

Satisfactory Academic Progress Policy

Undergraduate, Graduate, Seminary

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 at the end of each enrollment period (fall, spring, and summer semesters) 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 each enrollment period (fall, spring, and summer semesters) to be meeting SAP guidelines.

Qualitative Requirement:

- Undergraduate and Seminary Students: Minimum 2.0 CGPA
- Graduate Students: Minimum 3.0 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.

Warning Period

In the first enrollment period (semester) after SAP has not been met, students will be sent notification to inform them that they are not meeting SAP standards. The notification will include SAP requirements, steps necessary to meet SAP in the upcoming enrollment period (semester) and the consequences for failing to meet SAP at the end of the warning period.

During the warning period, students are eligible to receive financial aid. At the completion of the warning period, students who do not meet SAP are ineligible for financial aid. The Student Financial Aid Office will notify students at the end of the warning enrollment period (semester) if they failed to meet SAP. The notification will include information concerning the loss of financial aid for the upcoming enrollment period (semester) due to failure to meet either pace, CGPA and/or 75% completion rate, as well as the appeal process.

Appeal

If the student does not meet SAP after the warning period, 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 awarded until SAP is met or an appeal is approved.

Probation Period

This is the enrollment period(s) that the student may receive financial aid after the SAP appeal has been approved. Continuation of financial aid on probation is contingent on the student successfully meeting the 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
 - Requirement to meet SAP in next enrollment period (semester) or
 - Requirement to follow an academic plan over an extended period of time
 - Consequences for not meeting terms of approval
 - Approved appeals will result in financial aid being awarded for the enrollment period
 - Denied appeals include
 - Reasons for denial
 - What the student must do to meet SAP
 - Denied appeals will not be awarded financial aid until SAP is met

Step Three: Students must continue to meet terms, as established, 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. Failure to maintain SAP in a subsequent semester will result in the student being placed on warning for the upcoming enrollment period (semester).

Transfer Credits

Accepted credit hours will be included in the SAP calculation for the next enrollment period (semester).

- 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
- Transfer hours for returning students will be evaluated for in the next enrollment period (semester)

Remedial Coursework

Baylor University does not accept remedial transfer credit hours and does not include remedial coursework in credit hours.

Incomplete Grades

Incomplete credit hours will be considered as attempted credit hours when calculating 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.

Repeating Classes (does not apply to Graduate & Seminary students)

Students may repeat a passed course one time to improve the grade. This repeat will be included in the SAP review.

A passed course that has been taken more than once to improve the grade will not count in the enrollment status for federal financial aid purposes and will not be included in the SAP review.

Example:

A student enrolled in 12 hours in which 3 of those credit hours is a second repeat of a passed course will not be considered a full-time student. Instead, he/she will be considered enrolled $\frac{3}{4}$ time for federal financial aid purposes.

Failed classes may be retaken as necessary and will be included in the SAP review regarding earned hours and GPA.

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.