



## Satisfactory Academic Progress Policy

According to federal and state laws and regulations, Humphreys University students receiving federal financial aid are required to meet Satisfactory Academic Progress (SAP). The following revisions reflect changes made to financial aid eligibility; the Humphreys University academic probation policy is not altered or superseded by this policy. **A student's academic standing and financial aid eligibility may differ.** However, if a student is dismissed for academic reasons, he/she is automatically ineligible for financial aid. Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Parent PLUS Loan
- Federal Direct Stafford Loan Program (Subsidized and Unsubsidized)
- Cal Grants A, B or C
- Institutional Awards
- Other Scholarships

### Satisfactory Academic Progress

The following are the SAP requirements for all federal financial aid programs. Students are considered to be meeting SAP and are eligible for federal financial aid at Humphreys University if **all three of the following requirements** are met at the end of each quarter:

- Maintain a cumulative grade point average (CGPA) of 2.0 (undergraduate student), or 3.0 (graduate student) or better (qualitative progress).
- Satisfactorily complete (a final course grade of A, B, C, or D) enough credit hours to have a pace of completion of 2/3 or higher (see Chart A for example). Withdrawals (W), incompletes (INC), and grades of F are not considered satisfactory completions (quantitative progress).
- Graduate within the maximum timeframe (150% of the required credit hours) of the student's declared program (see Chart B for example). All satisfactory completions, withdrawals, repeats, and failed courses at Humphreys University, and all credit hours transferred from other institutions count towards the 150% measure, regardless of whether the student received financial aid in previous quarters. Students who pursue multiple degrees, are likely to reach the maximum timeframe. In certain cases, the maximum timeframe may be adjusted upon receipt of an appeal. Regardless, of maximum timeframe status, students are not eligible for additional financial aid beyond completion of their degree requirements.

At the end of each quarter all periods of enrollment are reviewed, including quarters during which no financial aid was received. Students who do not meet Satisfactory Academic Progress standards are emailed notification of their appropriate SAP status. Furthermore, students who fail to meet SAP standards are notified of their potential ineligibility to receive further financial aid and the options available to them.

## Chart A

A student is expected to complete at least  $\frac{2}{3}$  of his/her total attempted classes. The total number of attempted credit hours is multiplied by  $\frac{2}{3}$  (66.67%) to obtain the minimum hours that he/she must have completed successfully.

Total Hours Attempted	Required Pace	Minimum Hours Completed
24	$\times \frac{2}{3}$	16
16	$\times \frac{2}{3}$	11
12	$\times \frac{2}{3}$	8
8	$\times \frac{2}{3}$	6

For example, a student who attempted 24 credit hours must have successfully completed at least 16 credits to meet SAP eligibility.

## Chart B

A student who has exceeded the maximum timeframe allowed for completion of a degree or certificate is ineligible for federal financial aid. Examples of common maximum timeframes include:

Program	Total Credit Hours Required	Maximum Attempted Hours Allowed for Financial Aid Eligibility
Certificate	128	192
AA Degree	Between 92 and 97	138 to 145.5
AS Degree	108	162
Bachelor's Degree	181 Credit Hours	271.5
Master's Program	Between 40 - 52 Credit Hours	60 to 72

## Other Factors Regarding SAP

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### Audits

Classes taken for audit are not considered in SAP calculations.

### Remedial/Developmental Courses

Students may receive federal financial aid for a maximum of 45 attempted credit hours of remedial/developmental coursework. Remedial/developmental coursework beyond 45 units will not count towards enrollment status or cost of attendance but will count toward maximum timeframe. These courses are considered when calculating SAP eligibility.

### Repeated Coursework

Students may receive financial aid for repeating courses. If a student retakes a previously passed course, financial aid can be used for only **ONE** repeat of the course. A failed course may be repeated until passed. Courses that are repeated are used in the calculation of SAP eligibility.

### Review of SAP Status

At the end of each quarter, SAP status is reviewed. Students are classified into one of three financial aid classification based on the results of the review:

1. **Eligible:** SAP requirements are met, and the student is eligible for financial aid in the current quarter.

**2. Warning:** SAP requirements were not met (qualitative and/or quantitative). The student will be placed on Warning for the current quarter. During this quarter, the student is eligible for financial aid. Students are encouraged to seek tutoring or other support services for help. If at the end of the current quarter the student meets SAP, the Warning status is removed and considered Eligible.

**3. Ineligible:** SAP requirements were not met at the end of the Warning quarter. The student is ineligible for financial aid at Humphreys University until SAP has been reestablished.

**Example:** In Fall quarter a new student attempted 12 credit hours and successfully completed 4 credit hours with a CGPA of 2.0. The student meets the required CGPA but has not completed the required 2/3 of credit hours attempted (4 divided by 12 = 0.333 or 33.33%). Therefore, the student will be on Warning status for the Winter quarter. In the Winter quarter the student is enrolled in 12 credit hours. The total number of credit hours attempted is 24 (12 from Fall and 12 from Winter). The minimum number of credits the student must successfully complete is calculated by taking the 24 attempted credits X 2/3 (66.67%) = 16 credits. Since the student earned 4 credits in Fall, the student must successfully complete all 12 credits in Winter and have a CGPA or 2.0 or better in the Winter quarter to remain eligible for financial aid.

If a student has not corrected all the deficiencies in SAP after a quarter of Warning, or if the student has reached the maximum time frame, the student becomes ineligible for financial aid.

**Example:** The same student as described above completes only 8 credit hours in the Winter quarter. Since the student needed to complete at least 12 credit hours to correct the deficiency in SAP, the student is no longer eligible for financial aid.

## Reinstatement of Financial Aid

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If a student is ineligible for financial aid due to failing to meet SAP, the student can reestablish eligibility by satisfying one of the following conditions:

1. At the student's own expense, eliminate all academic deficiencies by completing the number of credit hours necessary to attain 2/3 (66.67 percent) pace and/or completing enough credit hours to achieve the minimum 2.0 cumulative GPA.
2. Successfully appeal ineligible status by demonstrating unforeseen, documentable extenuating circumstances.

## Appeals

A student with unforeseen, documentable extenuating circumstances who has been denied financial aid due to SAP status may appeal in writing completing the SAP Appeal Form, available in the Student Services Office at the respective campus location. The student must submit information and documentation explaining why the SAP standards were not met and what has changed that will allow him/her to meet SAP in the future. The appeal form and all required supporting documentation must be submitted to the Director of Financial Aid by Friday of the first week of the quarter.

Appeals will be reviewed by the Academic Policies Committee. Only those appeals that include the aforementioned documentation will be considered. Examples of circumstances for an appeal that will be considered include unexpected injury or illness of the student, death of a close family member, or other unforeseen extenuating circumstances. The Student Services Office will respond in writing to an appeal within one week of a decision by the Committee.

If a student's appeal is approved, he/she will be placed on Financial Aid Probation and will be provided a SAP Plan. While on Financial Aid Probation, the student is eligible to receive financial aid for **ONE** quarter. To be eligible for aid in subsequent quarters, the student must follow the terms of their SAP Plan. For all students on Financial Aid Probation, this includes the following:

- Satisfactorily complete all courses attempted during the quarter; and
- Maintain a minimum quarter GPA of 2.0 (undergraduate) or 3.0 (graduate).

Students who are on Financial Aid Probation due to maximum timeframe must also:

- Complete their degree within the date listed on their appeal; and
- Follow the academic plan submitted with their appeal.

Additional requirements may be listed on the appeal approval notice.

Failure to meet the requirements specified by the SAP academic plan will result immediate disqualification of financial aid eligibility. To re-establish financial aid eligibility, all academic deficiencies must be eliminated by completing the required number of credit hours necessary to meet 2/3 (66.67%) pace and/or complete enough credit hours to achieve the minimum 2.0 cumulative GPA (undergraduate) or 3.0 cumulative GPA (graduate), at the student's expense. If a student fails their academic plan, he or she may not be granted an additional plan. In cases where a new, unexpected, extenuating, and documented circumstance exists, a new SAP appeal may be considered. The extenuating circumstance in the new appeal cannot be the same as the circumstance outlined in the previous appeal. The new circumstance must also have occurred within the quarter for which the academic plan was failed. Even in this latter case, an additional approval to receive financial aid is not guaranteed.

*All information is subject to change based on changes to federal law, regulation, or University policy and procedure. If changes are made, students must abide by the new policy. Note: Due to changes in federal regulations, the described Financial Aid Satisfactory Academic Progress Policy became effective the 2011-2012 award year. Full details and updates are available in the [General Catalog](#).*