

Satisfactory Academic Progress Policy for Financial Aid Eligibility

(This policy is for all students with the exception of consortium students.)

INTRODUCTION

Pursuant to state and federal regulations, the following constitutes Regis University’s policy on Satisfactory Academic Progress (SAP) for students seeking financial aid. This policy supersedes previous policies and is effective immediately. This policy is separate from the policies established by each College within Regis University for measuring academic progress and in some cases may be the same as or stricter than the academic standards outlined in the Regis University catalog. Students should contact the Financial Aid office with questions regarding this policy.

The Regis University Satisfactory Academic Progress Policy applies to all students seeking to establish or maintain financial aid eligibility except for students who have financial aid consortium agreements (**see separate policy for consortium students**). The standards apply to a student's entire degree program, including terms in which financial aid was not applied for or disbursed with the exception of Regis University Employee Tuition Benefit (ETB) recipients who will receive the first semester of ETB regardless of their status.

The following chart defines how each type of grade and academic credit is treated for Satisfactory Academic Progress (SAP) calculations. Items indicated with an “X” are included in the calculation of Cumulative GPA, Semester Pace and/or Cumulative Pace. If the box is blank, it is not included in the calculation. For example, if a student receives a “W” (withdrawal) grade for a course, the “W” does not affect Cumulative GPA (the box is blank), but the “W” does affect the student’s Semester Pace and Cumulative Pace calculations.

Type	Cum. GPA	Semester Pace		Cumulative Pace	
		Attempted	Completed	Attempted	Completed
W (Withdrawal)		X		X	
I/- (Incomplete)		X		X	
IP/- (In Progress)		X		X	
D- through A	X	X	X	X	X
AU (Audit)					
P (Pass)		X	X	X	X
N (No Pass)		X		X	
F (Failure)	X	X		X	
Y (No Grade Reported)		X		X	
Repeated Courses	X Most recent grade only.	X	X**	X	X Most recent grade only.
Non-Regis Transfer credits		X Only if a consortium student.*	X Only if a consortium student.*	X	X

Regis Transfer credits (when switching programs at Regis University)	X Only if applies to current program.			X	X
Remedial Courses	X Only if the remedial course is a required Regis course.	X	X**	X	X**
Other Academic Credit (DANTES, CLEP, Portfolio, etc.)				X	X
Additional Regis Degrees	X				

*Please see separate Consortium Student Satisfactory Academic Progress Policy for Financial Aid Eligibility.

**Credits are included following the guidelines for the corresponding grades within this chart.

SAP COMPONENTS AND MINIMUM REQUIREMENTS

Qualitative: The qualitative component utilized in the SAP policy is the cumulative grade point average (CGPA) as calculated by the Regis University student information system. Only grades and credits earned at Regis University are used to calculate the student’s grade point average. The grade point average is calculated by dividing the total number of grade points earned by the total number of attempted credits. Grade points earned are calculated by multiplying the number of credits for a course by the grade points associated with the grade received. Undergraduate students must maintain a minimum CGPA of at least 2.0 and graduate students must maintain a CGPA of at least 3.0.

Semester Pace: Semester pace is calculated by dividing the number of hours the student has completed for that semester by the number of hours the student has attempted for that semester. Transfer hours are not included in semester pace with the exception of consortium students. To maintain financial aid eligibility, semester pace must be greater than 0%.

Cumulative Pace: Cumulative pace is calculated by dividing the cumulative number of hours the student has completed by the cumulative number of hours the student has attempted. Undergraduate students must have a minimum cumulative pace of 67% of all hours attempted for the time period under evaluation. Graduate students must have a minimum cumulative pace of 50% of all hours attempted for the time period under evaluation.

Maximum Timeframe: The maximum timeframe is measured in total credit hours attempted. In accordance with federal regulations, the maximum timeframe to complete an undergraduate degree is no more than 150% of the published length of the degree program. For Regis University undergraduates, that level is established at 180 credit hours (120 * 150%). The number of credit hours varies by graduate program to receive a graduate degree at Regis University. For this SAP policy, the maximum time frame for graduate students to complete their program is no more than 200% of the published length of the degree program. The published length of the degree program can be found in the Regis University catalog.

MONITORING

Regis University will measure students’ eligibility for financial aid for Semester Pace at the end of EVERY semester and will measure for ALL SAP components after the end of the spring semester. For programs that can be completed in one year, ALL SAP components are measured at the end of EVERY semester. The updated status will be effective for the following semester.

For students who are currently on Financial Aid Probation or Academic Plan, as outlined in this policy, ALL SAP components will be measured at the end of EVERY semester. The updated status will be effective for the following semester.

NOTIFICATION

In order to provide students with as much notice as possible, an email notification is sent to all financial aid eligible students a few weeks prior to the end of the semester outlining Satisfactory Academic Progress and notifying that the review will occur at the end semester. At the end of the semester, SAP is processed and emails are sent out the same day informing students they have not met the requirements and how they can resolve and/or appeal the status. When a student submits a complete appeal, the appeal will be reviewed at the next weekly committee meeting and the student is notified within 2 business days the outcome of the appeal and additional next steps.

An additional email is sent 30 days after SAP is processed to any students that did not respond to the first SAP notification informing them again about the process. Finally, about two weeks prior to the SAP Appeal deadline, another email is sent to students letting them know the deadline is approaching to appeal for financial aid eligibility for the current semester. (For example, a student that was not meeting SAP at the end of summer has no financial aid eligibility for the fall semester but is actively attending the fall. If the student wants to appeal and still receive financial aid for the fall semester, the student must appeal prior to Dec. 1.) The deadlines are as follows: August 1 for summer, December 1 for fall, and April 1 for spring.

CONSEQUENCES FOR FAILING TO MEET MINIMUM REQUIREMENTS OF SAP COMPONENTS

If a student fails to meet any of the minimum requirements of the SAP components as specified above, the student is no longer eligible to receive financial aid at Regis University.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

There are two methods for regaining financial aid eligibility. First, a student's academic achievements may progress so that the student is now meeting all of the minimum requirements of the SAP components at Regis University. It is the student's responsibility to notify the Financial Aid Office if this achievement is reached. Second, the student may appeal his or her status and the Financial Aid Office may approve an exception to this SAP policy.

Submitting an appeal does not guarantee that financial aid eligibility will be reinstated.

If a student elects to appeal his or her status, an appeal letter is required and the letter must describe the extenuating circumstances that hindered the student from successfully completing classes along with an explanation of how the student plans to resolve the issue(s). **Students should be prepared to submit substantiating documentation if requested.** If the requested documentation is not submitted, the appeal will be incomplete and the student will not be considered for Financial Aid reinstatement through the appeal process.

If an appeal is granted, the student will be placed on Financial Aid Probation. This probation period allows the student to receive financial aid for one semester after which the student's Satisfactory Academic Progress will be reevaluated.

In some cases, the student will not be able to attain Satisfactory Academic Progress in only one semester. These students will be required to submit and, if approved, follow an Academic Plan that will include certain benchmarks that

must be attained in order to continue to receive financial aid funds. The Academic Plan will be defined for each individual student depending on his or her circumstances and when appropriate, in consultation with the student’s academic advisor.

If a student that is placed on Financial Aid Probation does not meet all of the minimum requirements for the SAP components within the next semester or fails to meet the benchmarks outlined in the Academic Plan, the student will no longer be eligible to receive financial aid for subsequent semesters.

STUDENTS WITH DISABILITIES

Students who are aware of learning or other disabilities should immediately contact the Office of Disability Services to determine the appropriate accommodations. A student with a documented disability and functional limitations is still held to the same academic expectations as other students. If the student is registered with the Office of Disability Services and receiving appropriate accommodations, the student should be able to maintain satisfactory academic progress for financial aid eligibility purposes. If any difficulties are encountered, this type of student will be expected to follow the regular appeal procedures. Students who are unaware of their disabilities until difficulties are encountered may be referred to the Office of Disability Services as part of the appeal process.