



## Satisfactory Academic Progress Policy for Financial Aid Recipients

### Overview

Federal regulations require that Benedictine University establish standards of Satisfactory Academic Progress (SAP) for students to receive federal financial aid funds. Minimum standards of academic progress are established to encourage students to successfully complete coursework for which financial aid is received and to make progress toward a degree.

### Financial Aid Programs Included Under this Policy

All federal and state financial aid programs are subject to this policy.

### Students Subject to this Policy

All students currently receiving federal and/or state financial aid funds are subject to this policy.

Benedictine University students who have not previously received financial aid are required to meet the cumulative grade point average requirement of this policy prior to receipt of financial aid.

### Satisfactory Academic Progress Policy for Financial Aid Recipients

Satisfactory Academic Progress includes three criteria:

- I. Qualitative – Academic standing based on the Undergraduate or Graduate student’s cumulative grade point average (CGPA);
- II. Quantitative – The student’s cumulative progression towards successful degree completion; and,
- III. Degree completion within a maximum timeframe of 150% of the published length of a program for undergraduate and graduate students.

In order to maintain Satisfactory Academic Progress, students must comply with the following requirements:

1. Remain in good academic standing or on academic probation. The minimum CGPA for an undergraduate is 2.0 and the minimum CGPA for a graduate student is 3.0 (as defined in the University catalog).
2. Maintain a completion rate of coursework equal to at least 67% of the total number of credit hours attempted. This quantitative requirement ensures the student is steadily progressing toward their degree by completing at least two-thirds of all attempted credit hours. For example, a student who has attempted a cumulative total of 12 credit hours must complete at least 8 credit hours to meet the requirement (12 hours x .67 = 8 credit hours).
3. Complete their degree requirements within 150% of the required hours to complete their degree. For example, a student enrolled in a traditional undergraduate bachelor’s degree program that requires a total of 120 credit hours, would have a maximum limit of 180 hours.

Once a student has reached the maximum credits hours, the student is no longer eligible to receive federal or state financial assistance. All terms of enrollment are reviewed as well as all transferred credits regardless of whether aid was received.

## Satisfactory Academic Progress Review Process

Satisfactory Academic Progress for traditional undergraduate and graduate students is reviewed on an annual basis, typically at the end of the spring term. Satisfactory Academic Progress for learning team undergraduate and graduate students is reviewed at the end of each payment period. Satisfactory Academic Progress for online undergraduate and graduate students is reviewed twice, at the end of the Fall and Spring sessions. Students failing to meet Satisfactory Academic Progress will be notified in writing of their loss of financial aid eligibility.

Appeal Procedure -- Cancellation of financial aid because of a student's failure to meet Satisfactory Academic Progress may be appealed if extenuating circumstances (illness, family problems, death of a family member, etc.) led to academic difficulties. The appeal must include information explaining why the student failed to meet Satisfactory Academic Progress; what has changed in the student's situation that would allow the student to demonstrate Satisfactory Academic Progress at the next evaluation; a realistic educational plan that outlines how the student will meet the SAP criteria; and a meeting with an academic advisor to assess the viability of the educational plan to meet the degree requirements. The student's appeal must be in writing and submitted to the Financial Aid Appeal Committee.

An appeal may be approved only if:

1. The student will be able to meet Satisfactory Academic Progress standards after the subsequent payment period, or
2. The student submits an academic plan that, if followed, will ensure that the student is able to meet Satisfactory Academic Progress standards by a specific point in time.

The deadline to submit an appeal to reinstate financial aid must be received at least thirty days prior to the anticipated term of enrollment.

Probation: If the student's appeal is approved, he/she may continue to receive Title IV aid for one additional payment period. SAP will be monitored at the end of the probationary period.

Reinstatement: A student may regain eligibility for financial aid once the student has met the minimum requirements of Satisfactory Academic Progress.

It is the student's responsibility to contact the Office of Financial Aid to request a review of his/her Satisfactory Academic Progress for reinstatement of assistance.

## Definitions for Financial Aid Purposes

### Completion of Courses

For undergraduate students, hours completed are based on grades of "A," "B," "C," "D" and "P." Hours with an "F" (failure), "W" (withdrawal), "I" (incomplete), "IP" (in progress) and "X" (deferred) are counted in the number of hours attempted, but not in the number of hours completed.

For graduate or doctoral students, hours completed are based on grades of "A," "B," "C" and "P." Hours with an "D", "F" (failure), "W" (withdrawal), "I" (incomplete), "IP" (in progress) and "X" (deferred) are counted in the number of hours attempted, but not in the number of hours completed.

Class repeats, all transfer credits and developmental course hours are counted in the total number of hours attempted/completed.

Note: It is the student's responsibility to notify the Office of Financial Aid when an incomplete grade has been satisfactorily completed.

If you have any questions about this policy, please contact:

Office of Financial Aid  
Lownik Hall  
5700 College Road  
Lisle, Illinois 60532  
(630) 829-6100



Satisfactory Academic Progress  
Appeal Form

Cancellation of financial aid because of a student's failure to meet the minimum Satisfactory Academic Progress (SAP) criteria may be appealed if extenuating circumstances led to academic difficulties. The appeal should include the following in order for an evaluation to be considered by the SAP Financial Aid Appeals Committee:

- 1) Information explaining why the student failed to meet Satisfactory Academic Progress,
- 2) An explanation of what has changed in the student's situation that would allow the student to demonstrate Satisfactory Academic Progress by the next evaluation,
- 3) A realistic educational plan that outlines how the student will meet the SAP criteria (see template below),
- 4) A meeting with an academic advisor to assess the viability of the educational plan to meet the degree requirements.

Please note that these are the minimum materials required for an appeal. Students are encouraged to submit any substantiating documentation that may reinforce the basis for the appeal. Please be aware that submitting the appeal does not guarantee your appeal will be granted, nor your financial aid eligibility will be reinstated.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Academic Program: \_\_\_\_\_

Summer ____	Fall ____	Winter ____	Spring ____	Summer ____	Fall ____	Winter ____	Spring ____
Course Name & Number		Semester Hrs or QuarterHrs		Course Name & Number		Semester Hrs or Quarter Hrs	
<i>Ex. Mgmt 350</i>		<i>3 hrs</i>					
Total Hours				Total Hours			

Summer ____	Fall ____	Winter ____	Spring ____	Summer ____	Fall ____	Winter ____	Spring ____
Course Name & Number		Semester Hrs or Quarter Hrs		Course Name & Number		Semester Hrs or Quarter Hrs	
Total Hours				Total Hours			

If the student chooses to enroll in courses over the summer at BU or at another school to improve his or her progression rate, the student must notify the Office of Financial Aid in writing upon successful completion of the transferrable course work.

Submit all documentation to the Financial Aid Appeals Committee.

5700 College Road ♦ Lisle, IL 60532 ♦ [financialaid@ben.edu](mailto:financialaid@ben.edu) ♦ (630) 829-6100 ♦ Fax (630) 829-6101  
Monday - Friday 8:30am - 5:00pm