

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

Bob Jones University Standards of Satisfactory Academic Progress measure a student's performance in the following three areas: completion rate, cumulative grade point average (GPA), and maximum time frame. 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 student financial assistance programs *and veteran benefits*.

Undergraduate Standards

1. Completion Rate

At the end of each academic year, 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.
- **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

Students are not eligible to receive financial aid once they have attempted more than 150 percent of the normal credits required for your degree or certificate program. At Bob Jones University, this means that students in programs requiring 128 hours for graduation will be eligible for financial aid during the first 192 attempted hours as an undergraduate. All attempted

hours are counted, including transfer hours, whether or not financial aid was received or the course work was successfully completed.

A student whose progression toward the successful completion of a degree program is adversely affected by extraordinary circumstances may submit a written appeal to the Director of Financial Aid under the provisions outlined below under "Appeal Procedure."

4. Annual SAP Reviews

Academic progress will be reviewed at the end of the 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.

Probation

The student may continue to receive financial assistance during the probationary period. At the end of the probationary period, the student will:

- Be removed from probationary status because both cumulative GPA and cumulative completion rate standards are met: *or*
- Be suspended from receiving assistance from federal, state, *Verterans Administration* and will receive a Financial Aid Suspension letter.

Suspension

If you do not meet both standards given in items one and two (above), you are no longer eligible for financial aid until you have taken classes, using your own funding, and have raised your cumulative GPA and completion rate to meet the above standards.

5. Appeal Procedure

To appeal the financial aid suspension, a student must, within 15 calendar days of notification, submit to the Financial Aid Office a signed and dated letter of appeal explaining why he or she should not be suspended. Included with the letter of appeal, the student must submit a specific plan for academic recovery signed by his or her academic advisor. A student may appeal due to an emergency condition (i.e., health, family, catastrophe, etc.). Documentation verifying the situation may be requested. The Director of Financial Aid will consider the appeal and render a decision and will convey in writing to the student within two weeks of the student's appeal.

6. Reinstatement

You can raise your GPA and/or satisfy credit deficiencies by taking additional course work at Bob Jones University without receiving financial aid. You may not use transfer credits from other institutions to eliminate GPA deficiencies. You may submit a 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.

Graduate Standards

1. Completion Rate

At the end of each academic year, 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 graduates students (except Master of Divinity students) who earn more than six credits of C's (nine credits of C's for Masters of Arts in Teaching and MBA students) or who earn a grade of D or F are automatically dropped from their graduate degree program and are no longer eligible for financial aid.

3. Maximum Time Frame

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.

Probation

The student may continue to receive financial assistance during the probationary period. At the end of the probationary period, the student will:

- Be removed from probationary status because both cumulative GPA and cumulative completion rate standards are met: **or**
- Be suspended from receiving assistance from federal, state, *Veterans Administration* and institutional sources and will receive a Financial Aid Suspension letter.

Suspension

If you do not meet both standards given in items one and two (above), you are no longer eligible for financial aid until you have taken classes, using your own funding, and have raised your cumulative GPA and completion rate to meet the above standards.

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