

The University of Findlay
Office of Financial Aid
Policy & Procedure
Satisfactory Academic Progress

Background

Federal regulations requires all institutions participating in Title IV programs to demonstrate the ability to adequately administer federal student aid (FSA) programs. Specifically, regulations state that institutions are required to establish, publish, and apply reasonable standards for measuring a student's satisfactory academic progress towards an educational program as one aspect of demonstrating administrative capability. Students are required to adhere to the institution's published standards of academic progress in order to maintain financial aid eligibility.

Policy Overview

This policy outlines the standard established by The Office of Financial Aid at the University of Findlay to measuring a student's satisfactory academic progress towards an educational program. The standards established for monitoring satisfactory academic progress by the Office of Financial Aid are, in general, at-least as our institutional academic standards. In accordance with federal regulations this evaluation will review a student's progress based on qualitative and quantitative standards. The qualitative standard will compare a student's grade point average to an escalating GPA scale. The quantitative standard will ensure that a student's pace of progression through the program will allow her/him to graduate within a maximum timeframe. Failure to meet any of these standards may result in loss of federal student aid eligibility.

Categories of Students

The Office of Financial Aid recognizes two groups of students for satisfactory academic progress: undergraduate students and graduate students. A student is responsible for understanding the measure that will be used to evaluate their progress, defined in 'Metrics' section of this policy, as well as meeting those standards.

Metrics

Qualitative Standard (Grade point average) – The qualitative standard evaluates a student's quality of work and is measured by comparing the student's grade point average against a sliding scale based on grade level.

Grade Level	G.P.A.
0 – 27 semester hours completed	1.6
27.01 - 45 semester hours completed	1.8
45.01 or more semester hours completed	2.0
Graduate Students	3.0

The sliding scale is used to ensure that a student graduates has the minimum grade point average necessary to achieve their degree at the time of graduation. In general students are permitted one term below the standard.

Quantitative Standard I (Pace of Progression) – Students are required to maintain an acceptable pace of progression towards graduating from UF. A student must have a pace of progression of 67% to meet this standard. Pace of progression is determined by dividing the number of cumulative hours earned by the number of cumulative number of hours attempted. Credit hours are considered earned if the student accomplishes an “A”, “B”, “C”, or “D” (referred to as a passing grade) in the course. Attempted hours will include any course attempted in which a passing grade was earned, as well as those that a student has received an “F” or “W”. When calculating these values it does not matter whether the student received financial aid during the term, all terms are considered. Credits earned as part of the College Credit Plus program or that are transferred from another higher education institution towards a UF degree will be counted as both earned and attempted. Although repeating a class can “replace” the grade, both attempts count in the completion percentage calculation.

Quantitative Standard II (Maximum timeframe) - A student must be able to complete a degree program within a maximum timeframe. The maximum timeframe depends on the particular program. A student’s cumulative attempted hours cannot exceed 150% of the credit hours required to complete the program as published in the academic catalog. For example, if a Bachelor’s degree requires 120 credit hours to complete the student cannot have earned more than 180 credit hours. Please note, credits transferred in from another higher education institution towards a UF degree will be counted towards the 150% of the published length of an undergraduate program. The 150% maximum timeframe is enforced for both undergraduate and graduate programs.

Program	Approximate Maximum Timeframe
Bachelor's degree	186
Doctor of Education	90
Doctor of Occupational Therapy	N/A
Doctor of Pharmacy	336
Doctor of Physical Therapy - Traditional Program	175
Doctor of Physical Therapy - Weekend Program	162
Master of Arts in Education	50
Master of Arts in Professional Communication	50
Master of Arts in Rhetoric and Writing	50
Master of Arts in TESOL and Applied Linguistics	54
Master of Athletic Training	98
Master of Business Administration	50
Masters of Occupational Therapy - Traditional Program	246
Masters of Occupational Therapy - Weekend Program	146
Master of Physician Assistant	137
Master of Science in Applied Security and Analytics	50
Master of Science in Environmental, Safety, and Health Management	50
Master of Science in Health Informatics	50

Special Programs and Non-graded Coursework

This section describes how different classes of coursework are considered when measuring progress towards satisfactory academic progress standards.

Audited Coursework – Students are able to take courses of interested that are not graded and do not offer credits. Audit coursework is not eligible to receive federal student aid and does not apply towards the degree; therefore, this is excluded from SAP evaluation.

Consortium and Transfer Coursework – In some cases students may be required to take courses at another institution that apply towards their UF degree. These courses will be considered when calculating the quantitative standards.

English as a Second Language and Pass/Fail – These types of courses do not count towards degree requirements and are excluded from SAP evaluation.

Grade Forgiveness – In some cases, courses taken in prior terms may be replaced by a better grade in a more recent term. Although the institution may opt to remove the prior grade from the student's academic record, this will be included in quantitative standards from calculation in grade point average

Incompletes and Withdraws – Course outcomes are not always associated with a letter grade. In some cases students may receive an incomplete until additional work is submitted, receive a pass or fail rating, or withdraw from the course without receiving a letter grade. Although these courses have various impacts on credit hours attempted, credit hours earned, and grade point average these will be included in the quantitative standard for SAP evaluation.

Remedial Courses – Students may need to take coursework that prepares them for entrance into a degree program or to a required course. These courses are considered in both quantitative and qualitative SAP standards.

Repeated Coursework – Students are allowed to retake a previously passed course one additional time while receiving aid. This is allowed since some programs may have higher qualitative standard for some coursework than the general institutional SAP policy. These courses are taken into consideration for both quantitative and qualitative standards.

Second Degree Coursework - Students seeking second degrees and students with double majors may reach the maximum timeframe standard at an accelerated pace under this policy. Students may appeal for the allowance of additional hours to complete their program.

Second Major Coursework - The Office of Financial Aid reviews satisfactory academic progress at the end of every term. During this evaluation all periods of enrollment at UF and any credits transferred towards a degree at UF will be considered in the evaluation regardless of whether or not federal aid was used during those terms.

Possible Outcomes of the standards of Satisfactory Academic Progress Review

The Office of Financial Aid at UF reviews satisfactory academic progress at the end of every payment period. The evaluation compares a student's academic record to the satisfactory academic progress

standards described in the 'Metrics' section of this policy. Students that are currently meeting all satisfactory academic standards are considered to be in 'good standing' and are eligible for aid. A student that fails to meet any one or more of the satisfactory academic progress standards is assigned a financial aid status that determines their aid eligibility. The Office of Financial Aid office currently uses the following SAP statuses: Good-Standing, Warning, Suspension, Probation – Single Term, and Probation – Academic Plan.

Good Standing

A student that is currently meeting all satisfactory academic progress standards is in 'Good Standing'. Students in this status are eligible for financial aid. This is the status of all new students and is the goal for any student that is failing to earn satisfactory academic progress.

Warning

Students that fail to meet one or more of the standards of satisfactory academic progress may be placed into a 'warning' status. In general, this status is used for students who fail to meet SAP standards for the first time or have met SAP standards multiple terms since the last time they were in 'warning' status. Additionally, a student must have been in 'good standing' in the previous semester to qualify for this status. While in 'warning' status a student has their financial aid eligibility reinstated for one and only one term.

Any student in 'warning' status will have their account placed in a 'hold' status at the end of the period of enrollment. This will allow the Office of Financial Aid to determine if the student is meeting all satisfactory academic progress standards. Students found to be meeting SAP will be moved to 'good-standing' while those not meeting SAP will be moved to 'suspension'.

Suspension

Students that fail to meet one or more of the standards of satisfactory progress may be placed into a 'suspension' status. In general, this status is used for students who fail to meet SAP standards for two consecutive terms or have failed to meet SAP standards in multiple terms throughout their academic lifetime. While in 'suspension' status a student loses their financial aid eligibility. Students can submit an appeal of suspension status which is described in the 'Satisfactory Academic Progress Appeal Process' section of this policy.

Probation (Single Term and Academic Plan)

Students placed on financial aid suspension status have the right to appeal and, if successful, are placed into 'probation' SAP status. Students have financial aid eligibility reinstated for any term in which they are on probation. The length of probation will be based on the student's academic record. If the student's academic record indicates the ability to meet SAP within one term, they will be placed into 'Probation - Single Term' status. This status allows the student to have aid for one and only one term. Those that require more than one term to meet SAP will need an academic plan describing how and when they will meet SAP. This status will allow the student to have aid for multiple terms if the student adheres to the academic plan.

Any student in either 'probation' status will have their account placed in a 'hold' status at the end of the period of enrollment. This will allow the Office of Financial Aid to determine if the student is meeting all satisfactory academic progress standards. Students found to be meeting SAP will be moved to 'good-standing' while those not meeting SAP will be moved to 'suspension'.

Satisfactory Academic Progress (SAP) Appeal Process

When a student is placed into 'suspension' for failing to meet SAP standards they immediately lose all financial aid eligibility. Suspended students do have the right to appeal their status. Any student interested in appealing their SAP status are required to submit a signed 'Satisfactory Academic Progress (SAP) Appeal Form' to Office of Financial Aid. In addition to the appeal students must supply a narrative explaining what circumstances occurred that prevented the student from making satisfactory academic progress and what steps will be taken to mitigate these circumstances going forward. The student should be able to provide supporting documentation for the circumstances.

The appeals are reviewed by the Financial Aid Appeals Committee. The outcome of an appeal will be approval or denial and will be communicated to the student using the UF email account. In the case of an approved appeal, a student's status is upgraded to a probationary status. Students that can meet satisfactory academic progress standards within one term have aid reinstated immediately. Students that can only meet SAP standards after multiple terms will be required to obtain an academic plan from their advisor. Academic plans will outline specific courses and/or grade point average goals necessary to meet SAP. Any student that has their appeal denied will remain in 'suspension' status and will not have their financial aid eligibility renewed.

Students can appeal for their financial aid eligibility. All appeals must be submitted by the second Friday of the term in order to receive aid for that term.

Reinstatement of Financial Aid Eligibility

Students that are in 'suspension' status lose their financial aid eligibility. There are two ways to have financial aid reinstated:

1. Submit a 'Satisfactory Academic Progress (SAP) Appeal Form' with supporting documentation to be reviewed by the Financial Aid Appeals Committee. This committee will review all petitions and determine whether a change in SAP status is warranted. If students successfully petition for a change in SAP status, they are moved from 'suspension' to 'probation'. Students have financial aid eligibility reinstated while they are on probation and meeting all requirements of their probation.
2. Students that are in 'suspension' status, whether for failing their probationary period or due to an unsuccessful SAP appeal, must regain eligibility without the use of federal aid. Regaining eligibility is based on which standards were not met. Students not meeting qualitative standards need to obtain grades sufficient for meeting the grade point average standards. Students not meeting quantitative standards must focus on completing all classes in which they are enrolled, until the pace of progression standard is met.

Notification

The Students will be notified of their financial aid warning status through their University of Findlay e-mail account. Students will be notified of financial aid suspension via their University of Findlay e-mail account, as well as through a formal, written communication, sent to the student's home address.