

OFFICE OF THE REGISTRAR

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establish minimum standards for
student loan funding (Title IV)
by additional funding Title IV
herein. As the SAP policy impacts
any student placed on academic
aid probation.

1. SAP Requirements

To maintain Satisfactory Academic Progress (SAP), students receiving Title IV funds must:

- 1.1 Maintain a minimum grade point average (GPA) of 2.0 (C+) across all courses attempted during the academic year¹. The GPA of all Title IV aid recipients will be reviewed annually at the end of each academic year.
- 1.2 Pursue studies on a full-time basis and complete a minimum of 67% of all attempted courses. The course completion rate will be reviewed annually at the end of each academic year. For the purpose of calculating completion rate, grades of F, I or W will be considered as attempted but will not be considered as successfully complete². Courses that are repeated fall under the guidelines outlined in section B.9 of the Academic [Calendar](#).
- 1.3 Complete the chosen degree program in a timeframe of no more than 150% of the program length, as established in the Academic Calendar³. For example, students in a four (4) year undergraduate degree program must complete all program requirements within six (6) years⁴. Graduate students are also expected to complete their program in a timeframe not to exceed 150% of the program length as outlined and published by the faculty or department.

¹ **Undergraduate Students:** The academic year is considered to be September-April. **Graduate Students:** The academic year is 52 weeks in length and is considered to begin at the start of the anniversary term (for most courses resulting in a grade of F or W will appear on the academic record and will not impact the overall GPA calculation. Courses resulting in a grade of W will appear on the academic record but will not impact the overall GPA

5. Appeals & Special Circumstances

A student who has been deemed ineligible for Title IV aid after being placed on Financial Aid Warning may appeal the ruling if extenuating circumstances precluded successful completion of SAP. Extenuating circumstances include: personal or family critical illness (physical and mental), death in the immediate family, natural disaster impacting the student's personal residence, etc. To appeal on the basis of extenuating circumstances, students must submit a written appeal, including documentation to support the extenuating circumstance to the Financial Aid Office within thirty (30) days of the written notice of loss of Title IV eligibility. The appeal should contain: an explanation of why SAP was not met; an indication of what, if any, factors have changed to enable future success in meeting the SAP requirements; and an academic plan, developed in consultation with an academic advisor that outlines strategies for improving academic standing in future terms.

The Financial Aid Office, upon receipt of a student appeal will make a ruling and notify the student in writing of the decision. Upon receipt of a successful appeal, a student may, at the option of the Financial Aid office be allowed to receive Title IV aid for one academic year while on Financial Aid Probation. Should a student be allowed to continue receiving Title IV aid while on probation, SAP must be met by the end of the academic year or aid eligibility will be lost until the provisions outlined in Section 4 (*Regaining Title IV Eligibility*) are met. All decisions made by the Financial Aid Office are final and are not appealable.