



SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

It is a federal regulation and University Satisfactory Academic Progress (SAP) policy that, in order to be eligible for federal 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 Cumulative Grade Point Average (GPA), a freshman must have a 1.8 all others must have a 2.0 Cumulative GPA.
- 3) (Timeframe), you must complete your degree within a minimum time frame of 150% of the time it takes to complete your degree for your major.

Franciscan University Financial Aid office evaluates all students after each semester for SAP. Students who do not meet requirements for one semester are put on SAP Warning. Students are eligible for any federal aid while under SAP Warning.

Students who do not meet the requirements for two consecutive semesters are placed on SAP Suspension. Students are not eligible for Federal Aid under Suspension. Students placed on SAP Suspension do have the opportunity to appeal the suspension. The Financial Aid staff looks at SAP after each semester and reports either Warning or Suspension letters to students accordingly.

How SAP requirements are evaluated:

- For Sap requirement 1 (67%), this is determined by dividing the number of courses completed by the number attempted in a respective semester. A completed course is one where a grade of D- or better has been achieved. A grade of F, W, Fail, or I means the class was not earned. Attempted hours is determined by all classes registered for after the last day to drop. So, an example is, if you register for 12 credit hours or 4-3 credit hour classes you have attempted 12 hours

and if you get an A, B, W, & I in the courses then you completed 6 hours which is 50% and you have not met SAP. The A and B were completing, the W and I were not completing.

- GPA is evaluated based on the cumulative GPA not the term GPA. A freshman must have a 1.8 or higher and all others must have a 2.0 or higher cumulative GPA.
- Timeframe is calculated similar to the 67% completion; however, it takes into account the cumulative courses attempted by the cumulative courses earned.

If you have been placed on SAP Suspension, you are ineligible for federal financial or Title IV aid. You have the opportunity to appeal the decision to have your financial aid reinstated. If your appeal is approved, you will be placed on SAP Probation. You can receive Federal aid while under SAP Probation.

Regarding SAP Probation:

- Probation status lasts for one payment period, during which the student may continue to receive Federal or Title IV aid including FSA funds.
- Conditions may be established that the student must meet by the end of the probationary period.
- Students who fail to make SAP, or meet the established conditions, at the end of the probation period lose their aid eligibility.

Transfer Credits

Transfer credits which are brought into and accepted by Franciscan University count as both attempted and completed towards your cumulative credits. This may have implications for the 150% SAP rule stated above.

For more information about transfer credits go to: <https://franciscan.edu/steps-to-transfer/#transferCredits>.

Incomplete Grades

A student with valid reason as determined by the professor may be granted an incomplete grade for the course and has been granted additional time to complete the course. When that time is up if the coursework is not completed the “I” grade will be changed to an “F” grade or the grade earned. Because of this unknown Incompletes are treated as incomplete the same as a “W” grade or “F” grade is

treated. Having an incomplete grade may cause you to be placed on SAP warning or suspension. It is the student's responsibility to notify the Financial Aid office of any grade changes. The Financial Aid Office will re-process SAP for those students.

Repeat Courses

In addition to the SAP policy Franciscan University has a policy on repeating a course which follows the federal aid guidelines.

At the beginning of each semester before financial aid is disbursed the Financial Aid office runs reports of students who are repeating a course. The following guidelines are followed:

Federal regulations limit the number of times a student may repeat a course and receive federal financial aid for that course.

- A student may receive federal financial aid when repeating a course that was previously failed.
- A student may receive federal financial aid to repeat a previously passed course (with a D or better, including Pass grade) **one** additional time, whether or not a student received federal financial aid for an earlier enrollment of the course.
- Once a student has completed any course twice and earned a passing grade (with a D or better, including Pass grade) they are **no longer eligible** to receive federal financial aid for that course.
- If a student retakes a course that is no longer eligible for financial aid, the units are excluded from the total enrollment and the student's financial aid will be adjusted to exclude these units. Example is, if you are registered for 12 credit hours and one 3 credit class is a repeat for the third time and you received a passing grade then we exclude that class from eligibility. For financial aid we then calculate only 9 credit hours and ignore the ineligible repeat course.

For repeated courses, the credit hours of all attempts are counted in the SAP for completion percentage, GPA and time-frame calculations. The hours for all attempts of the course will be counted as hours attempted.

Withdraws

A course that receives a grade of "W" or withdraw is counted as a course attempted but not earned. This may cause the student to not meet SAP completion

percentage. Withdraws do not affect a students' GPA and therefore will not be counted in calculating SAP GPA requirement.

Unusual Enrollment

On occasion a student who transfers to Franciscan University and has been to multiple institutions in a short period of time may be selected for unusual enrollment. Generally if you have been to three different institutions in three years or other combinations, we will need some additional information to determine your eligibility for federal aid.

If requested, we will need a copy of transcripts from the previous institutions you have attended. These are often already turned into the admission office, and we can obtain a copy from them, if not we will need you to obtain the transcripts for us. We will then determine if you are meeting the above SAP requirements at the other institutions while transferring into Franciscan. If you are not, then you are not eligible for Title IV Federal aid while at Franciscan University. You may appeal this decision with the same guidelines as above for SAP.

How to Appeal your SAP Suspension

Reasons to appeal SAP Suspension

- Medical emergencies, Severe health issues, Severe personal or family problems, Death of a relative or Other special circumstance. For Time Frame you may be working on a second degree, changed majors. Please explain this situation.

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 when applicable.

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 then be on SAP Probation and receive financial aid for the following semester. 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 you have questions or feel this probation is in error, please contact the Financial Aid office at 740.284.6226 or myaid@franciscan.edu

Please send your appeal in writing to the Financial Aid office which can be securely uploaded on our document upload site on The PORT or mail to:

Franciscan University of Steubenville
Financial Aid Office
1235 University Blvd.
Steubenville, OH 43952