

# Graduate Satisfactory Academic Progress Policy for All Financial Aid



BOB JONES UNIVERSITY  
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Federal and state regulations require that all students who receive financial aid must maintain Satisfactory Academic Progress (SAP) while working toward an eligible degree. Bob Jones University's SAP standards are as strict as or stricter than the academic performance standards of the University and are measured in three areas: completion rate, cumulative grade point average (GPA) and maximum time frame (Pace). The Standards of SAP apply to all federal, state and institutional aid and all military benefits, including tuition assistance and veteran benefits. Progress is measured at the end of each payment period (fall, spring or summer) that a student is taking classes.

Students must meet all of the following requirements in order to receive financial aid:

## Completion Rate

Completion rate is measured by dividing the number of attempted credits into the number of earned credits (i.e., received a grade of A, B, C or D). A student must earn 67 percent of credits attempted to maintain SAP. Completion rate is rounded to the nearest percentage point.

The following are considered when evaluating a student's completion rate:

1. All transfer credits that are accepted by BJU toward graduate degree.
2. All courses in which a student remains enrolled past the Drop/Add period.
3. Audited courses do not count toward the completion rate.
4. Withdrawals (W, WF), incompletes and failures (grade F), and courses where academic forgiveness has been received are considered attempted but not earned credits.
5. For pass/fail courses:
  - a. *Pass is considered attempted and earned credits.*
  - b. *Failed is considered attempted but not earned.*
6. Repeated courses are included in the completion rate as follows:
  - a. *A previously passed course may be repeated only once in order to improve the grade.*
  - b. *A failed course may be repeated as often as necessary in order to pass.*
  - c. *A course is considered passed even if the grade is not considered acceptable for a specific program (e.g., receiving a D in a major course).*

## Cumulative GPA

The GPA calculation includes all courses taken at BJU, campus or online, and any approved transfer courses including any BJU coursework that has received academic forgiveness. Withdrawals (W and WF) are not included in the GPA calculation. In order to retain financial aid eligibility, a student must maintain a cumulative GPA as listed below.

### Master's Degrees/Doctor of Ministry Degree

- 2.5 for 8 or fewer hours attempted
- 2.75 for 9–16 hours attempted
- 3.0 for more than 16 hours attempted

### **Master of Divinity Degree**

- 2.25 for 16 or fewer hours attempted
- 2.35 for 17–32 hours attempted
- 2.45 for 33–48 hours attempted
- 2.55 for 49–64 hours attempted
- 2.6 for more than 64 hours attempted

### **Doctor of Philosophy Degree**

- 3.35 for 64 or fewer hours attempted
- 3.45 for 65–80 hours attempted
- 3.5 for more than 81 hours attempted

## Maximum Time Frame (Pace)

Students must complete their degree within a maximum time frame. This maximum time frame is met when the attempted credits equal 150 percent of the credits required for a degree program. All attempted credits are counted, including transfer credits accepted toward the degree, whether or not financial aid was received or the course work was successfully completed.

## Satisfactory Academic Progress (SAP) Status

Academic progress will be reviewed at the end of each payment period (fall, spring and summer). Students not meeting the SAP standards will be notified of their SAP status for the subsequent payment period.

## Financial Aid Warning

1. A student is placed on Financial Aid Warning for the payment period following the payment period in which he or she did not meet SAP standards.
2. A student is eligible to receive financial aid funds during that payment period but must meet the SAP standards by the end of the Warning period.
3. If SAP standards are not met by the end of the Warning period, the student will be notified that he or she is ineligible to receive financial aid for the next payment period.
4. A student may be placed on Financial Aid Warning more than once during his or her college enrollment but may not be placed on Warning for two consecutive payment periods.

## Financial Aid Ineligible

A student will be considered ineligible IF

- At the end of the Warning period, the student does not meet SAP standards and does not appeal the ineligible status.
- The appeal for probation is denied.

## Financial Aid Probation

A student is placed on Financial Aid Probation and will be eligible to receive financial aid for the next payment period IF

- The student appeals the determination that he or she is ineligible and the appeal is approved (see Appeals Process) AND
- It is determined that he or she should be able to meet SAP standards by the end of the probation period OR
- An Academic Plan is submitted that establishes a specific point in time when SAP standards will be met (see Academic Plans).

## Appeal Process

The student may appeal to the SAP Committee no later than the end of the Drop/Add period.

1. Student must submit to the Office of Financial Aid:
  - a. *The Appeal Form, including:*
    - i. *Reason for an appeal which may include but is not limited to the following: health, family, catastrophe or other special circumstances as determined by the University.*
    - ii. *An explanation of what has changed that will ensure future academic success.*
  - b. *Documentation as required by the University to support the reason for the appeal.*
2. The Appeal will be reviewed by the SAP Committee.
  - a. *A determination will be made to approve or deny the appeal.*
  - b. *A determination will be made if an Academic Plan is required.*
3. If the appeal is approved, the student will be notified that he or she will be on probation for the next payment period and must meet SAP standards by the end of that period, or an academic plan must be signed by his or her advisor or an Academic Resource Center coach and submitted to the Office of Financial Aid.

**CAUTION:** *If the appeal has not been approved prior to registration, the student is responsible to pay the amount required to begin classes.*

## Academic Plans

If it is determined that a student cannot meet the SAP standards in one payment period, the student may submit an academic plan which establishes the required number of credits and required GPA for each payment period during which the student will continue to work toward the goal. The Academic Plan must be approved by the student's advisor or a staff member from the Academic Resource Center. This staff member must be familiar with the student's abilities and determine that the goal can be met in the time allowed.

## Reinstatement

A student's eligible status will be reinstated once he or she has met SAP standards OR the individual has successfully appealed an ineligible standing. The student must meet the SAP standards at the next evaluation period. If SAP standards are not met, the student will then be placed on Financial Aid Warning.