

Satisfactory Academic Progress (SAP) Policy

Federal Regulations require that the Office of Financial Aid at the University of San Francisco establish, publish and apply standards of Satisfactory Academic Progress (SAP) for Financial Aid eligibility. **This policy pertains to Institutional, Federal and State Financial Aid and is separate from the Academic Policies established by USF.** Please note that some Private, Gift and/or Endowment Scholarships may fall outside of the scope of the SAP Policy due to more stringent eligibility requirements. The purpose of measuring and enforcing these standards is to ensure that Financial Aid recipients progress towards degree completion in a timely manner. Students who fail to meet the SAP requirements become ineligible to receive Financial Aid until they are in compliance with the requirements. To be eligible for Financial Aid, a student must be in good academic standing and making satisfactory progress towards the completion of a degree within a maximum time-frame. Students are evaluated annually after the Spring Semester to ensure that SAP standards are being met and will be effective for the following Fall semester (or the next semester that the student enrolls at USF). Students failing to meet the minimum SAP standards will be placed on Financial Aid Suspension. Students may appeal a Financial Aid Suspension status and be placed on Financial Aid Probation for Financial Aid purposes.

Satisfactory Academic Progress Requirements

To remain eligible for Financial Aid and other University funding, students must meet the following requirements:

- Undergraduate cumulative GPA of 2.0, Graduate cumulative GPA of 3.0 or Law cumulative GPA of 2.4
- Complete/Passed 67% of attempted credits-- an "attempted credit" is defined as any credit(s) the student remains enrolled in *after* the add/drop period, this includes credits that a student withdraws from. Courses with an F, I, IP, U, or W do not count as earned credits.
- Attempt no more than 150% of the published program length of the student's currently enrolled academic program

Maximum Time-Frame for Receiving Aid

A student has a limited time-frame to complete all degree requirements and remain eligible for Financial Aid. As defined by Federal regulations, the maximum time frame is 150% of the published program length of the student's enrolled academic program

Example:

Undergraduate (requires 128 credits) $128 \times 150\% = 192$ maximum attempted credits

Graduate Programs vary based on the *published* program length. To determine the 150% mark, use the total number of credits required to graduate multiplied by 150%.

Incompletes

While receiving an incomplete in a course(s) has no adverse effect on a student's overall GPA, note that the course(s) in which a student receives an Incomplete will count as attempted credits.

These attempted credits will be included in determining whether a student is making Satisfactory Academic Progress for Financial Aid purposes.

Course Repeats and Non-Credit Remedial Courses

Students may repeat a course, for which the student previously earned credits, or a punitive grade (F, I or W) no more than one time. This repeated course will be counted in the SAP calculation for the student. However, any course repeated more than one time will not be counted for SAP purposes.

Non-credit courses and non-credit remedial courses are not used for SAP purposes, as these courses are not Financial Aid eligible.

Course Withdrawal

While withdrawing from courses has no adverse effect on a student's overall GPA, note that courses a student withdraws from *after* the add/drop period count as attempted credits.

These attempted credits will be included in determining whether a student is making Satisfactory Academic Progress for Financial Aid purposes.

Appeal Process

Students who are not meeting the SAP requirements are ineligible to receive Financial Aid. Students may appeal to have their Financial Aid reinstated. Notifications, for students who are not making SAP, will be sent to students after grades have been posted for the Spring Semester.

Failure to maintain the minimum GPA for your specific grade level/program, failure to complete 67% percent of attempted credits or exceeding the maximum time frame of 150% of the published program length are all utilized to calculate Satisfactory Academic Progress. If there are circumstances beyond the student's control, the student may complete the appeal process.

An appeal must be based on extenuating circumstances that seriously affected the student's academic performance.

Examples of possible extenuating circumstances include, but are not limited to:

- Death in the family
- Disabling illness or injury to the student or **immediate** family member (that required the student's care)
- Emotional or mental health issue of the student that required professional care
- Other extenuating circumstances that were beyond the student's control

To complete the appeal process students must submit the following:

- A detailed letter explaining the extenuating circumstance(s) that caused the student to not meet the minimum SAP requirements for Financial Aid and what has now changed to allow the student to be successful
- Supporting documentation of the circumstance(s) cited
- Academic Action Plan

Examples of Supporting Documentation Include:

- Obituary/Death certificate
- Documentation from the student's (or family member's) medical provider
- Statement from a third party (preferably in a professional capacity)

The SAP Committee will review all SAP appeals. **Final** decisions will be made on a case-by-case basis.

Submission of a SAP appeal does not guarantee approval. Students are responsible for payment of their tuition and any fees they may incur during the appeal process.

Circumstances for which appeals will not be accepted:

- Lack of knowledge/understanding of the SAP Policy at USF
- Medical appeals for illness/injury/hospitalization that do not coincide with the semester(s) of sub-standard progress
- Work/Scheduling conflicts (including voluntary overtime)
- Acclimation issues in regard to being in a University setting
- Student has submitted a previous SAP appeal with the same extenuating circumstance(s), and the student is still not meeting the SAP requirements
- Student is repeating courses to increase the student's GPA or the student is taking courses for degree requirements outside of the student's current course of study
- Student is taking pre-requisite(s) for a degree program for which the student is not **currently** enrolled in

Probation

If a student's SAP appeal is approved, the student will be placed on Financial Aid Probation for one semester. At the end of the semester, the SAP Committee will review the student's academic performance to determine if the student met the obligations indicated in the Academic Action Plan and of their appeal.

If the student does not meet the obligations indicated in the Academic Action Plan at the end of the semester, the student will lose Financial Aid eligibility. The student **may** remain on Financial Aid Probation **if** the student met the obligations indicated in the Academic Action Plan and the student is still not meeting the SAP requirements. The SAP Committee will review the each student's file on a case-by-case basis.

No Appeal

Students may choose not to appeal their SAP status. In this case, the student will not receive Financial Aid for the time period for which the student is not meeting SAP requirements. Financial Aid eligibility **may** be reinstated once it is determined that the student is meeting the SAP requirements.

If a student submits an appeal, and it is denied, the student will be ineligible for Financial Aid until it is determined that the student is meeting SAP requirements.