

Beloit College Financial Aid Office

Satisfactory Academic Progress Policy

Federal regulations require that all students receiving Federal Title IV financial aid funds maintain satisfactory academic progress (SAP) while in the pursuit of their degree. There are qualitative and quantitative standards in measuring progress, all of which are outlined below. These standards consider cumulative grade point average as well as attempted and earned credits in determining whether a student maintains aid eligibility. A student's entire academic history is considered, whether or not the student received federal aid.

Three standards are used to measure academic progress for financial aid eligibility:

1. Qualitative – Cumulative Grade Point Average

Students must maintain a cumulative grade point average (GPA) of 2.0 or higher.

Please Note: The OVERALL GPA is used by the SAP reports for financial aid purposes; this GPA is calculated in Jenzabar using **all** grade results, **including repeated courses**. The Cumulative GPA, **used by the College for other purposes**, such as calculation of Good Standing for the "Standards of Academic Standing" policy, employs GRADE REPLACEMENT RULES which only include the grade from the most recent course attempt.

Withdrawals, Fs, Drops, Incompletes, grade changes and Xs are handled as follows:

- Withdrawals are counted as a 0.0 GPA if they occur after registration has closed and the add/drop period has ended.
- Fs and Drops are counted as a 0.0 GPA.
- Incompletes are counted as Fs (0.0) until the grade is changed, after completion of the required work. At the next SAP evaluation, the cumulative GPA will be recalculated using the final grade.
Please note: If the Incomplete is not satisfied within eight weeks of the last final exam day of the semester, the grade of F will stand when calculating the student's OVERALL GPA.
- If a grade for a course is changed, the change will be accounted for in the next scheduled SAP evaluation.
- An X is a notation used for work not yet evaluated. A mark of X will be replaced by any other mark subsequently reported. Therefore, an X will be treated in the same manner as a grade change (see above).

2. Quantitative – Completion Rate

Students must successfully complete at least 67% of the units they attempt. The completion rate is calculated by dividing the number of units satisfactorily completed by the number of units attempted. For example, a student who successfully completes 3 of 4 units attempted has a 75% completion rate.

- "Attempted coursework" is defined as any course in which the student is enrolled after the College's add/drop period expires.

- “Successfully completed units” are defined as units in which a student received a grade of A, B, C, D or CR.
- Transfer hours (converted to units) that count toward the student’s educational program count as both attempted and earned.
- Withdrawals, Fs, Drops, Incompletes, repeated courses, grade changes and Xs are handled as follows:
 - Withdrawals (W) are counted as units attempted, but not completed, if they occur after registration has closed and the add/drop period has ended. **Keep in mind that W grades will be included in the calculation, even if the date of withdrawal resulted in no tuition. The College’s policy to assess tuition is separate from the Academic Progress calculation.**
 - Fs and Drops are included as units attempted, but not completed.
 - Incompletes are counted as units attempted but not completed until the required work is completed and a grade is given. Whether the student has successfully completed the course will be taken into account at the next SAP evaluation. **Please note:** If the Incomplete is not satisfied within eight weeks of the last final exam day of the semester, the hours will remain as attempted but not earned.
 - Repeated courses count as units attempted each time the course is taken.
 - If a grade change results in units being defined as “successfully completed”, when they were not originally, the student’s completion rate will be recalculated at the next SAP evaluation, using the new amount of earned units.
 - An X is a notation used for work not yet evaluated. A mark of X will be replaced by any other mark subsequently reported. Therefore, an X will be treated in the same manner as a grade change (see above).

3. Quantitative – Maximum Timeframe

A student is no longer eligible to receive federal financial aid once s/he has attempted 150% of the units required to complete the degree for which the student is currently enrolled. The Maximum Timeframe evaluation is based on the total number of units attempted. For example, a program requiring 31 units of credit to graduate would allow a student to receive federal aid for 46.5 attempted units ($31 \times 1.5 = 46.5$).

The maximum time frame is **not** increased for changes in major, double majors, or adding a minor in another subject area. Teacher certification is a stand-alone program and will be calculated on its own.

- Transfer hours (converted to units) are included in the total number of units attempted. Transfer hours are not taken into consideration for satisfactory academic progress until after receipt of official transcripts and evaluation by the Registrar.
- Attempted units are counted for all terms, even those for which the student did not receive financial aid.
- Units waived under academic amnesty policies are counted as attempted units.
- Units attempted while enrolled part time are counted in the maximum timeframe.

- Withdrawals are counted as units attempted, if they occur after registration has closed and the add/drop period has ended.

A student becomes ineligible for any further financial aid when it becomes mathematically impossible for him/her to complete his program with 150% of its length.

Satisfactory Academic Progress Review

At the conclusion of each semester (including Summer), after grades have been officially posted, a report is run by the Financial Aid Office. This report is used to perform the evaluation of students in accordance with the Satisfactory Academic Progress Policy. As a result of this evaluation a student will be in a status of Good Standing, Warning, or Suspension.

Good Standing

A student is in good standing if they have met all three standards of SAP. They will continue to receive federal aid.

Financial Aid Warning

Regulations allow schools that review satisfactory progress at the end of each term to place students on financial aid warning as a consequence of not making satisfactory progress. A school may use this status without appeal or any other action by the student. Beloit College uses Financial Aid Warning as one of its Satisfactory Academic Progress statuses.

Warning status lasts for one term, during which the student may continue to receive federal student aid funds. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation.

Financial Aid Suspension

Students who fail to make satisfactory progress after the warning period lose their aid eligibility and are placed on Financial Aid Suspension. When a student's financial aid is suspended because s/he failed to make satisfactory progress the student may appeal on the basis of mitigating (extenuating) circumstances.

Appeal Process

Mitigating circumstances are usually beyond a student's control and can include such things as an injury or illness to himself or a close family member, the death of a close family member, or other special circumstances. These circumstances must have occurred during the semester in which the student did not meet one or more of the satisfactory academic progress criteria. **Please note:** Being young and unfocused or partying too much are not mitigating circumstances. Mitigating/extenuating circumstances must be documented.

All appeals must explain why the student failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the end of the next term.

All students who appeal **must** submit an academic plan. The academic plan may span more than one term, but must map the performance necessary to eventually meet the SAP standards.

Appeals of financial aid termination must be received by the Office of Financial Aid no later than two weeks after the start of the semester in which aid is being requested.

Academic Plans

The Academic Advisor and the student should develop a plan that ensures the student is able to meet the institution's satisfactory academic progress standards by a specific point in time, but is more generally established to guide the student to program completion. All academic plans must be signed by both the student and the student's advisor.

In the case of an academic plan which needs to cover multiple semesters, the student must submit an update to courses s/he plans to take for each semester in which the student is still on an academic plan. This update must also be signed by both the academic advisor and the student.

Students must appeal to change their plan. They must explain what has happened to make the change necessary and how they will be able to make academic progress. (This does not apply to an update to courses taken in future semesters in which the student is still on an academic plan.)

Notification of Appeal Decision

Once the Financial Aid Office SAP Committee has reviewed a student's appeal a communication is sent containing the decision.

If the appeal is approved, the student will be placed on Financial Aid Probation. A communication is sent telling the student they are on probation and outlining any academic requirements. The student is also notified that s/he will receive financial aid for one semester only and at the end of that semester, the student's eligibility for financial aid will be reevaluated.

If the appeal is not approved, a communication will be sent to the student stating their appeal has been denied. The student is also notified that his or her eligibility for financial aid will be reevaluated at the end of each subsequent semester. At the point the student is again making satisfactory academic progress their financial aid will be reinstated for the following semester.

Financial Aid Probation

If a student appeals the suspension of his/her financial aid and the Financial Aid Office SAP Committee approves the appeal, the student is placed on Financial Aid Probation. Probation status is for one semester only. The Financial Aid Office must review the student's progress at the end of that semester to re-determine whether the student has met the SAP standards or the terms of his/her academic plan.

If the student has met the SAP standards s/he will be removed from Probation and will be returned to good standing. If the student is not yet meeting the SAP policy standards, but is meeting the requirements of his/her academic plan, s/he will remain on probation but will be eligible to receive financial aid for the following semester.

A student who does not meet the terms of his/her academic plan may submit a new appeal with a new or revised academic plan. This appeal must contain a detailed explanation of why the student failed to meet the requirements of his/her academic plan. In most cases, this will require a new extenuating circumstance during the semester the student did not meet his/her academic plan. The appeal must also

contain an explanation of what has changed and how the student will be able to meet the terms of the new academic plan.

Satisfactory Academic Progress Notifications

Any student who fails to meet the satisfactory academic progress standards for purposes of financial aid will receive both an e-mail notification and a letter regarding their SAP status. The notifications will specify which standard they have failed to meet. The student's advisors will also receive a copy of this notification to enable them to reach out to the student.

The notification that a student is on Financial Aid Suspension inform the student that s/he may appeal his/her suspension as well as the procedures to do so. The e-mail contains a link to the Satisfactory Progress Appeal Form. The notification will include the requirement to submit an academic plan and will contain the procedures for developing such a plan. The student's advisors will also receive a copy of this notification to enable them to reach out to the student to assist with an academic plan.

Reestablishing Aid Eligibility

A student may reestablish financial aid eligibility when s/he has come back into compliance with Beloit College's satisfactory academic progress standards for purposes of financial aid.

Neither paying for one's classes nor sitting out a term (taking a vacation term) affects a student's academic progress status with regard to financial aid. Neither is sufficient to reestablish financial aid.