

Satisfactory Academic Progress

The satisfactory academic policy is used to measure the student's academic progression toward the completion of a course of study based on the College of St. Joseph standards and required Federal regulations. These standards apply to all financial assistance programs including all types of Federal Grants and Federal Direct Loans and Federal Work-Study. There are two measurements required, qualitative and quantitative.

General procedure

Each academic year the following measurements are reviewed after the spring semester if the student is not enrolled for the summer session. For those enrolled for the summer session the SAP review will include the summer session academic performance. These SAP standards are applied to all applicants for Title IV Federal funds.

Once the review is complete any student not meeting SAP will be notified in writing from the Director of Financial Aid. The student will be placed on SAP probation for the next term and will be eligible for financial aid only for that term. SAP will be reviewed after that term to determine the student financial aid eligibility. Financial aid eligibility will not be reestablished until the student reaches the minimum standards of satisfactory academic progress as noted below. Students are determined to regain eligibility for funds based on the timing in which they reach the minimum standards.

Any student that is placed on SAP probation may submit a letter of appeal to the Director of Financial Aid. The letter of appeal must include the extenuating circumstance(s) outside the normal school activity that has impacted the student's ability to achieve the minimum standards of satisfactory academic progress and what has changed that will allow the student to make SAP at the next evaluation. Circumstances might include, illness, severe injury, relative dies, among others. The appeal will be reviewed and the student will be notified of the decision in writing. Approved grant appeals may impose conditions or an academic plan for the student to meet which will be stated in writing to the student. All granted appeals will have SAP re-evaluated after the next term.

Qualitative (Grade-based) Requirement

Satisfactory academic progress requires the following cumulative Grade Point Average (GPA) which is reviewed at the end of the academic year.

Undergraduate students:

Total cumulative credits earned of 12 or less must have a minimum cumulative GPA of 1.6.

Total cumulative credits earned of 24 or less must have a minimum cumulative GPA of 1.8.

Total cumulative credits earned of 25+ must have a minimum cumulative GPA of 2.0.

Graduate student:

The minimum cumulative GPA is 3.0.

Quantitative (Time-related) Requirement – To determine the number or percentage of courses completed. Two standards must be met to retain financial aid eligibility. These standards apply to all students.

1. **Credit Completion Rate:** This is measured by reviewing completed credits as a percentage of attempted credits. A student must earn at least 67% of their cumulative attempted credits to maintain satisfactory academic progress. This is calculated by multiplying all attempted credits hours by 0.67 to determine the number of credits hours a student must have earned in order to continue to receive financial aid.
2. **Maximum Time Frame:** A student who has attempted more than 150% of the normal credits required to obtain their degree is no longer eligible to receive financial aid.

General time frame:

Associate degree- attending full-time must complete degree requirements within three years.

Bachelor degree - attending full-time must complete degree requirements within six years.

MBA – five years

Master in Education – five years

Master in Psychology & Human Services – six years

Important Considerations:

*All periods of the student's enrollment , fall, spring and summer are counted when judging SAP.

*Transfer credits count in the student's cumulative attempted and cumulative earned credits but not in the cumulative GPA.

*Withdrawal from a course after the drop period count in the student's enrollment status, cumulative attempted credits but not in the cumulative earned credits or GPA.

*Incomplete grade counts in student's enrollment status, cumulative attempted credits and not in cumulative earned credits or GPA.

*A grade of "F" is counted as cumulative attempted credits and cumulative GPA and not in cumulative earned credits.

*Pass/fail courses are counted as cumulative attempted and if passed in cumulative earned credit but not in cumulative GPA.

*Repeated course is counted in student's enrollment status, cumulative attempted and cumulative earned credits. The final grade earned on a repeated course will be counted in the cumulative GPA. A student can receive aid for repeating a previously passed course only once.

*Developmental courses are not counted in the Maximum Time Frame requirement.

*Change of Major: A student's SAP will be reestablished when a student changes their program of study.

*Ceasing to attend for a semester or paying out-of-pocket does not change the SAP results.