

NAZARETH COLLEGE

Financial Aid Office

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Undergraduate Satisfactory Academic Progress Policy (SAP)

Federal regulations require that schools monitor the academic progress of every student who is eligible for federal Title IV financial aid, which includes the Pell Grant, TEACH Grant, SEOG, Direct loan, Parent PLUS loan, Work Study and Perkins loan. Federal standards of satisfactory academic progress (SAP) include a qualitative (GPA) measurement, a quantitative (PACE) measurement, and a maximum time frame measurement. If one of the measures is not being met, the student is not making SAP. SAP is measured and reviewed at the end of *each* payment period, specifically end of fall semester, end of spring semester, and end of summer II- combining summer I and summer II courses.

(Note: Due to the timing of SAP review, financial aid previously awarded for future terms will be revoked immediately if SAP requirements are not being met.)

Students who fail to meet either the GPA or PACE satisfactory academic progress requirements will be placed on financial aid warning; no action is required by the student. Financial aid warning lasts for one payment period only, during which the student may continue to receive federal financial aid. Students who fail to meet the GPA and PACE satisfactory progress after the warning period will lose their federal aid eligibility unless they successfully appeal and are placed on financial aid probation, with or without an academic plan. (See details below). Students who have reached the maximum time frame are no longer eligible for federal aid; they are not eligible for financial aid warning or financial aid probation.

Students will be notified, in writing, by the Nazareth College Financial Aid Office if they have been placed on financial aid warning or financial aid probation.

Qualitative Standard (GPA):

Students (full or part-time) are required to maintain the following cumulative GPA

Cumulative Credits Earned	Grade Level	Cumulative GPA
0-27	Freshman	1.8
28-57	Sophomore	1.9
58-87	Junior	2.0
88-Graduation	Senior	2.0

Students in the first year of college are evaluated as freshman even if they have advanced class standing due to college-level credits earned in high school.

Quantitative (PACE) Standard:

Undergraduate students must complete a minimum percentage of cumulative attempted credits, or PACE. PACE is calculated by dividing the cumulative credit hours *earned* by the cumulative credit hours *attempted*. Remedial courses are not counted in this calculation.

Students must maintain a minimum pace of **66.667%**.

Maximum Time Frame:

Undergraduate students are limited to a total of 180 attempted credits. Students will not be eligible for financial aid warning or financial aid probation once they have reached their maximum time frame. Students who have changed their degree program or are pursuing a second degree may submit an appeal request to the Financial Aid Office to request consideration for a one time extension of the maximum timeframe.

Program Completion:

Once the student completes all the academic requirements for their program, the student is considered to have completed the degree program and is no longer eligible for further federal aid for that program.

Academic Amnesty:

All academic coursework taken by a student in attendance at Nazareth College must be included in determining federal SAP. This federal SAP policy is exclusive of any Nazareth College academic policy related to re-admission and GPA calculation. Federal SAP regulations do not recognize any provision for academic amnesty or renewal including any institutional policies related to GPA calculation upon re-admission.

Transfer Coursework:

Transfer credits accepted toward the student's current program (including consortium agreements and Study Abroad courses) are counted in both cumulative credits attempted and cumulative credits completed. Grades earned in transfer credits are not included in cumulative GPA.

Incomplete Coursework (I):

Incomplete coursework that is resolved by the specified date on the student's incomplete petition form will result in a grade and the grade will be counted in the cumulative GPA. The credits will be counted in the cumulative credits attempted and the cumulative credits earned. The (I) grade remains on the transcript but the (I) grade is not counted in the cumulative GPA.

Incomplete coursework that is not resolved by the specified date on the student's incomplete petition form will result in an (F) grade. The credits will be counted in the cumulative credits attempted but zero credits earned. The (F) grade will be counted in the cumulative GPA.

Withdrawn Coursework (W):

Courses that were dropped during Add/Drop period will neither be counted as credits attempted nor earned and will not be counted in the cumulative GPA.

Withdrawn coursework that results in a (W) grade will be counted in the cumulative credits attempted but zero credits earned. (W) grades are not included in the cumulative GPA calculation.

An Immediate Leave of Absence taken after the first week of the semester (up through the 10th week of the semester) will result in (W) grades.

Satisfactory (S), Unsatisfactory (U), Audit (AU), Failed (F) Coursework:

Courses with a Satisfactory (S) grade are counted as credits attempted and credits earned; no grade will be counted in the cumulative GPA.

Courses with an Unsatisfactory (U) grade are counted as credits attempted and zero credits earned; no grade will be counted in the cumulative GPA.

Courses with an Audit (AU) grade are not counted as credits attempted nor credits earned; no grade will be counted in the cumulative GPA.

Courses with a Failed (F) grade are counted as credits attempted and zero credits earned; grade will be counted in the cumulative GPA.

Repeated Coursework (R):

Undergraduate students are eligible to receive federal financial aid for repeating a class one time. If a student received a grade for the first attempted class, those credits will be counted in the cumulative credits attempted and earned. The credits for the repeated class will be counted as additional credits attempted only and zero credits earned. The second grade is calculated in the cumulative GPA.

Financial Aid Warning:

As stated earlier, a student failing to meet SAP standards, at the time of review, will be placed on financial aid warning for one payment period. The student will be eligible for federal aid during the financial aid warning period and no further action is required by the student.

A student that meets SAP standards at the end of the financial aid warning term is eligible for continued federal aid.

A student that does not meet SAP standards at the end of the financial aid warning term will not be eligible for federal aid in subsequent semesters until SAP standards are met or the student successfully appeals and is placed on financial aid probation with or without an academic plan.

Financial Aid Appeal Process/ Financial Aid Probation:

If, at the end of the financial aid warning term, a student is still not meeting SAP requirements, the student may submit an appeal based on extenuating circumstances only. Extenuating circumstances would be considered personal illness or injury, a death of a close relative, or other special circumstances. The written appeal must be sent to the Director of Financial Aid and it must explain why satisfactory progress was not met and what has changed that will allow the minimum standards to be met.

If the appeal is denied, the student will not be eligible for federal financial aid in subsequent semesters until SAP standards are met.

If the appeal is approved by the Financial Aid Office, the student will be placed on financial aid probation, with or without an academic plan, and will be eligible for federal financial aid during the probationary period.

- If it is determined that the student should be able to achieve the SAP requirements by the end of the probation semester, the student will be placed on financial aid probation without an academic plan. The student will be eligible for federal aid for the probation semester. If at the end of the probation semester, SAP standards are still not being met, the student cannot appeal again nor will he be eligible for federal aid until SAP requirements are achieved.
- If it is determined the student will require more than one payment period to achieve SAP standards, the student will be placed on financial aid probation with an academic plan. The academic plan will be developed by the Academic Advisement Center in collaboration with the Financial Aid Office. The student's progress will be monitored at the end of each subsequent payment period by both offices to determine if the student is meeting the requirements specified in the academic plan. If the student is meeting the requirements of the academic plan, the student will be eligible to receive federal aid as long as the student continues to meet the academic plan requirements

Regaining Eligibility:

Students whose federal aid has been suspended due to not meeting SAP requirements will regain federal aid eligibility for future semesters upon meeting SAP requirements.