



Policy Name: **Satisfactory Academic Progress Policy** for U.S. Citizens receiving funding under the Federal Family Educational Loan Program.

Contact Person: U.S. Financial Aid Administrator

Date of Approval: 25 August 2004

Date Last Amended: 09 November 2006

Date of Next Review: Last amendment date plus one year.

Related Policies: N/A

1. Overview:

In order to receive United States of America Federal Family Educational Loan Program (FFELP) financial aid (Title IV), a student must maintain Satisfactory Academic Progress (SAP) towards their degree objective to remain eligible for financial aid. This requirement is established under Section 497(e) of the United States of America Amended *Higher Education Act* 1965.

SAP is measured by:

- A. The student's cumulative grade point average (GPA).
- B. The number of credits earned in relation to those attempted.
- C. The maximum time frame allowed to complete the academic program.

2.1 Cumulative GPA

Students who drop below the following minimum cumulative GPA will be placed on Financial Aid Probation.

Number of Credits Attempted	Minimum GPA
0 - 79	1.60
80 - 119	1.75
120 -159	1.90
160 and above	2.10

Grades included in the GPA are HD, D, C, P, PC, UGP, PSU, F, AN, UGF, FSU and WF.

For the purposes of calculating SAP the grades are weighted as follows:

Grade	Weighting
HD	4
D	3.5
C	3
P	2
PSU	2
PC	1
F	0
UGF	0
FSU	0
WF	0
AN	0

2.2 Credits earned versus credits attempted

Students who fail to successfully maintain a completion rate of at least 67% of cumulative *attempted* credit hours throughout their degree program will be placed on Financial Aid Probation.

Generally, grades of HD, D, C, P, PC, UGP, PSU, EX will be counted toward hours earned. Hours attempted include the above as well as the grades of F, PCXH, UGF, AU, WF, FSU.

Grades of W will not be counted toward credit hours earned or attempted. Only finalised grades will be used in calculations. Determinations of SAP that exclude grades are not yet finalised (INC, ICON, SP, Z) will be considered conditional upon finalisation of all unfinalised grades.

2.3 Maximum Time Frame

Guidelines established for measuring SAP is limited to accumulated attempted credit hours totalling no more than 150% of the credit hours required to complete all requirements for a degree program (i.e. 120 credit hours required $\times 1.5 = 180$ maximum allowable credit hours *attempted* for financial aid eligibility). See the following table for more information. Transfer hours from other institutions accepted by the University will count toward the maximum credit hour limit.

Total program credit hours (<i>earned</i>)	Maximum cumulated program credit hours (<i>attempted</i>)	Standard program length based on 40 CP study load per semester	Max number of semesters in which to complete (150% of program length)
80 credit hours	120	2 semesters	3 semesters
120 credit hours	180	3 semesters	5 semesters
180 credit hours	270	5 semesters	7 semesters

240 credit hours	360	6 semesters	9 semesters
320 credit hours	480	8 semesters	12 semesters

Students are no longer eligible to receive financial aid after they have reached these maximums.

3 Measurement of Academic Progress

Academic progress will be measured each semester once the grades are released. Students not making satisfactory academic progress will be placed on financial aid probation and will be notified in writing by the University.

4 Financial Aid Probation

Students may receive financial aid for the semester they are on probation. If they fail to meet the necessary satisfactory academic progress requirements at the end of their probation semester, their financial aid will be terminated until they have regained satisfactory progress status. If students have their financial aid terminated the University will notify them in writing.

5 Financial Aid Termination

Financial aid termination will result in the loss of all federal aid. If a student successfully completes a semester without receiving financial aid and meets the satisfactory academic progress requirements, the student will then regain financial aid eligibility. It is the student's responsibility to re-apply for Financial Aid.

6 Appeals

Any student with extenuating circumstances (i.e., the death of a relative, an illness or injury of the student, etc) who has been terminated from federal student aid due to unsatisfactory academic progress, or who has exceeded the Maximum Time Frame condition, may appeal the decision. An appeal is made by submitting a written statement to the US Financial Aid Administrator in the Office of Student Administration. This appeal must be received at the Office of Student Administration within 21 days of the notice of aid termination. The appeal will be considered and the student shall be notified of the results in writing within 21 days.

Disbursements of funds will not be made while an appeal is being processed.

7 Review of a Decision

A student whose appeal has been declined may apply for a review of a decision to terminate their funding. The time limit for applying for a review of a decision is 14 days from the day the student first received notice of the decision, or such longer period as the reviewer allows.

The student must state, in writing, the reasons why he or she is applying for a review.

The University will:

- acknowledge receipt of the request for a review;
- appoint a review officer who is not the same officer who made the original decision and who occupies a position that is senior to that occupied by the original decision maker;
- notify the student, in writing, of the reviewer's decision and the reviewer's reasons for making the decision (the reviewer's available options are to confirm the decision, vary the decision, or set the decision aside and substitute a new decision).

Disbursements of funds will not be made while an appeal is being processed.

8 Disclaimer

The GPA calculated is an internal measure to calculate if a student is making SAP. It may not be used for admission or employment purposes.