

Satisfactory Academic Progress Policy for Title IV Federal Student Assistance

(Effective 05/06/2019 starting with evaluation of 2018-2019 academic year)

Federal regulations (General Provisions 34 CFR 668.16(e), 34 CFR 668.32(F), and 34 CFR 668.34) require that Ursinus College review the academic progress of a student before a student receives federal financial aid to assure the student has met and continues to meet the basic academic progress standards set forth by the College. The three standards that the Office of Student Financial Services (OSFS) must evaluate are as follows:

Maximum Timeframe Standard

Qualitative Standard

Quantitative Standard

All students enrolled at Ursinus College are subject to the academic standards of the college, which may vary from the standards of Satisfactory Academic Progress (SAP) for financial aid.

Frequency of Evaluation

OSFS will evaluate all students in a Bachelor's Degree program for SAP requirements annually at the end of the spring semester once all grades are available. All students who fail to meet SAP requirements will be notified by OSFS and reevaluated after each subsequent semester until SAP requirements are met again.

OSFS will evaluate all students in a Teacher's Certificate (stand-alone certification) program for SAP requirements after each semester. All students who fail to meet SAP requirements will be notified by OSFS.

Maximum Timeframe Standard

Federal

The Department of Education requires a student receiving federal aid to complete their degree within 150% of the published length of the academic program. A student will no longer be eligible for federal aid at the point that they reach 150% of the published length of their academic program and have not completed their degree requirements. Many bachelor's degree programs have a published program length of 128 credits, although some programs may vary in length. For the Maximum Timeframe Requirement, a student must complete a program with a published program length of 128 credits having attempted fewer than 192 credits ($128 * 1.5 = 192$).

Institutional

Students receiving Ursinus College institutional aid are eligible to receive institutional aid for a total of 8 semesters. If a student must enroll in any additional semesters, they will no longer be eligible for their institutional aid beyond their 8th semester. Students will have the opportunity to appeal for institutional aid after their 8th semester, but the institutional aid reinstated upon a successful appeal may be subject to change at the discretion of OSFS.

NOTE: Students receiving institutional merit scholarships and UC Fund are only eligible for these funds during fall and spring semesters in which they are enrolled as full-time students. Students receiving these funds are not eligible to receive them during any summer semesters.

Qualitative Standard

A student must meet the following GPA criteria to continue to receive federal and institutional financial aid:

Bachelor's Degree

<u>Semesters Attempted</u>	<u>Cumulative GPA Required</u>
1-2	1.50*
3	1.75*
4+ (or 64+ credits attempted)	2.00*

***In addition to these cumulative GPA requirements, students having a semester GPA of below 2.00 for two successive semesters within the academic period being evaluated (fall and spring semesters of the academic year being evaluated) are considered to have failed to meet the Qualitative Standard, regardless of their cumulative GPA.**

Teacher Certificate (stand-alone certification)

<u>Cumulative GPA Required</u>
2.00

The Academic Standards and Discipline Committee (ASDC) receive the record of every student with an average GPA below 2.00 at the end of each semester. ASDC's review and determination of a student's eligibility is based on the Academic Suspension and Dismissal policy found at <https://www.ursinus.edu/academics/catalog/academic-policies/>. The process for ASDC's review of academic progress is separate from the review of academic progress performed by OSFS. If a student fails to meet both ASDC's and OSFS's academic progress standards and is placed on academic probation from ASDC, they must also successfully appeal to OSFS to continue to receive institutional and federal financial aid.

Institutional Scholarship

In addition to the above GPA requirements, Ursinus College has a 2.0 cumulative GPA requirement for any institutional scholarships received. If a student fails to meet the required GPA for continuation of their institutional scholarship and either meets the SAP requirements or fails to meet the SAP requirements and successfully appeals for continued financial aid, their academic scholarship will be reduced as follows:

<u>Cumulative GPA</u>	<u>Scholarship Reduction</u>
1.75-1.99	\$1,500
1.50-1.74	\$3,000
<1.50	Not Eligible for Scholarship

Quantitative Standard

Students receiving federal and institutional aid must successfully complete 67% of their cumulative, attempted credit hours as recorded by the Office of the Registrar on the student's transcript.

Examples of Pace Requirement:

1. A student who has attempted a total of 12 credits must have successfully completed at least 8 credits ($8 / 12 = 66.67\%*$).
2. A student who has attempted a total of 18 credits must have successfully completed at least 12 credits ($12 / 18 = 66.67\%*$).
3. A student who has attempted a total of 33 credits must have successfully completed at least 22 credits ($21 / 33 = 66.67\%*$).
4. A student's UC transcript reflects 24 transfer or AP credits. If the student has attempted a total of 60 credits of UC coursework, s/he must have successfully completed at least 56 credits, including transfer and AP credits ($56 / 84 = 66.67\%*$).

*Note: Pace calculations that do not result in whole numbers are rounded to the nearest whole percent.

Course incompleteness, course withdrawals, and non-credit remedial courses are counted towards attempted credits but not completed credits for the quantitative standard and will count, as recorded by the Office of the Registrar on the student's transcript, for the qualitative standard. Transfer and AP credits are counted towards both attempted and completed credits for the quantitative standard, but they do not count towards a student's GPA for the qualitative standard. If a student must repeat a course for major or degree requirements, it may be counted toward the annual required credits completed and/or grade average.

Study Abroad

Students who studied abroad and are waiting for grades to be transferred to Ursinus from their semester(s) abroad will be evaluated at the same time as all other students at the end of the spring semester once all grades are available. At the time notification is received that the grades and credits from a student's semester abroad are available, OSFS will reevaluate the student's progress. If at the time of either of these evaluations a student does not meet SAP requirements, OSFS will notify them.

Appeals Process

Any student who does not meet the SAP requirements at the time of evaluation due to unanticipated, extenuating circumstances has the opportunity to appeal to OSFS for continued financial aid eligibility.** Acceptable reasons for appeals are as follows:

- the death, serious injury, or illness of an immediate relative
- a serious injury or illness of the student which required medical intervention
- significant, unanticipated family obligations or hardships
- catastrophic loss (e.g. flood, fire, etc.)
- other special circumstances

Students appealing for continued financial aid eligibility will be required to complete a SAP Appeal Form as well as provide supporting documentation where applicable. A student's SAP Appeal Form must include an explanation of both why they failed to meet the SAP requirements as well as what has changed in their situation that will allow them to make satisfactory progress at the next evaluation of their progress. Students can complete a SAP Appeal Form on OSFS's website at www.ursinus.edu/financialaid/forms. All appeals will be reviewed by a committee and any approvals of appeals will be granted on a case by case basis.

If a student's appeal for continued financial aid eligibility is approved by the review committee, a student will be placed on Financial Aid Probation and an academic plan. Academic progress for students on Financial Aid Probation will be reevaluated at the end of each subsequent semester once all grades are available. If SAP requirements are not met upon reevaluation, the student will be notified by OSFS and will have to repeat the same process to appeal to be considered for continued financial aid eligibility. If SAP requirements are met upon reevaluation, the student will be removed from Financial Aid Probation and fully reinstated for continued financial aid eligibility.

If a student has a change in grade, an incomplete grade changed to a completed grade, or summer or transfer credits that they believe may affect their eligibility, they will be able to request a reevaluation of SAP. Requests for reevaluation should be emailed to OSFS at financialaid@ursinus.edu at the time the new grades or credits are available.

**If a student is dismissed from the college by the Academic Dean, that decision supersedes any SAP decision and the student will not be eligible to appeal for continued financial aid.

PA State Grant Progress Check

All students who receive the Pennsylvania State Grant will also be evaluated separately for academic progress for the state grant. PHEAA requires that students complete 12 credits in each semester that they receive the state grant as a full-time student or 6 credits in each semester that they receive the state grant as a part-time student to remain eligible for the state grant in the following academic year. Evaluation of the Pennsylvania State Grant academic progress requirements will take place annually at the end of the spring semester once all grades are available. OSFS will notify any student who did not meet the state's requirements for progress following evaluation and will report to PHEAA that the student's progress requirement for the state grant was not met. Any questions about the state's progress requirements should be directed to PHEAA by phone at 1-800-692-7392 or by email at granthelp@pheaa.org.

Definitions

Federal aid – This is any Federal Student Aid program that is authorized under Title IV of the Higher Education Act of 1965. Federal aid includes, but is not limited to, the following:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct Parent PLUS Loan
- Federal Work Study

Institutional aid – This is any aid that is awarded by Ursinus College which includes, but is not limited to, institutional scholarship, grant, and endowment funds.

Financial Aid Probation – A student who fails to meet SAP requirements, is granted an appeal for continued financial aid, and is placed on an academic plan is considered to be on the Financial Aid Probation status. OSFS will reevaluate students on Financial Aid Probation for SAP requirements at the end of each subsequent semester while they remain on this status. A student will remain on Financial Aid Probation until they meet SAP requirements at the time of reevaluation.

Published program length – This is the program length, in completed credit hours, of the student's academic program as published in the college catalog.

PHEAA – Pennsylvania Higher Education Assistance Agency (PHEAA) is the organization responsible for administering the Pennsylvania State Grant Program. More information about PHEAA can be found at www.pheaa.org.