

# **Satisfactory Academic Progress Policy For Federal Student Financial Aid And Veteran Benefits**

Bob Jones University Standards of Satisfactory Academic Progress (SAP) measures a student's academic performance in the following three areas: completion rate, cumulative grade point average (GPA), and maximum time frame (Pace). The Financial Aid Office is responsible for ensuring that all students who receive federal financial aid are meeting these standards. The Standards of Satisfactory Academic Progress apply to all federal, state, institutional financial assistance programs and *veteran benefits* through the U. S. Department of Veterans Affairs. Progress will be measured at the end of each enrollment period, semester or summer, that a student is taking classes.

## **Undergraduate Standards**

### **1. Completion Rate**

At the end of each enrollment period, a student's academic progress will be measured by comparing the number of attempted credit hours with the earned credit hours (i.e., received a grade of A, B, C, or D). This includes any course for which the student has remained enrolled past the Drop/Add period. A student must earn 70 percent of credits attempted to maintain satisfactory academic progress.

The following are considered when evaluating a student's satisfactory academic progress:

- Withdrawals (W's and WF's), incompletes, and failures are considered attempted but not earned hours.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned hours. Courses may not be repeated more than once and be eligible for financial aid. Repeatable eligible courses would include those with a grade of F, or, the institution requires the course to be repeated. For example, if a student received a grade of D and the institution requires a grade of C or better, the course may be repeated and is an eligible repeat for financial aid purposes.
- Audited courses are not considered credits attempted or earned.
- Remedial courses are included in the calculation of both attempted and earned hours.

### **2. Cumulative GPA**

Students are required to earn a cumulative GPA of 2.0 or higher from courses taken at BJU in order to earn an associates or bachelors degree from BJU. In order to retain financial aid eligibility, a student must maintain a cumulative GPA of at least:

- 1.6 for 24 or fewer hours attempted
- 1.7 for 25-48 hours attempted
- 1.8 for 49-72 hours attempted
- 1.9 for 73-96 hours attempted
- 2.0 for 97 hours attempted

### **3. Maximum Time Frame (Pace)**

Students are not eligible to receive financial aid once they have attempted more than 150 percent of the normal credits required for a degree or certificate program or it becomes academically impossible for the student to complete the degree or certificate within Pace. For example, a student in a program requiring 128 credit hours for graduation will be eligible for financial aid during the first 192 attempted hours as an undergraduate. All attempted hours are counted, including accepted transfer hours, whether or not financial aid was received or the course work was successfully completed.

#### **4. Annual SAP Reviews**

Academic progress will be reviewed at the end of each academic year. Those students not meeting the requirements stated above will be placed on Financial Aid Probation during the next semester of enrollment and will receive a letter of probation.

##### Warning

The new term for Probation is Warning, effective July 1, 2011.

- A student may continue to receive financial assistance during the Warning period. The length of a warning period is for one period of enrollment.

##### Probation

The new term for Suspension is Probation, effective July 1, 2011. At the end of the Warning period, the student will be:

- removed from Warning status because both cumulative GPA and cumulative completion rate standards are met, **or**
- placed on Probation status and is ineligible to receive assistance from federal, state, *Veterans Administration* or institutional sources and will receive a Financial Aid Probation letter.

#### **5. Appeal Procedure**

To appeal the Financial Aid Probation status, a student must, within 15 calendar days of notification of the status, submit to the Financial Aid Director a signed and dated letter of appeal explaining why he should not be on Financial Aid Probation. Included with the letter of appeal, the student must submit a specific plan for academic recovery. The recovery plan must have the signature of either the student's Academic Advisor or an employee in the Registrar's Office who agrees that the plan is executable. Reasons for an appeal may include, but is not limited to the following: health, family, catastrophe, etc. Documentation verifying the situation may be requested. After all requested information is received, the Appeal Committee will make a determination on the appeal and the student will be notified of the approval or disapproval of the appeal by the Director of Financial Aid within a reasonable time frame and informed of the student's financial aid status for the next enrollment period.

#### **6. Reinstatement**

A student may be reinstated to a "qualified for financial aid" status after meeting the SAP standards.

#### **7. Transfer credits**

Transfer credits come from two sources; other institutions and/or when a student changes from a bachelor degree to an associate degree.

Transfer credits must have a minimum grade of C to be accepted.

#### **Glossary**

- Satisfactory Academic Progress (SAP) is used to measure a student's academic progress for eligibility for financial aid.
- Period of enrollment equals a fall or spring semester or summer when a student is enrolled in a college course.
- Financial Aid Warning (FAW) is a status for one period of enrollment when a student has not met SAP but may continue to receive financial aid from federal, state, Bob Jones University or the Department of Veteran Affairs.
- Financial Aid Probation (FAP) is a status when a student is ineligible for financial aid from federal, state, Bob Jones University or the Department of Veteran Affairs.

# Satisfactory Academic Progress Policy For Federal Student Financial Aid And Veteran Benefits

## Graduate Standards

### 1. Completion Rate

At the end of each enrollment period, semester or summer, a student's academic progress will be measured by comparing the number of attempted credit hours with the credit hours earned (i.e., received a grade of A, B, C, or D). This includes any course for which the student has remained enrolled past the Drop/Add period. A student must earn 70 percent of credits attempted to maintain satisfactory academic progress.

The following are considered when evaluating a student's satisfactory academic progress:

- Withdrawals (W's and WF's), incompletes, and failures are considered attempted but not earned hours.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned hours.
- Audited courses are not considered credits attempted or earned.

### 2. Cumulative GPA

Financial aid recipients are governed by the same academic performance standards of Bob Jones University. In order to retain financial aid eligibility, the student must maintain a cumulative GPA of 3.0. (For Master of Divinity students, the minimum cumulative GPA is 2.6.) All graduate students (except Master of Divinity students) will be dropped from their graduate degree program and will no longer be eligible for financial aid if they:

- earn more than six credits of C's (Masters of Arts in Teaching and MBA students may earn nine credits of C's, Masters or Specialists of Ministry may earn unlimited C's )

OR

- earn a grade of D or F in any course.

### 3. Maximum Time Frame (Pace)

Any masters (except Master of Divinity) or specialist degree student who interrupts his enrollment for more than twelve months, having completed fifteen (Education programs) or twenty (Seminary programs) of the required hours for his degree, must complete the remaining hours within three years of his last residence, or he will be required to complete nine hours of study in addition to the degree requirements before the degree can be conferred. If the work is not completed within five years, the student will not be eligible for the advanced degree.

A master of divinity or doctoral student who does not complete any course work for three consecutive years will be dropped from his program. Should he desire to resume work later, he must reapply for Scholarship Committee approval and, if approved, meet catalog requirements in effect at the time of his reenrollment.

### 4. Annual SAP Reviews

Academic progress will be reviewed at the end of each academic year. Those students not meeting the requirements stated above will be placed on Financial Aid Probation during the next semester of enrollment and will receive a letter of probation.

## Warning

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## Probation

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## **6. Reinstatement**

When a student meets SAP after being on may raise your GPA and/or satisfy credit deficiencies by taking additional course work at Bob Jones University without receiving financial aid. You may submit an official copy of your Bob Jones University transcript to verify grade changes, including the removal of incompletes, if this will result in the removal of your deficiencies.

## **7. Transfer credits**

Transfer credits come from two sources; other institutions and/or when a student changes from a bachelor degree to an associate degree.

Transfer credits must have a minimum grade of C to be accepted.

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