

12. Satisfactory Academic Progress (SAP)

Friday, November 03, 2023 4:07 PM

1. Process Overview & Responsibilities

- A. Federal and state regulations require Calvin University to maintain a Satisfactory Academic Progress (SAP) Policy. These requirements ensure students who receive financial aid are progressing toward degree completion. The SAP policy aligns with the university's academic probation and dismissal standards.
- B. All students must meet the minimum SAP requirements in order to qualify for financial aid in the following programs:
 - a. Federal grants, loans, and work-study,
 - b. Michigan and other state scholarship and grant programs,
 - c. Calvin University scholarship, grant, and loan programs,
 - d. National Merit Corporation scholarship programs,
 - e. Other outside scholarship, grant, and loan programs could also be impacted by SAP status if applicable.

2. Evaluating Progress

- A. The Financial Aid Office evaluates SAP at the end of each academic year, following the spring semester.
 - a. SAP is assessed both qualitatively (by cumulative grade point average) and quantitatively (by completed credit hours).
 - b. Students not meeting the SAP policy receive an e-mail notification explaining
 - i. If they're not making SAP status,
 - ii. The loss of financial aid eligibility (financial aid suspension),
 - iii. The opportunity to appeal the SAP decision and the deadline.
- B. Measuring Progress
 - a. Students must meet both a qualitative and quantitative measure to make SAP.
 - b. Students must maintain a minimum cumulative grade point average of 2.0 to meet the qualitative measure.
 - c. Students must maintain a minimum completion percentage of 50% to meet the quantitative measure. Changes in majors or programs does not automatically exempt a student from SAP requirements.
 - d. Students who appeal should clearly explain why the degree could not be completed within the timeframe allotted and should indicate the amount of additional time needed.
- C. Maximum Timeframe
 - a. Students must complete their academic program in 150% of their program's credit requirements.
 - b. A standard (120 credits) program has a maximum timeframe of 180 credit hours. Programs that require more than 120 credit hours will be determined on an individual basis, based on 150% of credits needed to graduate. Example: If a program requires 136 credits to graduate, a student could attempt up to 204 credits before losing financial aid eligibility.
 - c. A standard (32 credits) graduate program has a maximum timeframe of 48 credit hours. Programs that require more than 32 credit hours will be determined on an individual basis, based on 150% of credits needed to graduate.
 - d. Periods when a student does not receive Title IV aid are counted toward maximum timeframe.

3. Failure to Maintain Satisfactory Academic Progress

- A. Qualitative Measure
 - a. Students with a cumulative GPA below 2.0, are not making SAP and are no longer eligible for financial aid.
 - b. Pass/fail (satisfactory/unsatisfactory) courses do not affect a student's grade point average and therefore are not factored into the qualitative measure.
 - c. If a previously graded class is changed to pass/fail the original calculated grade is not used in the qualitative component of measurement, nor in any subsequent qualitative measurements.
- B. Quantitative Measure
 - a. Students with a completion percentage (completed credit hours/attempted credit hours) below 50%, are not making SAP and are no longer eligible for financial aid.
- C. Maximum Timeframe
 - a. Students who exceed a program's maximum timeframe, are not making SAP and are no longer eligible for financial aid.

4. Appeal Process and Reinstatement

- A. Students dismissed from the university for failing to achieve the minimum grade point average or completion percentage may appeal to the Academic Review Committee.
- B. Students are ineligible for financial aid until they are meeting the qualitative and quantitative measurements of SAP.
- C. Students who achieve compliance with SAP standards between evaluation periods may contact the Financial Aid Office for consideration of reinstatement.
- D. Students not making SAP may appeal their status by submitting a letter of appeal to the Financial Aid Office. Appeal letters must include the following information:
 - a. The circumstances that lead to the student not making SAP,
 - b. A description of how those circumstances have changed or been overcome,
 - c. Goals for achieving academic progress in the future and an anticipated graduation date.
- E. The following types of information may be considered in an appeal as mitigating circumstances:
 - a. The student is making up pending incomplete grades and credits,
 - b. The student has extenuating circumstances, such as illness or a death in the family,
 - c. The student withdrew from the college after the first week of the semester,
 - d. The student has changed majors or programs,
 - e. The student has circumstances beyond their control that caused a disruption in the student's education.
- F. Financial Aid Probation Status
 - a. Is granted to students whose appeal is successfully granted,
 - b. Is granted for one semester of financial aid eligibility under a term by term condition of Financial Aid Probation Status.
 - c. Students must fulfill their probationary requirements in order to continue receiving financial aid in subsequent semesters.

- d. Students not meeting SAP at the end of the probationary period are removed from probation and financial aid is suspended. However, they will be monitored annually at the close of each subsequent spring semester to determine if they continue to meet the college's SAP policy.
 - e. Students who fail to meet the terms of the SAP policy by the close of their SAP probation semester are notified they are not making SAP and lose eligibility for financial aid. A student may respond by submitting another appeal.
 - G. Academic Plans are developed for students on Financial Aid Probation who cannot mathematically attain SAP by the end of a probationary semester.
 - a. Academic plans ensure students can be making SAP by a specific point in time.
 - b. Students who meet the Academic Plan semester requirements will continue receiving aid in the following semester.
 - c. Students on Academic Plans must continue meeting semester requirements each evaluation periods until back in SAP compliance.
 - H. If a student is not making SAP at the close of the spring semester and subsequently attempts additional credit hours during the following summer, the additional credit hours are considered as attempted and completed (if passing) in the reevaluation of his/her aid eligibility for the following academic year.
 - a. SAP is typically not evaluated following the summer term.
 - b. On a case by case basis SAP may be run at the conclusion of a summer term.
 - I. Students whose appeal is denied or students who do not appeal are not eligible for financial aid but can appeal again at the next annual evaluation date if the student is still in good standing and able to continue his/her studies at Calvin University.
 - a. Though ineligible for financial aid, a student can raise his/her cumulative grade point average and/or satisfy credit deficiencies by taking additional course work at Calvin University without receiving financial aid.
 - b. The usual satisfactory academic progress requirements as listed must be met at the end of the term without aid in order for aid to be reinstated.
 - c. A student who successfully regains satisfactory academic progress should contact the Financial Aid Office for a review of the student's progress and the possibility of reinstating aid for the upcoming semester.
5. Other Notes and Definitions
- A. Total attempted credit hours are cumulative credit hours a student has attempted during all enrollment periods at Calvin University, regardless of receiving any financial aid.
 - B. Attempted credit hours include all registered credits as of the census date of each enrollment period and count toward the maximum timeframe.
 - C. Calvin grades and impact on SAP are defined as follows:
 - a. Grades impacting only quantitative evaluation
 - i. *W* = Authorized Withdrawal
 - ii. *CR* = Completed as Required
 - iii. *NC* = Not Completed as Required
 - b. Grades impacting both quantitative and qualitative evaluation are
 - i. *I* = Incomplete
 - a. If approved by faculty, a grade of *I* may be given and is initially considered a neutral grade with no impact on qualitative or quantitative evaluation.
 - b. After the standard time (specified in the University Catalog) to complete the work has elapsed the neutral *I* will either become a graded course with an *I* preceding the final grade (i.e. *IA*, *IB+* etc.) or an *IN* (calculated as an earned *F*). A graded incomplete (*IA*, *IB+* etc.) or an *IN* are included in both quantitative and qualitative SAP evaluations.
 - ii. *F* = Failed
 - iii. *A-D* = Passed
 - iv. *N* = Unauthorized Withdrawal
 - D. Completed credit hours are the number of cumulative credit hours a student has successfully completed at Calvin University with a passing grade and include any credits the university has accepted that apply toward the student's degree completion.
 - E. Transfer credits accepted by Calvin University are included as both attempted and completed credits in the quantitative portion of the assessment. Transfer credits do not affect institutional GPA or the qualitative measure of SAP.
 - F. Credit hours accepted through CLEP, Advanced Placement, International Baccalaureate, Calvin Credit Exam or other external credit exams are included as both attempted and completed credits.
 - G. If a student repeats a course, the credit hours for the repeated course are included in both the attempted and completed credit hours when evaluating SAP.
 - a. Repeated courses only count toward completed credit hours once.
 - b. The ability to repeat a course may be tied to the grade previously received for that course.
 - H. The SAP evaluation does not include audit hours as attempted or completed credit hours.
 - I. Courses required as noncredit remedial coursework that do not count toward degree completion are not included as attempted or completed credit hours. Credit value, however, is assigned to noncredit remedial coursework for determining enrollment status.
 - J. Teacher certification students or students seeking a Post Baccalaureate type or program (a second undergraduate degree) must meet the SAP policy in order to qualify for financial aid.

Moved to OneNote May 2024. JK

Revised in June 2024: Recertification Process. JK

Revised May 2025: minor edits. BM, JK

Revised June 2026: total credits 124 to 120, add'l minor edits