

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR RECEIVING FINANCIAL AID

Students must be making Satisfactory Academic Progress (SAP) to be eligible for Financial Aid Assistance. SAP has three measurements that are required to ensure the student is making progress towards graduation; Cumulative Grade Point Average, Completion Ratio, and Maximum Time Limit.

1. CUMULATIVE GRADE POINT AVERAGE (CGPA) (QUALITATIVE MEASURE)

Students must be making academic progress toward graduation by maintaining the following CGPA:

<u>Undergraduate Students</u>		<u>Graduate Students</u>
CUM GPA Hours	C.G.P.A. Required	Must maintain a cumulative grade point average of 3.0 throughout the program
0-27 hours	1.5	
28-47 hours	1.8	
48 and above hours	2.0	

2. COMPLETION RATIO (QUANTITATIVE MEASURE)

Satisfactory completion of at least 66.67% of all coursework attempted. This means achieving a grade of “D” or above. Grades of “F”, “I”, “WF”, “WP” or “W” are not satisfactory.

3. MAXIMUM TIME LIMIT MEASURE

Students must be making cumulative progress toward graduation and must complete their requirements within 150% of the published length of their academic program.

Example of formula—Undergraduate level must have 128 hours completed to graduate, 128 X 150% = 192 hours maximum. Graduate level 36 hours completed to graduate = 54 maximum hours

ADDITIONAL INFORMATION CONCERNING SATISFACTORY ACADEMIC PROGRESS

TRANSFER STUDENTS

Transfer students will be governed by the same rules as other students. All transfer credit hours accepted by Bethel University will count towards attempted hours.

REPEAT, PRE-THRESHOLD, AND THRESHOLD COURSES

Repeated, Pre-threshold, and Threshold courses are included in the completion ratio and the maximum time limit measure. If a course is repeated only the repeat grade counts toward graduation requirements and cumulative grade point averages.

SATISFACTORY ACADEMIC PROGRESS (SAP) STATUSES

Student's academic records are evaluated by the Financial Aid Office at the end of each payment period. There are four SAP statuses that can apply: In Good Academic Standing, Financial Aid Warning, Financial Aid Canceled, and Financial Aid Probation.

1. IN GOOD ACADEMIC STANDING (IGAS)

Student has met all three measurements of SAP.

2. FINANCIAL AID WARNING (FAW)

Students who fail to meet all three SAP measurements at the end of their current payment period will be placed on FAW for their next payment period. Students under this status may continue to receive Financial Aid assistance for one additional payment period. If the student is meeting all three SAP measurements at the end of the FAW period their status will change back to IGAS; if not, they will be placed on a Financial Aid Canceled (FAC) status. Students who fail all courses during a payment period will result in a FAC status without a warning period.

3. FINANCIAL AID CANCELED (FAC)

If all three SAP measurements are not met during the FAW semester or a student fails all courses during a semester this will result in a FAC status. Students under the FAC status are no longer eligible for any Financial Aid assistance. Students should be prepared to pay for any charges incurred while on Financial Aid Canceled status. Students may appeal this status.

4. FINANCIAL AID PROBATION (FAP)

Students on a FAC status due to not meeting all three SAP measurements may be eligible to appeal for reinstatement. If the appeal is approved the student will be placed on FINANCIAL AID PROBATION. Reasons that may be acceptable for an appeal are:

1. Serious illness or accident on the part of the student
2. Death, accident, or serious illness in the immediate family
3. Other documented circumstances beyond the control of the student

After FAP has been approved the student must be meeting all SAP measurements at the end of the probationary payment period or be successfully following an academic plan designed for the individual student to achieve SAP at a determined reasonable period of time. If they do not they will be placed on the FAC status again.

SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

Students whose financial aid was cancelled due to not meeting all three measurements of SAP may be eligible to appeal for reinstatement.

THE PURPOSE OF THE SAP APPEAL

The purpose of the SAP Appeal is to allow a student to explain the circumstances that interfered with their ability to meet SAP standards during the most recent payment period.

STEPS FOR APPEALING

1. Complete the Bethel University Satisfactory Academic Progress Appeal Form.
2. Attach a formal letter, describing in detail the extenuating circumstances that prevented the student from maintaining SAP, and what has changed that would support maintaining SAP in the future.
3. Submit the SAP Form, formal letter, and required documentation to the Bethel University Financial Aid Office that administers the student's program.
4. Acceptable documentation is listed on the SAP appeal form. Appeals submitted without the required official documentation will be denied. If the Financial Aid office that administers the student's program requires further information or clarification from a student, then it will request additional documentation via the student's Bethel e-mail address. All documentation submitted is confidential to the extent permitted or required by law.

DURING THE APPEAL PROCESS

Students requesting an appeal are ineligible to receive Financial Aid funding or deferment of payment until the appeal has been processed and approved. An appeal may be denied. If the student registers for classes during the appeal process they should make payment arrangements other than financial aid funding in advance in the event that their appeal is denied.

APPEAL APPROVAL

Not all appeals are approved. Approval is dependent on factors that include but are not exclusive of: prior academic progress, ability to document unusual circumstances during the time of failure to achieve SAP, ability to prove that circumstances have changed to ensure future success, and reasonable ability to achieve SAP prior to graduation. If the appeal is approved the student must be meeting all three SAP measurements at the end of the probationary payment period or be successfully following an academic plan designed for the individual student to achieve SAP at a determined reasonable period of time.

ACADEMIC PLAN

If a student is unable to meet all three SAP measurements within one payment period they will be placed on an academic plan. The student will need to meet with their advisor to develop a plan of study. The plan of study will detail the exact courses and hours needed for the student to graduate. The student must adhere to the plan of study, attempt and satisfactorily complete 12 or more credit hours per payment period, and maintain a minimum 2.5 GPA for the payment period. Based on these requirements a deadline will be set based on each individual student's academic plan of when the student can reasonably begin meeting all three SAP measurements and will be removed from the probationary status.

APPEAL DENIED - MAKING UP DEFICIENT CREDIT HOURS WITHOUT AID

In the event that the student does not qualify for an appeal, they may be eligible to have financial aid reinstated by the following actions:

1. Attend Bethel University or another school at their own expense until they are again meeting all of Bethel University's SAP requirements. The student would be reinstated under the Financial Aid Warning status.

AND

2. Notify the Financial Aid Office administering aid for their program when they have met all SAP measurements and provide supporting documentation.