



### **Policy Overview**

Federal regulations require that Benedictine University establish and enforce standards of Satisfactory Academic Progress (SAP) for students to receive federal financial aid funds. SAP requires that minimum standards of academic progress are met to encourage students to successfully complete coursework for which financial aid is received, and to make progress towards a degree. All federal and state financial aid programs are subject to this policy, as are all students currently receiving federal and/or state financial aid funds.

**NOTE:** All terms of enrollment are reviewed, as well as all transferred credits, regardless of whether aid was received. Students who have not previously received financial aid are still required to meet the cumulative grade point average requirement prior to receiving financial aid.

### **Criteria**

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

- I. Qualitative** – Academic standing based on the undergraduate or graduate student's cumulative grade point average (CGPA).
  - Students must remain in good academic standing or on academic probation. The minimum CGPA is 2.0 for undergraduate students and 3.0 for graduate students.
- II. Quantitative** – the student's cumulative rate of progression towards successful degree completion.
  - Students must steadily progress towards their degree by successfully completing coursework at a rate equal to at least 67% of all attempted credit hours.
- III. Length** – Degree completion within a maximum timeframe of 150% of the published length of a program.
  - Students must complete their degree requirements within 150% of the required hours (e.g. for a 120 credit hours for a bachelor's degree, the maximum limit of attempted hours is 180) to complete their degree. Once a student has reached the maximum credits hours, the student is no longer eligible to receive federal or state financial assistance.

If a student chooses to enroll in courses 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.

For traditional undergraduate and graduate students, Satisfactory Academic Progress is reviewed on an annual basis, typically at the end of the spring term. For cohort students, SAP is reviewed at the end of each payment period. For online students SAP is reviewed twice annually, at the end of the Fall and Spring sessions.



### **Appeal Process**

Students failing to meet Satisfactory Academic Progress are notified in writing of their loss of financial aid eligibility.

Cancellation of financial aid resulting from a student's failure to meet Satisfactory Academic Progress requirements may be appealed if extenuating circumstances (illness, family problems, death of a family member, etc.) led to academic difficulties. The student's appeal must be in submitted in writing to the Financial Aid Appeal Committee at least thirty days prior to the anticipated term of enrollment. Please note: Any appeals turned in after term has ended for which you are appealing will not be reviewed.

Appeals are approved only if the student will be able to meet Satisfactory Academic Progress standards after the subsequent payment period, or 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.

If a 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. Once the student has met the minimum requirements of Satisfactory Academic Progress, they may regain eligibility for financial aid.

**NOTE:** It is the student's responsibility to request a review of his/her Satisfactory Academic Progress for reinstatement of financial aid, and to notify the Office of Financial Aid when an incomplete grade has been satisfactorily completed.

### **Financial Aid Definitions**

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 a "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.

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

If you have any questions about this policy, please contact the Office of Financial Aid at [financialaid@ben.edu](mailto:financialaid@ben.edu), 630-829-6100 or Lownik Hall, 5700 College Road, Lisle, Illinois 60532.