

## STATEMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The Higher Education Act of 1965, as amended by Congress, mandates institutions of higher education to establish policies to monitor the academic progress of students who receive federal financial aid. Baylor University has established the following minimum standards to be eligible for and to continue to receive federal aid.

Progress shall be measured once each year after spring semester grades are posted. Students admitted for the spring semester will have their progress measured beginning with the completion of their second spring semester.

Students failing to meet minimum qualitative or quantitative Satisfactory Academic Progress will be placed on a financial aid probationary status for a maximum of two semesters. If the student fails to meet minimum qualitative or quantitative Satisfactory Academic Progress at any point following their probationary status, the student will become ineligible for federal financial aid

Financial aid recipients must demonstrate satisfactory academic progress based on the following qualitative and quantitative standards:

- Cumulative Grade Point Average (GPA)
- Yearly Earned Credit Hours
- Maximum Attempted Hours for Degree/Certificate Completion

### Cumulative Grade Point Average

The student must meet the following minimum cumulative GPA requirement to retain federal financial aid eligibility.

<b>Classification</b>	<b>Cumulative GPA</b>
Undergraduate	2.0
Graduate	3.0
Law	2.0
Seminary	2.0

### Yearly Institutional Earned Credit Hours

The student must successfully earn the following minimum number of hours based upon their attempted enrollment status to retain federal financial aid eligibility. Hours will be prorated for students whose enrollment status varies term by term.

<b>Enrollment Status</b>	<b>Yearly Earned Hours</b>
<i>Undergraduate</i>	
Full-Time	24
3/4-Time	18
1/2-Time	12
<i>Graduate</i>	
Full-Time	18
3/4-Time	14
1/2-Time	10
<i>Law</i>	
Full-Time	30
3/4-Time	24
1/2-Time	15
<i>Seminary</i>	
Full-Time	18
3/4-Time	14
1/2-Time	10

### Maximum Attempted Hours for Degree/Certificate Completion

The student must complete his or her educational program within 150% of the published hours needed to complete the program. Most undergraduate degree programs require 124 hours of coursework, thus the undergraduate student would need to complete the program within 186 hours attempted.

<b>Classification</b>	<b>Maximum Attempted Hours</b>
Undergraduate	186
Graduate	varies by program
Law	189
Seminary	144

### .SAP Appeal Process

Written appeals for reinstatement of aid can be made to the Financial Aid Committee. Appeals must state the mitigating circumstance(s) that led to not meeting SAP and the corrective action will be taken on behalf of the student so that SAP will be met in the future. Some examples of mitigating circumstances are: health related issues, death in the immediate family, change of major, pursuit of a second degree, and double major. Appeals must be made within two weeks of notification of ineligibility, using the Financial Aid Satisfactory Academic Progress Appeal Form. Students may obtain the Financial Aid Satisfactory Academic Progress Appeal Form by contacting the Student Financial Aid Office.

Students will be notified of the outcome in writing. Students whose appeals are granted will be placed on financial aid probation. While on financial aid probation the student must meet the minimum SAP requirements or the requirements set forth in the granted appeal. Students may submit subsequent appeals only if new information is provided for review. Those students whose appeals are not granted will remain ineligible for financial aid until minimum SAP is achieved.

### Pursuit of a Second Degree

Students pursuing a second degree must complete their degree within 150% of the remaining hours needed to complete the new degree program.

### Incompletes, Repeated Courses, and Withdrawals

A course in which a student receives an incomplete grade will not be considered toward the yearly earned hours and will not be counted in the cumulative GPA required until a grade has been earned in that course.

A course that is repeated will be considered toward the yearly hours attempted and earned during the most recent semester in which the course was attempted. In addition, the cumulative GPA will include the course GPA of the last attempt.

A course from which a student has withdrawn after the end of the refund period will count towards the yearly attempted hours but will not be counted as earned hours. Grades of “Withdrawal Passing” or “Withdrawal Failing” will be treated the same for measuring financial aid SAP.