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 merit scholarships, need-based scholarships, need based grants, 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. This is also referred to as the pace of progression. Southwestern students must pass 80% of all credit hours attempted.

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 175 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 declared ineligible to receive financial aid. That student's financial aid will be rescinded for the following semester. The student will remain ineligible for financial aid until (1) he/she attains the required SAP standards or (2) he/she submits an appeal for reinstatement of financial aid eligibility and such a request is approved by the Financial Aid Appeals Committee (the "Committee")

The Financial Aid Office will send the student a written notification of the ineligibility, with information about how the student may submit an appeal to reinstate his or her financial aid eligibility.

When a student's financial aid eligibility is reinstated by the Committee, the student will be placed on a probation status for one semester. Students on probation will be placed on an academic plan determined by the Committee. 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. At that point, the student remains eligible to receive financial aid in the following semester if:

1) The student is meeting the SAP requirements OR
2) The Committee has determined that the student is successfully following the academic plan previously assigned to him/her.

If the student meets the SAP requirements after the probation semester, then he/she will be considered to be in good standing and will be eligible to receive financial aid in the following semester.

If the student does not meet the SAP standards after the probation semester, but the Committee has determined that the student is successfully following the academic plan assigned to him/her, then that student may continue receiving financial aid for the following semester.

If neither 1) or 2) are met, 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.

APPEALS
A Student who is declared ineligible may submit an appeal to have his or her eligibility reconsidered. Appeals for reinstatement must be made in writing to the Financial Aid Appeals Committee. Appeals must be made by the deadline indicated on the written notice of ineligibility sent to the student. The written appeal must include (1) the reasons why the student failed to meet the SAP requirements and (2) what has changed that will allow the student to meet the SAP standards at the next evaluation. 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 finishes 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 Associate Dean of Enrollment Services, the Dean of Enrollment Services, the Director of the Center for Academic Success, and the Director of Advising and Retention.

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.

TRANSFER CREDITS AND CREDIT BY EXAM
Credits earned through courses transferred from other institutions, through examination or testing (such as Advanced Placement (AP) or International Baccalaureate (IB) exams) or through dual credit programs will be considered when determining a student's completion rate and maximum timeframe. Only the GPA earned on hours completed at Southwestern will be considered when evaluating the cumulative GPA.

CR/NC GRADES
Grades of CR and NC will not have an impact on a student's grade point average, and therefore will not affect that aspect of a student's SAP status. When determining a student's completion rate, a course with a grade of CR will be considered to be successfully completed and the associated credits will be included in the numerator and denominator of the completion rate calculation. A course with a grade of NC will **not be considered successfully completed,** and the associated credits will be only be included in the denominator of the completion rate calculation. When determining the maximum number of credits attempted, credits associated with a CR or an NC grade will be included as attempted credits.

WITHDRAWALS
A student who withdraws from Southwestern after a semester has begun will have his or her satisfactory academic progress standing re-evaluated at the end of the academic year in which the withdrawal occurred. A student who was in good standing prior to the withdrawal will remain eligible to receive financial aid until their standing is re-evaluated. If a student withdraws from Southwestern while on financial aid probation, he or she will be immediately declared ineligible to receive financial aid and must submit an appeal to have his or her standing re-evaluated.

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.

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 supersede 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.

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