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Satisfactory Academic Progress Policy for Financial Aid Eligibility
Effective Starting Fall 2011

(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 starting with the fall semester of the 2011-2012 financial aid year. This policy also 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 bulletin. 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.

The following chart defines how each type of grade and academic credit is treated in this policy.

Type	CGPA	Semester Pace		Cumulative Pace	
		Attempted	Completed	Attempted	Completed
W (Withdrawal)	Not Included	Included	Not Included	Included	Not Included
I/- (Incomplete)	Not Included	Included	Not Included	Included	Not Included
IP/- (In Progress)	Not Included	Included	Not Included	Included	Not Included
D- through A	Included	Included	Included	Included	Included
AU (Audit)	Not Included	Not Included	Not Included	Not Included	Not Included
P (Pass)	Not Included	Included	Included	Included	Included
N (No Pass)	Not Included	Included	Not Included	Included	Not Included
F (Failure)	Included	Included	Not Included	Included	Not Included
Y (No Grade Reported)	Not Included	Included	Not Included	Included	Not Included
Repeated Courses	Most recent grade is included	Included	Included**	Included	Most recent grade is included**
Non-Regis Transfer credits	Not Included	Included only if a consortium student*	Included only if a consortium student*	Included	Included
Regis Transfer credits (when switching programs at Regis University)	Included only if applies to current program	Not Included	Not Included	Included	Included

Remedial Courses	Not included unless the remedial course is a required Regis course	Included	Included**	Included	Included**
Other Academic Credit **(DANTES, CLEP, Portfolio, etc.)**	Not Included	Not Included	Not Included	Included	Included
Additional Regis Degrees	Included	Not Included	Not Included	Not Included	Not Included

*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 193 credit hours (128 * 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 bulletin.

MONITORING

Regis University will measure students' eligibility for financial aid once per year after the end of the spring semester. The updated status will be effective for the next semester, summer semester. For the first implementation of this policy, the new status will be effective for the Fall 2011 semester.

CONSEQUENCES FOR FAILING TO MEET MINIMUM REQUIREMENTS OF SAP COMPONENTS

If a student fails to meet all 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.