



## Satisfactory Academic Progress Policy

### What is Satisfactory Academic Progress (SAP)?

Satisfactory Academic Progress (SAP) standards ensure that each student is successfully completing their coursework and can continue to receive financial aid. The U.S. Department of Education requires that ALL students who receive financial assistance make real and measurable progress in the academic program in which they are enrolled. Husson University must establish, publish and apply standards to monitor each students' progress toward completing their degree program. SAP affects all federal and state aid, as well as most forms of need-based institutional aid, *including the Husson employee tuition waiver*.

To be, and to remain to be, eligible for financial aid, you must meet specific minimum thresholds in both cumulative GPA and cumulative credit-hour-completion rate as seen below:

#### Undergraduate Students

| Credits Attempted | Cumulative GPA Minimum | Completion rate: Completed credits ÷ attempted credits = a minimum of: |
|-------------------|------------------------|--|
| 1-23 (Freshman)   | 1.50                   | 67%  |
| 24-53 (Sophomore) | 1.70                   | 67%  |
| 54-83 (Junior)    | 1.80                   | 67%  |
| 84+ (Senior)      | 2.0                    | 67%  |

#### Graduate Students

| Credits Attempted           | Cumulative GPA Minimum | Completion rate: Completed credits ÷ attempted credits = a minimum of: |
|-----------------------------|------------------------|--|
| Doctorate of Pharmacy       | 2.0                    | 67%  |
| All other Graduate Programs | 3.0                    | 67%  |

### How often is my progress checked?

SAP is reviewed at the end of every fall, spring and summer semesters for all students.

### What is a Financial Aid Warning?

If you fail to meet the required minimum GPA and/or completion standards, you will be placed on a SAP Warning for one semester. You *may still* receive financial aid during your Warning semester.

- If you attain the required GPA and/or completed credits percentage standards by the end of your Warning term, you will no longer be on a SAP Warning.
- If you fail to meet the required minimum GPA and/or credit hour completion rate at the end of your Warning term, you will be **disqualified** from using financial aid in subsequent semesters.

### What is Financial Aid Disqualification?

If you were placed on SAP Warning in a previous semester and continued to fall below minimum requirements at the end of that Warning term, you will be placed on SAP Disqualification, causing the loss of financial aid eligibility going forward. You will receive an email from the Financial Aid Office notifying you of your SAP Disqualification. You have two options on a SAP Disqualification:

1. You may appeal the Disqualification (details on next page)
2. You may continue without the benefits of financial aid. You will still be responsible for finding a way to pay your student account charges if you decide not to appeal. Other ways to pay include a payment plan or private education student loans ([www.elmselect.com](http://www.elmselect.com)).

### **What is required for an appeal?**

You may appeal your SAP Disqualification status. All appeals *must* include *both* of the following requirements before our SAP Appeal Committee can review your appeal:

1. A written/typed statement that discusses the *circumstances* that kept you from meeting SAP requirements, and what you will *change or do differently* in order to foster academic success moving forward. Circumstances for an appeal can include, but are not limited to:
  - a. The death of a relative
  - b. Injury or illness of the student
  - c. Other special circumstances, such as:
    - i. Family difficulties, such as divorce or illness
    - ii. Interpersonal problems with friends, roommates, significant others, etc.
    - iii. Difficulty balancing school and work, athletics, family responsibilities, etc.
    - iv. Financial difficulties.
2. A written/typed letter of support from your academic advisor, endorsing your academic plan moving forward.

### **Is there an Appeal Deadline?**

Your appeal must be submitted within 30 days of notice of the disqualification. Incomplete appeals will not be reviewed. Once all required pieces of information are received, the SAP Appeal Committee will review your appeal within 14 business days and notify you of their decision via email.

### **If my Appeal is Granted, will all my Aid be Reinstated?**

If your appeal is approved, your financial aid will be reinstated for the appropriate terms in accordance with federal, state, and university regulations, processing requirements/deadlines, and availability of funds.

### **SAP Probation:**

You will be placed on SAP Probation if your appeal is approved. Under SAP Probation, you may receive financial aid for one period of enrollment (semester). After that semester is complete, you *must* either meet the SAP minimum standards *or* the requirements of the academic plan developed by your advisor and the Financial Aid office to continue to be eligible for financial aid. If you do not successfully follow the academic plan or meet minimum requirements you will no longer be eligible for financial aid and would be placed on SAP Disqualification again. You may submit another appeal, however this does not guarantee your subsequent appeal will be approved.

### **What are My Options if my Appeal is Denied?**

You may continue without the benefit of financial aid. You may apply for a payment plan or explore your options for alternative student loans via [www.elmselect.com](http://www.elmselect.com).

### **Additional SAP information:**

- *Class failures, withdrawals, and incompletes are considered attempted, but not completed credits for the purposes of evaluating Satisfactory Academic Progress.*
- *Submission of an appeal **does not guarantee** reinstatement of your eligibility.*
- *There is no limit on the number of times you may appeal a SAP disqualification.*
- ***ALL** credits attempted and earned will be included when calculating your maximum attempted credits, GPA, and completed credits percentage.*
- *If you change majors, the credits you earn under all majors will be included in your GPA calculation as well as the calculation of credits you have attempted and earned.*
- *If you take undergraduate courses while you are a graduate student, credits you earn will be included in your GPA, completed credits, and maximum attempted credits.*