Academic Progress (SAP)

Satisfactory academic progress is measured by evaluating quantitative progress, qualitative progress, and progress toward degree completion also known as GPA, Completion and Timeframe.

This policy indicates the standards that are used to measure satisfactory academic progress at Franciscan University for purposes of federal financial aid eligibility. The criteria contained in this policy apply to all undergraduate and graduate students who are enrolled full time, as well as those who are enrolled less than full time.

Students are evaluated and notified after each semester if they are not meeting the requirements of this policy.

Criteria for Satisfactory Academic Progress

There are three parts to SAP:

- 1) Minimum cumulative GPA (Grade Point Average). Freshman (0-26) hours earned must have a minimum a 1.8 cumulative GPA. All others must have a minimum of a 2.0 cumulative GPA.
- 2) A student must successfully complete at least 67 percent of all hours attempted. Attempted hours are defined as any course that the student is enrolled in after the University's add/drop period expires. Successfully completed hours are defined as the number of hours in which a student received a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, or CE.

Withdrawals and F's will be counted as hours attempted if they occur after the add/drop period has ended. Initial and repeated courses count as hours attempted each time the course is taken.

Incompletes are counted as attempted, but not completed.

This is calculated by taking the number of courses attempted divided by the number completed. Example: Jerry registers for 15 credit hours for the Fall semester which include:

Fall Semester Schedule.

English 3 credit hours

Theology 3 credit hours

Biology 3 credit hours

Math 3 credit hours

Humanities 3 credit hours.

Total 15 Hours attempted and at the end of the fall semester the grades are

English A, Theology A, Biology W (withdrew), Math F and Humanities A.

The English, Theology and Humanities are passing grades and count as completed.

The Biology and Math are not passing grades and are not counted as completing.

Therefor: $9/15 = 60\%$ Or 9 hours were completed out of 15 attempted which is 60%. The minimum needed to meet SAP is 67% so Jerry is not meeting SAP.

3) Time Frame.

Students must complete their degree within the minimum timeframe which is 150% of the time it takes to complete the degree. If a degree takes 100 credit hours to earn the degree then a student can receive financial aid for up to 150 credit hours. After this a student is not meeting SAP and must appeal. Common reasons for exceeding this are working on multiple majors or a second degree.

Students must appeal this decision.

Degree completion (Time-Frame) Chart

DEGREE	HOURS TO COMPLETE	MAXIMUM 150% HOURS TO NOT EXCEED
ASSOCIATES OF ARTS	62	93
BACHELOR PROGRAMS	124	186
MBA	37	55.5
GRADUATE BUSINESS	37	55.5
MA CATECHETICS & EVANGILIZATION ONLINE	37	55.5
MA CLINICAL MENTAL HEALTH COUNSELING	65	97.5
MA PHILOSOPHY	36	54
MS EDUCATION	36	54
MS & EDUCATIONAL ADMINISTRATION	36	54
MS EDUCATION WITH TEACHER ENDORSEMENT	45	67.5
MS NURSING	46	69
MS NURSING WITH NURSE PRACTITIONER	48	72
MA THEOLOGY & CHRISTIAN MINISTRY	36	54

The SAP Process

Each Semester the Financial aid office calculates SAP at the end of the semester.

The first semester a student is not meeting SAP they are put on SAP Warning. No aide is held or lost during warning, only a warning letter sent to the student letting them know they must work to meet SAP next semester. The second semester in a row not meeting SAP the student is put on SAP Suspension. SAP Suspension means that the aid is put on hold. The student does have the right to appeal the Suspension. If the appeal is approved the student is placed on SAP Probation. Under Probation a student can receive Federal Financial aid and must continue to work towards meeting all SAP requirements.

We encourage all students to appeal the decision.

A set of guidelines on how to appeal is provided to the student.

See appeal guidelines on the next page.



SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL GUIDELINES

It is a federal regulation and University Satisfactory Academic Progress (SAP) policy that, to be eligible for financial aid, a student must meet all three SAP requirements.

The three SAP requirements are 1) complete at minimum 2/3 (67%) of courses attempted, 2) Have a minimum GPA, a freshman must have a 1.8 all others must have a 2.0 Cumulative GPA and 3) (Time-Frame), you must complete your degree within a minimum time frame of 150% of the time it takes to complete your degree for your major. If you have been placed on SAP Suspension you should appeal the decision to have your financial aid reinstated.

If you have been placed on SAP Suspension that means your financial aid (if applicable) has been placed on Hold. You can appeal this and if approved you will be on SAP Probation and receive your aid the next semester.

To appeal your Suspension:

If your Suspension is for reasons 1) complete at minimum 2/3 (67%) of courses attempted or 2) have a minimum GPA a freshman must have a 1.8 all others a 2. Cumulative GPA then you can appeal in writing if you meet one of the following reasons:

- Medical emergencies, Severe health issues, Severe personal or family problems, Death of a relative or Other special circumstance.

You must write an appeal letter explaining why you failed to make satisfactory progress and what has changed in your situation that will allow you to make satisfactory progress in the next semester. Your letter must explain the last two semesters not meeting SAP and **include documentation** such as a medical report, obituary, health bill.

An example is: "In the Fall semester I withdrew from two classes because I was in a car accident. The second semester I was still recovering from those injuries and missed more classes than I planned. I have made a full recovery and will be able to make it to all my classes and be successful this semester. Attached are a police report of my accident and a copy of medical bills showing my treatment."

Once we receive your written appeal and documentation, we will review your appeal within two weeks. If your appeal is approved, you will receive financial aid for the following semester and will be on SAP Probation. If your appeal is denied, then you must complete one semester without federal aid meeting SAP to have your aid reinstated. All decisions are final.

If your Suspension is for reason 3 Time Frame (150%) this means you are taking more than 150% of the credits needed to complete your degree. This can happen if you change majors, are trying to complete multiple degrees or are in an associate degree program.

To appeal this, please explain if you changed majors, working on a second degree, or why you have not been able to complete your degree within the 150% time frame and when you plan to complete your degree. If approved, we will complete a degree audit and you will be approved for only the classes needed for your degree. If denied you will no longer be eligible for federal aid. Please submit this appeal in writing and we will respond within two weeks of our decision.

If you have questions or feel this Suspension is in error, please contact the Financial Aid office at 740.284.6226 or myaid@franciscan.edu.