

**Anderson University's Policy of Satisfactory Academic Progress**  
**Graduate Students**

Federal regulations mandate that colleges and universities establish standards of satisfactory academic progress for students who receive federal financial aid. The Indiana Commission for Higher Education, along with other states, requires colleges and universities to use the same policy the college or university establishes for the administration of federal aid in the administration of Indiana and other state aid programs. Therefore, in order to maintain a consistent policy for all students receiving financial assistance, Anderson University has adopted these same standards in the administration of all institutionally awarded funds as well.

Note: The Office of Financial Aid and Scholarships may change these policies at any time to ensure continued compliance with changes in federal and state regulations regarding student financial aid.

**Annual Review**

A review of students' Satisfactory Academic Progress status will be made annually at the end of Semester II, with such determined status effective beginning with Semester I of the following academic year. A student's SAP status is determined by both a qualitative standard (GPA) and a quantitative standard (number of attempted/earned hours).

**Minimum Number of Earned Hours Required**

Students are eligible to receive financial aid, provided all other requirements of the Satisfactory Academic Progress Policy have been met, so long as they earn at least 67 percent of attempted hours. Students who do not earn at least 67 percent of their attempted hours will be denied eligibility for financial aid. (See Financial Aid Appeals below). Withdrawn classes in which you receive a grade of "W" (withdraw), repeated classes, classes in which you have Incompletes (I), and transfer credits are all considered attempted hours.

**Maximum number of attempted hours allowed**

Students are eligible to receive financial aid, provided all other requirements of the Satisfactory Academic Progress Policy have been met, so long as the number of attempted hours does not exceed 150 percent of the number of hours required for their degree. Transfer hours that apply towards the degree will be considered as attempted hours. Once a student's number of attempted hours exceeds 150 percent of the number of hours required for their degree, or if it is no longer mathematically possible for the student to complete their degree within the maximum number of attempted hours allowed, the student will be denied eligibility for financial aid. (See Financial Aid Appeals below).

*Example:* The Bachelor of Arts degree requires a student to complete at least 120 credit hours. A student may attempt no more than 180 hours (120 times 150%) and still remain eligible to receive financial aid.

**Minimum Cumulative Grade Point Average required**

Students are eligible to receive financial aid, provided all other requirements of the Satisfactory Academic Progress Policy have been met, so long as they maintain the minimum cumulative GPA as listed below. Students who fall below the minimum cumulative GPA will be denied eligibility for financial aid. (See Financial Aid Appeals below). Withdrawn classes and transfer credits are not used in the determination of your grade point average. Repeated classes and Incompletes will be used in the determination of your grade point average.

**Hours Earned Minimum Cumulative GPA**

Master of Divinity	2.5
Master of Theological Studies	2.5
Master of Theological Studies (Thesis Track)	3.0
Master of Arts in Christian Ministry	2.5

Doctor of Ministry	2.5
Master of Business Administration	3.0
Doctor of Business Administration	3.0
Master of Music Education	3.0
Master of Science in Nursing	3.0

### Financial Aid Appeal

A student may appeal under any condition that constitutes an extenuating and/or mitigating circumstance and where such circumstances contributed to their failure to meet the university's standard of satisfactory academic progress.

An "extenuating circumstance" is defined as an undue, temporary hardship that has a direct causal link between the circumstance and the student's poor academic performance. Examples of extenuating circumstances that would be considered for a SAP appeal include the following: death of a family member, severe personal injury or illness of the student, divorce, victimization of a violent crime or natural disaster, etc. A lack of focus or balance of work/school responsibilities does not constitute an extenuating circumstance.

### Financial Aid Appeal Process and Requirements

Students who wish to appeal their SAP failure status, may do so by writing a letter of appeal to the Financial Aid Review Committee. In their letter the student should speak to:

- 1) the extenuating circumstances that led to why he/she failed to meet the University's standards of satisfactory academic progress and;
- 2) what has changed that will allow the student to meet such standards by the end of the next term.

### Required documentation of an appeal

- **SAP Appeal Request Form** – may be obtained from the Financial Aid and Scholarships office by emailing [sfs@anderson.edu](mailto:sfs@anderson.edu)
- **A typed, one-page letter** – Letter should explain the circumstances that caused the student to fail SAP and any attached documentation (see below) supporting the extenuating circumstances.
- **Documentation** – Any documentation that directly relates to the student's problems semester and supports the information provided in the student's submitted letter should be submitted. Examples of supporting documentation include: copies of obituaries or death certificates, medical documentation, statements from employers on company letterhead that describes the student's situation (should also include contact information), copies of police reports, etc.
- **Graduate Academic Plan** - An approved academic plan will be required as a condition of the appeal. Your academic plan must be developed by meeting with your advisor and will need the endorsement of your advisor or that of the director of Educational Support Services. Academic plans should follow the worksheet provided by the office of Financial Aid and Scholarships
- **Unofficial AU transcript** – may be obtained by contacting the Registrar's Office.

Appeals must be submitted with all of the required documentation listed above. Appeals that are incomplete, missing even one required document, will not be considered for an appeal.

### Deadline for appeals

Students must submit their written appeal prior to the following deadlines:

- Fall term - July 1
- Spring term - November 1
- Summer term - March 1

### Approved Appeals

Should a student's appeal be approved, such approval will be for one semester only, with the student being placed on financial aid probation. At the end of the semester, the student's academic progress will again be reviewed, at which time the student is expected to either 1) have met the university's standards of satisfactory academic progress or 2) have met the minimum requirements as called for in their approved academic plan. Students who fail to meet either the university's standards of satisfactory academic progress or the minimum requirements as called for in their academic plan will be, again, denied eligibility for financial aid.

### Denied Appeals

Students whose appeal was not approved may request an additional review by making such request in writing to the Director of Financial Aid and Scholarships. In making a request for an additional review, the student will be given opportunity to submit additional relevant information regarding their appeal. Also see Reinstatement of Eligibility below.

### **Reinstatement of Eligibility**

Students who fail to meet Satisfactory Academic Progress are not eligible to receive financial aid but are eligible for reinstatement of their financial aid following the completion of at least six (6) credit hours and by earning the minimum required GPA for the registered program of study. Such course work can be completed at any accredited college or university. To request reinstatement of eligibility students will be required to submit a copy of their most recent transcript which shows the completion of at least six (6) credit hours with the minimum required GPA along with an approved academic plan (See Academic Plan above). Questions concerning the University's policy of Satisfactory Academic Progress should be addressed to the Office of Financial Aid and Scholarships at the contact information below:

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