

Satisfactory Academic Progress (SAP) Policy FOR Financial Aid Assistance FOR Students

SAP is based on three concepts:

- Minimum number of hours completed in a 12 month period of enrollment (PACE);
- Maximum time to complete the degree;
- Grade point average (GPA).

These regulations are to be used as standards for measurement of progress made toward the student's educational objective. For the purpose of determining eligibility for federal financial aid, a student will be classified as having achieved satisfactory academic progress if that student is eligible to re-enroll with an acceptable grade point average (GPA) and has earned hours in accordance to the federal pace policy (number of hours attempted and earned).

1. Eligibility for most financial aid requires at least halftime enrollment per regular semester/term. A student must earn the minimum credit hours for full, $\frac{3}{4}$, or $\frac{1}{2}$ time enrollment* each semester/term AND continue to maintain the 2.00 cumulative GPA requirement to avoid suspension.

Academic progress will be checked at the conclusion of the **Spring semester**. If a student attends summer school, the measurement would include terms starting with summer, including all sessions enrolled for, and concluding with the spring terms.

New aid applicants must have a 2.00 cumulative grade point average at time of aid application in order to be eligible for federal financial assistance.

2. Failure to meet the minimum standard outlined in this policy statement will suspend future semesters/terms of financial aid. The suspension of eligibility will begin with terms immediately following the conclusion of the spring semester. Students will be notified of suspension via Park email.
3. Grades of “F”, “I”, and/or withdrawing from classes after aid is disbursed, will impact SAP.
4. Credit hours transferred in and accepted toward degree completion at Park University are used in the calculation of satisfactory academic progress.
5. Students are eligible for Park administered assistance until the student has completed the academic curriculum requirements for their declared degree.
6. The maximum time frame a student is expected to finish a program of study and receive financial aid cannot exceed 150% of the total length of the program based on credit hours applied to their declared degree program.
7. An incomplete “I” grade, after the enrollment period has ended, will be considered as failure (“F”) until such time as the “I” grade is removed for passing grade. For Consortium Agreements, an incomplete “I” grade must be transferred to Park within 8 weeks of the end of the term. If not transferred within this 8 week time frame, it would be considered as a failure “F”.
If a passing grade is NOT earned for the incomplete grade OR the grade earned results in a cumulative GPA that is less

than a 2.00, the student could at that time be suspended from financial aid eligibility.

8. Repeated courses will add to the hours attempted, but not earned. The grade will be replaced and the new grade will be considered in the GPA calculation when progress is checked again.

Financial assistance is limited to one repetition for a class taken when a passing grade has previously been earned.

“Developmental” and “English as a Second Language (ESL)” classes DO apply to financial aid progress, but are not applicable to credit hours required for a degree.

9. If financial aid has been suspended, students may reinstate eligibility by completing at Park the hours needed to reach the minimum standard of hours (pace) and attaining a 2.00 GPA in the classes attempted without the benefit of financial aid.

TO APPEAL: A student who is ineligible for federal financial aid due to not meeting Satisfactory Academic Progress requirements may appeal. In order to appeal the suspension, you must **complete** the appeal form and **attach the required documentation**. Forms lacking appropriate documentation will not be processed. Circumstances that are considered are those that are unplanned and catastrophic. You must describe in detail the basis for your appeal, and provide documentation of those circumstances. Personal statements are insufficient for the appeal process. In addition, you must identify how you plan to be successful in future terms.

<http://captain.park.edu/finaid/SFS/Appeals/Appeal>

A student may not submit an appeal more than twice using the same set of catastrophic circumstances.

If additional review is requested, the student must complete the 'Appeal the Decision form' at <http://captain.park.edu/finaid/SFS/appealdecision/appealdecision>. The appeal will be reviewed by the Student Financial Services Appeal Committee. That decision will be final. The student will be advised of the outcome via pirate email.

Standards for satisfactory academic progress are as follows:

You must pass 75% of all classes attempted in order to maintain satisfactory academic progress

Example

Undergraduate	Total Hrs earned per AY	Must Pass
Summer as a leader term w/Fall & Spring	30	24
16 week semester		
Full time = 12 hrs	24	18
3/4 time = 9 hrs	18	14
1/2 time = 6 hrs	12	9
8 week term		
Full time = 6 hrs	24	18
3/4 time = 5 hrs	18	14
1/2 time = 4 hrs	12	9
Graduate		
16 week semester		
Full time = 6 hrs	12	9
3/4 time = 5 hrs	10	8
1/2 time = 3 hrs	6	5
8 week term		
Full time = 3 hrs	12	9
3/4 time		
1/2 time = 2 hrs	8	6

This is to be used as an example....

**** PLEASE NOTE THAT THERE IS A SEPARATE
POLICY FOR THE EVALUATION OF ELIGIBILITY FOR A
2ND PELL GRANT IN ONE AWARD YEAR.