

## **Anderson University's Policy of Satisfactory Academic Progress Undergraduate 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 (CHE), 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.

### **Semester Review**

A review of students' Satisfactory Academic Progress status will be made at the end of each semester, including a summer term if the student attends the summer term. A student's SAP status is determined by both a qualitative standard (GPA) and a quantitative standard (number of attempted/earned hours) and all terms are factored into each component of SAP, including terms in which the student did not receive aid.

### 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 placed on a "Warning" status for financial aid. Students on a Warning status must meet SAP eligibility requirements by the end of the following semester. If SAP eligibility requirements are not met at the end of the following semester, the student will be denied their eligibility for financial aid. (See Financial Aid Appeals below). Withdrawn classes in which the student remained past the add/drop period and earned a grade of "W" (withdraw) or its equivalent, repeated classes, and classes in which you have Incompletes (I) will all be considered attempted courses and will be included in SAP. Transfer credits are all considered attempted and completed hours for determining SAP.

### 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 and completed 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 placed on a "Warning" status for financial aid. Students on a Warning status must meet SAP eligibility requirements by the end of the following semester. If SAP eligibility requirements are not met at the end of the following semester, the student will be denied their 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 will use the most recent course in the determination of your grade point average. Incompletes will be used in the determination of your grade point

average. Incompletes are to be resolved by the fifth week of the next academic term. If unable to resolve, the incomplete becomes a failing course.

#### Hours Earned Minimum Cumulative GPA

1-29 completed credit hours = 1.60 minimum GPA

30-59 hours completed credit hours = 1.80 minimum GPA

60 or more completed credit hours = 2.00 minimum GPA

#### **Notification of Satisfactory Academic Progress Status**

At the end of each payment period, the university will notify students of their SAP status. Students failing to meet SAP will receive an email notification and a hard copy notification mailed to their home address. This notification will outline which measure was not met, if they are in Warning or Denied status and steps to appeal. Students that are meeting SAP will receive an email notification of such status.

#### **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.

Students that successfully appeal their failed SAP status will be placed in a financial aid "Probation" status. Students in a Probation status are eligible to receive financial aid, but must complete all courses with a grade of C or higher and must not withdraw from any course during their probationary status. So long as a student continues to receive a grade of C or higher and does not withdraw from any of their courses, the student will continue in a probationary status until SAP standards have been met. Additionally, students on probationary status must be consistently following the Academic Plan developed with their advisor and submitted as a part of the appeal process to the Office of Financial Aid and Scholarships. Probationary status may be terminated by the Office of Financial Aid and Scholarships if a student does not follow the approved Academic Plan. Should extenuating circumstances occur that prohibit a student from being able to follow their Academic Plan, the student may submit, in consultation with and under the approval of their academic advisor, a new Academic Plan to the Office of Financial Aid and Scholarships.

#### **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 [finaid@anderson.edu](mailto:finaid@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.
- **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 once the minimum SAP requirements are met. To request reinstatement of eligibility students will be required to submit a copy of their most recent transcript, 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:

Anderson University

1100 E 5<sup>th</sup> St.

Anderson, IN 46012

[finaid@anderson.edu](mailto:finaid@anderson.edu)

765-641-4080

**Academic Progress Policy**

Anderson University has a separate policy for determining academic progress regardless of whether a student receives aid. This policy can be found in the Academic Policies Handbook as well as the Undergraduate Catalog. The SAP policy uses the same academic standing standards as does the Academic Progress Policy.