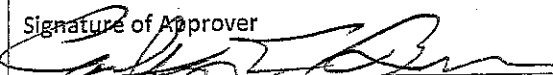


# CLARK ATLANTA UNIVERSITY

## Policy 8.10.2 Satisfactory Academic Progress



CLARK ATLANTA UNIVERSITY		
Policy and Procedure	Subject: Satisfactory Academic Progress (SAP)	
Department: Financial Aid Office	Review/Revise Date: Revised 4/30/12	Issued By: Vice President for Enrollment Services and Student Affairs
	Effective Date: 4/30/12	
Distribution: Provost and Vice President for Academic Affairs, Vice President for Enrollment Services and Student Affairs, University Registrar, Student Accounts Receivable, Office of Admissions, Financial Aid Office, Center for Leadership Academic and Student Success, Dean for Graduate Studies, all CAU students	Required Approval:  President	No. of Pages:  6
Signature of Approver 		Date 7/2/12

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## 1.0 Policy Statement

Recipients of both Federal (Title IV) funds and institutional funds must maintain Satisfactory Academic Progress (SAP) toward their degrees in order to remain eligible for financial aid assistance. Clark Atlanta University's SAP standard mirrors that of the University's academic standards.

Satisfactory Academic Progress must be measured both qualitatively (GPA) and quantitatively (Time Frame to Completion). Federal regulations state that the SAP standards for students receiving Title IV aid must be the same as or more strict than the school's standards for a student enrolled in the same educational program who is not receiving Title IV aid.

## 2.0 GPA Rule

Qualitative standard is measured by reviewing the cumulative GPA of the student as outlined below.

## 3.0 Time Frame to Completion

A quantitative standard is measured by comparing attempted credits to successfully completed credits. Credits are considered attempted when a student enrolls and attends the class even if the student withdraws. Credits are considered to be successfully completed when a student earns a passing grade of A, B, C, D, or P. A credit has NOT been successfully completed when a grade of F, XF, I, IP, AU, L, N, T, W, WU, R, Z, or E has been received for that course. ALL STUDENTS MUST SUCCESSFULLY PASS 67% OF ALL COURSES ATTEMPTED.

Another quantitative measurement is the maximum time frame a student can receive federal aid while earning a degree. Bachelor's degree students must complete their degree program within 150% of the published length of the program.

The maximum time frame for completing a *graduate degree* will be measured as completion within 150% of the published length of the program.

## 4.0 Minimum Standard for Progress

Full-Time Undergraduate students receiving Federal aid must:	<ul style="list-style-type: none"><li>• Maintain a minimum cumulative GPA of 2.0 or better;</li><li>• Complete at least 67% of all cumulative attempted credits; and</li><li>• Complete the degree program within 150% of the published length of the program</li></ul>
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Part-Time Undergraduate students receiving Federal aid must:	<ul style="list-style-type: none"> <li>• Maintain a minimum cumulative GPA of 2.0 or better; and</li> <li>• Complete at least 67% of all cumulative attempted credits.</li> </ul>
Full-Time or Part-Time Graduate students receiving Federal aid must:	<ul style="list-style-type: none"> <li>• Maintain a minimum cumulative GPA of 3.0 or better;</li> <li>• Complete at least 67% of all cumulative attempted credits; and</li> <li>• Complete the degree program within 150% of the published length of the program.</li> </ul>

## 5.0 Frequency of Monitoring

The Financial Aid Office monitors the Satisfactory Academic Progress (SAP) of each aid recipient annually. This occurs in late May once spring grades have been submitted.

## 6.0 Summer Award Letters and SAP Review

Clark Atlanta University considers the summer session to be a trailing term within the academic year. Students can receive aid for the summer if their current year SAP status is passing. Typically the summer session begins before Spring grades are available for review.

## 7.0 Transfer Credits

Courses accepted as transfer credit are included in the total attempted and total completed credits in determining whether or not a student is maintaining SAP requirements.

## 8.0 Academic Amnesty/Renewal/Forgiveness

Per Federal regulations, all course work must be included in the evaluation of SAP. All Grades earned and the original grades forgiven because a student retook a non passing grade will therefore be included in the cumulative GPA along with all other grades in determining whether or not a student is maintaining SAP requirements. In rare instances, this may result in the student failing SAP due to a lower calculated cumulative GPA than what is indicated on the student's academic transcript.

## **9.0 Incomplete Grades**

Incomplete grades are considered to be attempted but not completed and may result in a student failing to maintain SAP requirements.

## **10.0 Missing Grades/In Progress Grades**

The Financial Aid Office is unable to evaluate a student's SAP status if the student is still awaiting grades for course work. The SAP review will be conducted once all missing grades have been submitted. For students who have taken courses as a transient, it is the student's responsibility to ensure that all courses for which aid has been received are forwarded to the Office of the Registrar.

## **11.0 Re-Establishing Financial Aid Eligibility**

For a student who has failed to maintain Satisfactory Academic Progress, eligibility for financial aid funds may be re-established SAP through the following ways:

- The changing of a grade; or the completion of incomplete or in progress courses, or the reporting of a missing grade;
- A student may also opt to attend without receiving Federal or institutional financial aid while completing courses to regain his/her SAP standing.

## **12.0 Satisfactory Academic Progress Appeals**

Students who are not meeting the Satisfactory Academic Progress requirements for aid eligibility will be notified in writing of the loss of aid eligibility. Students with extenuating circumstances may submit an appeal in writing to the Financial Aid Office to request a reinstatement of financial aid. Appeals will be considered on a case by case basis. The appeal letter must include the following:

- Explanation of extenuating circumstances that prevented the student from meeting the SAP requirements;
- Course of action that has been taken and/or will be taken to address the extenuating circumstances described;
- Supporting documentation to prove that the extenuating circumstances occurred. When possible, documentation should also be provided for the course of action. For example, if the extenuating circumstances were an illness, the student would attach a note from his/her doctor confirming the illness took place, that treatment was/is under way, and that the student is now able to return successfully to school;
- Academic Plan of study indicating what courses will be taken over the next year, how many credits are needed to graduate, and the anticipated graduation date.

All appeals must be submitted in writing by the student and addressed to: "Financial Aid Office Re: SAP Appeal." Appeals must include the CAU ID#, a current phone number, and may be faxed to 404-880- 8070 or sent via the post office. Appeals will only be accepted if submitted by the student.

The Financial Aid Appeals Committee will only review complete appeals, so all required documentation must be attached. Once a **complete appeal** has been received, an electronic response to the student's CAU email address will be rendered within 7-10 business days of the appeal deadline.

### **13.0 Denied Appeals**

If an appeal is denied, a student may attend without financial aid in order to re-establish aid eligibility. A student may be able to receive non-federal aid from outside resources while reestablishing aid eligibility. A period of non-enrollment is non-sufficient to re-establish aid eligibility.

### **14.0 Approved Appeals**

A student with a successful appeal will be allowed to receive aid for ONE SEMESTER only. At the end of that semester, an additional review will be conducted to ensure that the student is meeting the terms of the approved appeal. A written response will be provided to the student indicating the approved **Academic Plan** that must be completed by the student over the next semester to remain eligible for financial aid. The written response will also indicate the date the next review will take place. At the end of the semester, if the student is found to be meeting the terms of the approved appeal, then aid will be awarded for an additional semester. This review will take place on a semester basis until the next scheduled annual review occurs, or the student successfully completes the **Academic Plan** to once again meet the SAP requirements.

If the student does not meet the terms of the **Academic Plan** as outlined in the appeal approval, then the student will be notified in writing of the loss of aid eligibility and no additional aid will be awarded until the student re-establishes the minimum standards for the receipt of financial aid.