

Lawrence Memorial / Regis College

Satisfactory Academic Progress Policy

The US Department of Education requires that all students who receive financial aid make progress toward their program of study. Satisfactory Academic Progress (SAP) is the measure of a student's overall academic progress. Students who fail to meet SAP may not receive financial aid. A student's entire academic history is reviewed for the purposes of SAP, including credits NOT paid for by financial aid.

POLICY

Standard 1: Cumulative Grade Point Average (GPA): Students must maintain a minimum cumulative 2.0 GPA.

- Incompletes, withdrawals, repeated courses: Repeated courses as well as grades of F, course withdrawals (W), courses from which a student has been dropped and courses that are not completed (I) at the end of the semester are calculated in the cumulative GPA.
- Transfer courses are not calculated in the cumulative GPA.

Standard 2: Completion Rate: Students must successfully complete a minimum of 67% of all courses attempted.

- Incompletes, withdrawals, repeated courses: all credits in which a student has registered are considered attempted credits whether or not the course is completed. Repeated courses as well as grades of F, course withdrawals (W), courses from which a student has been dropped and courses that are not completed (I) at the end of the semester are included as attempted credits.
- Transfer credits are counted as attempted and earned.

Standard 3: Maximum Timeframe (150% Rule): Students must complete their program within 150% of the published length of the educational program. Part-time attendance counts in the maximum timeframe calculation. Students who do not complete their program within this timeframe are no longer eligible to receive financial aid.

TIMEFRAME

SAP is evaluated at the end of each semester.

SAP REVIEW

Financial Aid Warning: Students who do not meet the SAP standards are placed on financial aid warning but are eligible to receive financial aid during that time. Student is only allowed one semester of SAP Financial Aid Warning. At the end of the financial aid warning period the following action will occur:

- Student is removed from Financial Aid warning if the student is now meeting SAP standards.
- Student is placed on Financial Aid Suspension if, after the warning period, the student has not met the requirements

Financial Aid Suspension: If the SAP standards are not met after the warning period, a student is placed on financial aid suspension and is no longer eligible to receive any form of financial aid, including loans. Financial aid eligibility can be reinstated if:

- A student either raises his/her GPA and /or completion rate to meet the SAP standards, or
- Successfully appeals the suspension status (see below for process).

APPEAL PROCEDURE

A student has the right to appeal a Financial Aid Suspension due to mitigating circumstances such as, but not limited to, illness, military service, death in family, or a previously undiagnosed learning disability. The following must be completed and submitted to the Financial Aid Administrator:

- Appeals must be submitted using the Satisfactory Academic Progress Appeal Form. The form must include an academic plan outlining the steps that will be taken to ensure the student's academic success. The student meets with the Director of Student Services to complete this. Academic plan must be signed by the student and the Director of Student & Alumni Services.
- Letter detailing the issues that affected the student's studies and successful completion of the courses attempted, and what has changed/will change that will allow student to achieve SAP. Student should include any documentation verifying the special circumstance (i.e. doctor's letter, third party letter)

All appeals will be considered. The Financial Aid Administrator and the Director of Student & Alumni Services meet to decide on appeal. Notification of the decision is sent to the student within 2 weeks of the date the appeal is received.

NOTIFICATION

If the appeal is granted, the student's academic progress is reviewed and the conditions of the student's appeal are monitored at the end of that term. If the conditions of the appeal are not met, the student is no longer eligible for financial aid until such time that SAP is met. If the conditions of the appeal are met, the student continues to be eligible for aid. However, the conditions of the appeal are reviewed each term until the student is making satisfactory academic progress.