BELHAVEN UNIVERSITY

Satisfactory Academic Progress Policy for Financial Aid

The Federal Student Aid regulations mandate institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. In order to comply with these requirements Belhaven University has established the following definition or standard of Satisfactory Academic Progress. A student failing to meet the following SAP requirements may lose his or her financial aid

Each student's Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester. To maintain SAP, the student must meet the following standards:

1. <u>A student must maintain a cumulative GPA of 2.0 or better; graduate programs require a 3.0 or better</u>

    a. Transfer students – Belhaven University does not transfer grades from previous schools unless they pertain to the degree program in which the student registers. However BU does not record GPA from previous institutions attended. Therefore, cumulative GPA will be calculated based only on the student's work at Belhaven.

    b. Please note that a different set of GPA requirements may be required to maintain specific scholarships or State aid grants. This policy is strictly for federal student aid as defined above. Therefore, a student could meet the requirements for SAP, but still lose eligibility for one or more State or Institutional student aid programs.

    Some examples include but are not limited to: Mississippi Tuition
    > Assistance Grant (MTAG) Mississippi Emanate Scholars
    > Grant (MESG) TEACH Grant
    > Belhaven University Scholarship Transfer
    > Academic Scholarship PTK Scholarship

    The student should be aware of all requirements necessary to maintain eligibility for his or her student aid programs.

2. <u>A student must successfully complete at least 67% of the cumulative attempted hours</u>. This is calculated by the number of hours earned divided by the number of hours registered.

    a. Transfer students – All attempted courses which are recognized by the Registrar's Office, with the exception of remedial courses, are counted as hours attempted for federal student aid purposes. Remedial courses are not considered part of the student's attempted hours.

    b. Courses from which a student withdraws (W), withdraws passing (WP), or withdraws failing (WF) are counted as hours attempted in all calculations, including GPA, in accordance with federal student aid policy.

    c. Credit hours earned by testing or other non-standard means are counted in the SAP calculations as both hours attempted and hours earned. This includes hours earned from exams, AP courses, CLEP, PEP, DANTES, and military credits.

    d. Repeated courses are considered part of the hours attempted. A student can receive financial aid for repeating a class as long as he or she earned an "F" in the course. However, the student can receive financial aid only once more for repeating a course that he/she has passed.

    e. A course with a grade of incomplete will be counted as hours attempted. A student may request his/her SAP be reevaluated once a final grade has been posted.

3. <u>An undergraduate student may not exceed 150% of the required hours for their program of study</u>. Hours used in determining whether a student has reached 150% are defined as hours attempted in #2.
    > *Once a student, pursuing a 124 hour degree, attempts 186 hours (150% X 124 hours) he/she will no longer be making SAP and thereby be placed on FA Suspension.*

Financial aid and institutional aid policies are not directly related to policies for academic admission. The Registrar's Office sets and monitors academic admission policies such as academic suspension and academic dismissal. Reinstatement to Belhaven University after an academic suspension or dismissal does not ensure that financial aid will also be reinstated.

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A student's SAP status will fall into one of four categories.

Good Standing – eligible to receive financial aid

A status assigned to a student that is meeting all the SAP requirements.

Financial Aid Warning – eligible to receive financial aid

Assigned to the student who fails to meet standard #1 and/or #2 at the end of the term. A financial aid warning letter will be emailed to the student reminding him/her that failing to meet all the SAP standards will result in Financial Aid Suspension. The office of Student Success will be notified of all students in a Warning status.

Financial Aid Suspension – <u>not</u> eligible to receive financial aid

Assigned to a student who, following a semester on Financial Aid Warning, fails to make SAP. The student's appeal was not granted. A student will remain on Financial Aid Suspension until he or she meets all of the SAP standards or has a successful appeal.

Financial Aid Probation – eligible to receive financial aid

Assigned to the student who successfully appeals and is eligible for financial aid on a probationary status until the student can meet all of the SAP standards. The student's progress is evaluated at the end of the next payment period to determine if he/she is meeting the requirements of their academic plan. If the requirements are being met, the student is eligible to receive federal student aid as long as the student continues to meet the requirements and is reviewed according to the academic plan. See "Instructions for Preparing a Satisfactory Academic Progress (SAP) Appeal" for more guidance concerning an appeal.

Appeal Process – See "Instructions for Preparing a Satisfactory Academic Progress (SAP) Appeal" for more details.

Appeal – A process by which a student who is not meeting the institution's satisfactory academic progress (SAP) standards petitions the institution for reconsideration of his or her eligibility for federal student aid assistance. A student placed on Financial Aid Suspension has the option to appeal. The student must submit a typed appeal letter to the Financial Aid Office at Belhaven University explaining, in detail, any extenuating circumstances (death of a relative, an injury or illness, or other special circumstances) that led to the student's Financial Aid Suspension. Any documentation supporting the student's case is welcomed. The appeal should also consist of a comprehensive academic plan detailing how and when the student plans to able to meet all of the SAP standards. The appeal, the academic plan and any supporting documentation will be presented to the Financial Aid SAP Appeal Committee. If the appeal is approved, the student will have his/her financial aid based on conditions outlined in the academic plan. The student must meet any specific requirements as determined by the committee.

Following an appeal, the student will be sent a letter and an email with the ruling of the Financial Aid SAP Appeal Committee. If the appeal is granted, the letter will explain any specific requirements the committee will require the student to fulfill. Failure to comply will result in the immediate suspension of financial aid. Financial aid disbursed based on the committee's decision may have to be returned.

A successful appeal to the Registrar's Office concerning an academic suspension or dismissal does not imply a successful Financial Aid appeal. A student will have to submit a separate appeal to the Financial Aid Office to have his or her SAP status reconsidered.

Reestablishing Financial Aid

For a student to reestablish his or her financial aid, the student must bring his/her cumulative GPA to a 2.0 or better (see #1) and successfully complete at least 67% of his or her cumulative course work attempted (see #2). Students who have exceeded the maximum timeframe will not have their financial aid reestablished without a successful appeal.

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