

Satisfactory Academic Progress (SAP) Policy

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree or eligible certificate. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, and Direct Parent PLUS Loan programs must meet **THREE** requirements to maintain their financial aid eligibility at Saint Joseph Seminary College. Rules are applied uniformly to all students whether or not aid has been received previously.

New SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and Quantitative standards. If the student has made acceptable Qualitative and Quantitative progress for that particular payment period, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

The policy is provided to all students prior to the first class session. The policy is consistently applied to all applicable students (full time or part time). Evaluations are maintained in the student file.

All students must maintain SAP according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA aid.

Component 1: Qualitative Standard

Undergraduate Criteria—Each student must meet a minimum cumulative grade point average to remain eligible for federal student aid. A Grade Point Average of a 2.0 is equivalent to a “C” average.

Component 2: Pace Standard

Each student must successfully pass a minimum of 75% (rounded to the next highest number) of their cumulative credit hours **attempted** during the preceding semesters at the College (rounded to the next highest number). Withdrawals, incompletes, repeated and non-credit remedial course work will be counted toward the hours attempted.

Component 3: Maximum Time Frame

Undergraduate Criteria:

Students must complete their degree program within an allotted period to remain eligible for financial aid. Be aware that credit hour limits are cumulative; therefore, all hours from all institutions attended will be included, even if a student did not receive federal student aid.

The Financial Aid Office recommends that students who have attempted 30 or more hours have a degree check completed in the Admission Office to ensure they are taking the courses necessary for their degree. For financial aid purposes grades of A, B, C, D, F, P, S, W, AW, WP, WF, I, N, NA, NP, X, and U are all considered attempted hours and will be counted towards maximum time frame. Remedial classes will be counted towards the 150% maximum allowable timeframe, and will be considered in the review of SAP. Once students reach their maximum period for their specified degree, they are no longer eligible for federal student aid.

Undergraduate Part-time Criteria:

Student who enroll in less than 12 credit hours are considered part-time. Academic progress requirements apply to part-time enrolled students on a proportional basis.

Transfer Students:

Transfer credits, applicable only to the program of study, are calculated into the credits attempted and completed, but are not factored into the cumulative grade point average (GPA) when a student first transfers to Saint Joseph Seminary College. If a transfer student is not meeting the minimum GPA requirement when progress is evaluated, transfer credits will be calculated into the cumulative GPA. GPA of transferred credits will continue to be used in the GPA calculation from that point.

WARNING

Students who fail to meet minimum requirements for attendance and academic progress at the end of a payment period (semester) will be placed on a Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA funds for one payment period only. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will be placed on Academic Development Status with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility by the next semester.

Saint Joseph Seminary College

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of the **Academic Development Status**.

If a student is making SAP at the end of the Financial Aid Warning, or after an Academic development status they shall be returned to normal SAP status with no loss of Title IV, HEA eligibility.

SAP Appeal Process

A student who loses their Title IV, HEA financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.

A student who wishes to appeal **Academic Development Status** with a loss of Title IV, HEA eligibility, must submit a written request to the School Director within ten (10) business days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. **The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance.** The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and all decisions are final.

If the student wins an appeal they will then be placed on **Financial Aid Probation**, which is a status assigned by the institution to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

Note: Neither paying for nor sitting out for an enrollment period is sufficient to re-establish eligibility for Title IV, HEA aid.

Financial Aid Probation:

A student placed on Financial Aid Probation may receive Title IV, HEA programs funds for one payment period. Any student that prevails upon the appeal process shall be placed on financial aid probation and will be eligible to receive Title IV, HEA funding during this period. The student may also be placed on an individual development plan to assist the student in regaining SAP at the end of this payment period. Those who are not making SAP at the end of the Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated. If the student is not granted a Probation they will remain on Academic Warning with a loss of Title IV, HEA funding for at least one payment period, at which time they must be making SAP in order to regain Title IV, HEA funding for the next payment period.

Financial Appeal Granted:

Should the student prevail upon their appeal they will be placed on a Financial Probation for that payment period. The student will then be eligible for Title IV, HEA funds for that payment period. While on Financial Aid Probation, the student must meet the institution's Satisfactory Academic Progress standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility. A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period.

Requirements for the Academic Improvement Plan:

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.
- Complete all required test and projects assigned (test and projects must be completed and turned in when requested).
- The academic improvement plan will be monitored by the School Director.
- The school will notify the student each month on their academic improvement status during the monthly progress report/advising session. Status of the students report will be written on the progress report form for the student to sign.
- Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

REESTABLISHMENT OF STATUS

This process is limited to the period under evaluation. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV, HEA funding.

Academic Dismissal for Grades

Students failing to re-establish good standing after one pay period on Academic Probation are placed on Academic Dismissal.

Returning student from a Leave of Absence or a Withdrawal

All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next evaluation point.

REINSTATEMENT OF FINANCIAL AID

Title IV, HEA funds will be reinstated to qualified students who have received a financial aid probation as a result of a successful appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the end of a payment period and are able to complete their program within the maximum time frame.

REENTRY STUDENTS/INTERRUPTIONS

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration

STUDENT RESPONSIBILITY

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. If questions arise, contact the Financial Aid Office at 985-867-2273.

Please note: Financial Aid Probation and Suspension are separate from ACADEMIC probation and suspension.