The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education monitor the academic progress of students who receive federal financial aid. Baylor University has established the following minimum standards to be eligible for and continue to receive federal financial aid. This policy reflects the changes to federal regulations that are effective as of July 1, 2011.

Please note that state and institutional programs may have higher academic requirements, and eligibility for those financial aid programs is subject to the requirements of each program.

Satisfactory academic progress (SAP) will be reviewed annually, at the end of the summer enrollment period (quarter), and is based on the student meeting the requirements listed below:

**Quantitative Requirement:**
- Student must earn a minimum of 75% of the credit hours attempted during the enrollment period being reviewed to be meeting SAP guidelines.

**Qualitative Requirement:**
- Law Students: Minimum 2.0 CGPA

**Pace Requirement:**
- In addition to the above requirements, federal guidelines stipulate that a student must remain on course to graduate within an allotted timeframe, which is referred to as pace.
- Satisfactory academic progress regarding the pace is determined by dividing the total number of credit hours successfully completed by the total number of credit hours attempted (including transfer credit hours that have been accepted).
- The maximum timeframe for program completion is 150% of the published program length.
- Students must maintain a 67% completion rate overall based on attempted hours in order to be eligible for financial aid and to be meeting the pace requirement in order to graduate.
- In accordance with federal guidelines, should a student not meet the pace requirement, he/she is no longer eligible for federal aid.
- Courses dropped after the twelfth class day continue to count as attempted ours in calculating the percentage of completed hours each semester and in determining the overall progress toward degree completion when determining financial aid eligibility.
Appeal
If the student does not meet SAP, an appeal process is available for those students who had a personal injury or illness, death of a relative, or believe they had other mitigating circumstances that affected their ability to meet SAP. Financial aid will not be disbursed until SAP is met or an appeal approved.

Probation Period
This is the enrollment period(s) that the student may receive financial aid after a SAP appeal has been approved. Continuation of financial aid on probation is contingent on the student successfully meeting the provided academic plan of action provided with the approved appeal.

Appeal process
Step One: Students who choose to follow the appeal process must:
- Submit Appeal Form to Student Financial Aid Office
  - Student must state why he or she failed to meet SAP requirements
  - Student must state what has changed so that he or she will meet SAP at the next review

Step Two: Student Financial Aid Office will:
- Review the Appeal Form
- Send results of appeal to the student
  - Approved appeals include
    - Approval and terms of reinstatement of financial aid eligibility
      - Required to meet SAP in next enrollment period or
      - Required to follow an academic plan over an extended period of time
    - Consequences for not meeting terms of approval
  - Consequences for not meeting terms of approval
  - Approved appeals will result in financial aid being disbursed for the enrollment period
  - Denied appeals include
    - Reasons for denial
    - What the student must do to meet SAP
  - Denied appeals will result in financial aid being canceled until SAP is met

Step Three: Students must continue to meet terms, as established in the academic plan, until SAP is met in order to continue receiving financial aid on a probationary basis. Once SAP is met, student is no longer considered to be on probation.

Transfer Credits
Accepted credit hours will be included in the SAP calculation for the next enrollment period.
- Assumes all accepted credits will be at least 2.0 GPA
- Counted in next evaluation period following receipt and review of transcript
- Admitted transfers are considered SAP eligible initially

Updated 04/08/2015
2013-2014 Law Policy
Transfer hours for returning students will be evaluated for in the next enrollment period.

**Incomplete Grades**
Incomplete credit hours will be considered as attempted credit hours when meeting the pace component of SAP. Grades will be included in the CGPA component of SAP during the term in which they were assigned.

Financial aid will not be disbursed until all prior academic year grades have been reviewed.

**Dropped Classes**
Courses dropped prior to the 12th class day will not be counted as attempted hours in calculating the percentage of completed hours each semester and in determining the overall progress toward degree completion when determining financial aid eligibility.

**Withdrawing From the University**
When a student officially withdraws from the University, any credit hours showing as attempted will be included in the SAP review.