

Background: The purpose of this policy is to demonstrate and confirm Susquehanna University is compliant with federal statute, regulations, and sub-regulatory guidance regarding Satisfactory Academic Progress as noted in the Higher Education Act, as amended, of 1965 (HEA), Sec. 484(c), 34 Code of Federal Regulations 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34 Q&A: www2.ed.gov/policy/highered/reg/hearulemaking/2009/sap.html

Policy: In accordance with federal regulations, this policy applies to all students requesting Title IV (Pell, FSEOG, Perkins, FWS, Direct loans, Direct PLUS, and TEACH) federal financial aid regardless of whether federal aid has been received previously. These regulations require that recipients of federal financial aid maintain a satisfactory rate of progress toward completion of a degree (Pace) and must be in good standing based on a Cumulative Grade Point Average (CCGPA).

Student academic records are reviewed at the end of each academic year (spring semester) after grades are transcribed by Registrar's Office staff. All enrollment terms, including summer, must be considered in the determination of Satisfactory Academic Progress (SAP), even enrolled terms for which the student did not receive federal financial aid.

Please note, the successful appeal of the institution's academic suspension (Provost / Registrar) is unrelated to the financial aid SAP suspension and will not automatically equate to the reinstatement of federal student financial aid eligibility. These processes, while similar, are separate and distinct from each other.

SAP Review Procedures: SAP evaluations occur at the end of each enrolled academic year regardless of whether the student received financial aid.

Pace Assessment (Quantitative): Students must successfully complete 67% of the cumulative attempted credit hours as transcript by the Registrar's Office staff. If a student uses federal aid for a transfer course under a consortium agreement and fails to earn credit, the pace is tallied in the student's financial aid file and will not be reflected on Registrar records.

Pace calculations that do not result in whole numbers are rounded to the nearest whole credit.

Examples of Pace Requirement:

1. A student who has attempted a total of 12 credits must have successfully completed at least 8* credits ($12 \times 0.67 = 8.04$).
2. A student who has attempted a total of 16 credits must have successfully completed at least 11* credits ($16 \times 0.67 = 10.72$).
3. A student who has attempted a total of 32 credits must have successfully completed at least 21* credits ($32 \times 0.67 = 21.44$).
4. A student's SU transcript reflects 24 transfer or AP credits. If the student has attempted a total of 60 credits of SU coursework, s/he must have successfully completed at least 56* credits, including transfer and AP credits ($(24 + 60) \times 0.67 = 56.28$).

CGPA Assessment (Qualitative): Students at Susquehanna University are required to meet a CGPA of 2.0, as per the University’s “Academic Standing and Satisfactory Toward Degree” policy.

Maximum timeframe: Students who attempt more than 194 credits are ineligible for financial aid for any coursework attempted beyond the 194th credit. Transfer credits reflected on a student’s SU academic transcript count as attempted credit hours.

Students pursuing a second undergraduate baccalaureate degree, including teacher interns, are limited to 90 attempted credit hours of work between receipt of the first degree and completion of the second. Second degree students may not receive federal financial aid beyond 90 attempted credit hours of enrollment in the second undergraduate degree program.

Suspension status notification procedure: When a student fails to meet all SAP requirements, they are placed on Financial Aid Suspension for the next enrolled academic year.

Notification is not made to students of their suspension status until SU’s Academic Standing Committee meets to determine any academic dismissals based on the student’s final grades for the academic period under review by the committee. Historically Academic Standing has been given precedence over any other type of notifications on campus.

Students in violation of the policy are notified of financial aid suspension status by email and personal letter. A copy of the personal letter is emailed as an attachment to the student, sent with return receipt. The original letter is sent via certified US mail, and receipt confirmation is included.

Financial Aid Suspension Options:

1. Pay for the next academic year with your own financial resources, complete the appropriate academic course load necessary to increase either or both CGPA and Pace requirements necessary to reestablish eligibility for federal student financial aid.
 - If the student has failed the maximum timeframe to completion requirements, you will have to pay for balance due with your own financial resources or submit an appeal for an exception to the maximum timeframe requirement given extenuating circumstances.
2. Submit an appeal for an exception to the SAP requirements because of extenuating circumstances.

Appeal review procedure: A student who wishes to appeal can obtain the paperwork from the Student Financial Services office staff, which includes the official appeal form and an academic recovery plan, which must be completed by the student. The completed forms must be submitted to the Director of Student Financial Services, who will determine if any additional supporting documentation is needed. The deadline to submit an appeal are as follows:

- For the academic year: two weeks prior to the start of fall term or one week prior to the start of the summer term if a student wishes to take classes during this trailer term.

Title IV – Satisfactory Academic Progress
Student Financial Services (Enrollment)
Susquehanna University

Only special or unusual circumstances will be considered for appeal. Examples include a personal injury or illness that required medical intervention, death or severe injury of an immediate relative, significant and unanticipated family obligations, catastrophic loss (e.g., flood, fire, etc.) for example. Appeals that are successful should include the following:

- Explanation of the special or unusual circumstances that prevented the student from meeting SAP requirements.
- Course of action that has been taken and/or will be taken to address the extenuating circumstances described.
- Supporting documentation that should prove that the extenuating circumstances occurred. When possible, documentation should also be provided for the course of action. For example, if the extenuating circumstances were illness, then the student would attach a note from their doctor confirming the illness took place, treatment was/is under way, and that the student is now able to return successfully to school.
- Plan of study indicating what courses will be taken over the next year, how many credits are needed to graduate, and the anticipated graduation date.

Federal aid will only be awarded if an appeal is approved. University aid award decisions are made at the discretion of the Assistant Vice-President, Student Financial Services in consultation with the Director, Student Financial Services.

There is no limit to the number of appeals a student can submit if they can document there are new circumstances preventing the student from making SAP.

SAP Appeals must be submitted to the following staff member:

- Katie Erdley
Student Financial Services
Susquehanna University
514 University Ave.
Selinsgrove, PA 17870
FAX: 570-372-2722

Academic plans: Appeals will only be approved on the condition of an academic plan and students will be notified of an approval in writing. Students would be eligible to receive financial aid for a probationary year. Progress is subsequently measured against the terms of the academic plan until the student meets federal SAP requirements again. Students who fail to meet the term of their plan will be ineligible for aid until they meet federal SAP requirements.

If a student's appeal is denied, the student will be ineligible for financial aid until the student meets SAP requirements or demonstrates progress / new circumstances via a subsequent appeal.

SAP Appeal Notification: The student are notified by letter or by message to their SU email account of the results of the SAP appeal.

1. **Approvals:** The student should carefully review the SAP appeal notification, which will outline the unique, individualized SAP requirements (i.e., academic plan) the student must meet to maintain eligibility for federal financial aid. For example, a student who has failed to meet the 67% pace requirement, may be told in the appeal notification that they must maintain a higher minimum pace on a term-by-term basis, as well as earn a certain minimum CGPA each term, to maintain eligibility for federal financial aid. The student must keep the appeal notification for future reference.
2. **Denials:** If an SAP appeal is denied, the decision is final for the enrollment term specified by the student on the appeal form. A student may be able to re-establish eligibility on his own, for future enrollment terms, by completing sufficient credit hours and/or improving his GPA such that he then meets the SAP requirements. Please contact Student Financial Services if you have questions about reestablishing eligibility.

Appendix: Grades and Enrollment Change Impacts to SAP

EC/I/N (Extended Credit / Incomplete / Not Reported) Grades: Courses for which a student receives a grade of "I" (incomplete) are included in the number of attempted hours, but do not count as earned credits hours for SAP purposes. The Registrar will notify the Financial Aid Office of all grade changes (i.e., a change from "I" to "B") and SAP status will be reviewed.

Repeating Courses: Some students repeat courses they have passed to raise their grade point averages (GPA). Be aware that repeating a course for which credit has been earned (a grade of "D-" or higher received), will not result in additional, earned (i.e., new) credit. When repeating courses for which credit has already been earned, students should plan their class schedules carefully to ensure that they continue to meet SAP requirements.

Withdrawals: Courses for which a student receives a grade of "W" are included in the number of attempted hours, but do not count as earned credit hours for SAP purposes.

Transfer Credits: Transfer credits reflected on a student's SU academic transcript are counted as both attempted and earned credit hours for SAP purposes.

Credit for CLEP Exams: Credits earned through CLEP exams, as reflected on a student's SU academic transcript, are counted as both attempted and earned credit hours for SAP purposes.

Advanced Placement Credit: Credits for advanced placement courses, as reflected on a student's SU academic transcript, are counted as both attempted and earned credit hours for SAP purposes.

Other Grades: Courses for which Satisfactory or Unsatisfactory grades are received count as both attempted and earned credit hours for SAP purposes. Courses for which a student receives the grade of "AU" (audit) will not count as attempted or earned for SAP courses.

Title IV – Satisfactory Academic Progress
Student Financial Services (Enrollment)
Susquehanna University

Non-Transcripted Courses: Non-transcripted courses are not counted as attempted or earned credit hours for SAP purposes. The list includes MATH-099 College Mathematics Prep, PRDV-002 Approaching College Texts, and PRDV-003 College Success Strategies. This list is subject to change as other non-transcripted courses are added to the curriculum.