

Southwestern University

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FINANCIAL AID ELIGIBILITY

Students at Southwestern University are required to maintain satisfactory academic progress toward their degree in order to receive any financial aid (defined as federal, state, or institutional financial aid, to include need-based grants, need-based scholarships, loans, and federal/state work-study.) This progress is monitored using both qualitative and quantitative components of a student's academic work at Southwestern. To maintain good standing, a student must maintain the minimum levels defined for each component.

The **qualitative** component considers a student's cumulative grade point average (GPA) earned at Southwestern. Students must maintain a minimum cumulative GPA of 2.0 in their Southwestern University coursework.

The **quantitative** component considers the number of credit hours that are successfully completed by a student in comparison to the number of credit hours attempted by that student. Southwestern students must pass 80% of all courses attempted at Southwestern.

A course that is dropped during the period without record entry will not be considered as an attempted course. A course that is dropped after the period without record entry will be considered as attempted and not completed. Therefore, that course will count against a student's completion rate.

The Financial Aid Office will review academic progress at the end of each academic year. During each review, the student's cumulative qualitative and quantitative components will be considered, i.e., all SU grades and course credits attempted/earned by that student up to that point.

MAXIMUM TIME FRAME

In addition to the qualitative and quantitative components, students must complete their degree at Southwestern within a certain number of credit hours. Students are allowed a maximum of 150 credit hours to complete their degree. Students who exceed the maximum hours will be considered ineligible for financial aid. All transfer hours will be counted toward the maximum timeframe. All semesters of enrollment will be considered, including semesters where the student did not receive financial aid.

FAILURE TO MEET THE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

A student who fails to meet the SAP standards will be placed on **financial aid probation** for one semester. During the probation semester the student will be eligible to receive financial aid.

After the conclusion of the probation semester, the student's progress will be reevaluated. If, at that point, the student meets the SAP standards then that student will be considered to be in good standing and will be eligible to receive financial aid in the following semester.

If, after the probation semester, the student is still not meeting the SAP standards then that student will be considered ineligible for financial aid. The student's financial aid will be rescinded for the following semester. The student will remain ineligible for financial aid until he/she attains the required SAP standards.

A student who is ineligible for financial aid but who is eligible to return to Southwestern may re-enroll but is responsible for paying his or her own expenses during the period of ineligibility.

DROPPED COURSES

A course that is dropped during the period without record entry will not be considered as an attempted course. A course that is dropped after the period without record entry will be considered as attempted and not completed. Therefore, that course will count against a student's completion rate.

READMITTED STUDENTS

In order for a readmitted student to be eligible to receive financial aid that student must meet SAP standards at the time of readmission. If a student left the university in an ineligible status then that student is still required to attain the required SAP standards before becoming eligible to receive financial aid.

TRANSFER STUDENTS

A transfer student who enrolls at Southwestern will be considered to be maintaining satisfactory progress for their first academic year of their enrollment. At the end of a transfer student's first academic year of enrollment, progress will be reviewed in the same manner as for all other Southwestern students. The number of semester hours transferred to Southwestern will be considered toward the maximum timeframe. Only the GPA earned on hours completed at Southwestern will be considered when evaluating the cumulative GPA.

WITHDRAWALS

A student who withdraws from Southwestern after a semester has begun will be considered as having failed to meet satisfactory academic progress standards. The student will be placed on financial aid probation for the next semester in which he or she enrolls. If the student withdraws from Southwestern during financial aid probation, he or she will be considered ineligible to receive financial aid.

INCOMPLETE COURSES

A course in which a student receives an "incomplete" grade will be counted against the student's completion rate for the period being evaluated. An "incomplete" grade will not be included in calculating the cumulative GPA used for the period being evaluated. When the "incomplete" grade is replaced with a final grade in the course, that student's SAP status will be re-evaluated to determine his or her final standing.

FAILED COURSES

A course in which the student receives a failing grade will be considered toward the cumulative GPA, semester hours attempted, and whether a student is making satisfactory academic progress.

REPEATED COURSES

The hours attempted/earned for a repeated course will be considered toward the cumulative semester hours attempted/earned. The grade earned in the most recent satisfactory completion of the course will be included in the cumulative GPA.

APPEALS

Written appeals for reinstatement can be made to the Financial Aid Appeals Committee. Appeals must be made by the deadline indicated on the written notice of ineligibility sent to the student. A student may request that his or her academic records and any extenuating circumstances be reviewed. Special circumstances may include, but are not limited to, illness or injury of the student, death of a close family member or similar hardship circumstances, change in major, seeking to earn more than one major, or transfer hours not counting toward a degree.

When a student finished the spring semester without meeting the minimum requirements, summer school work may be considered to restore eligibility by the following fall semester.

The Financial Aid Appeals Committee will consist of the Vice President for Enrollment Services, the Director of Financial Aid, the Director of Academic Success and Advising, and the Associate Vice-President for Academic Administration.

ACADEMIC PROGRESS STANDARDS UNIQUE TO INDIVIDUAL PROGRAMS

This policy indicates minimal academic progress standards for students to receive financial aid. It should be noted, however, that individual grant or scholarship programs may require different or higher standards than what are outlined in this policy. In those instances the individual program standards will supercede the SU policy **for that particular program only**. The most notable exception is the Tuition Equalization Grant awarded from the State of Texas. Contact the Financial Aid Office for more details regarding standards for individual programs.