



Financial Aid SAP Policy

Effective Date	<i>January 1, 2021</i>
Last Updated:	<i>January 1, 2021</i>
Responsible University Office:	<i>Financial Aid Office</i>
Responsible University Administrator:	<i>Director of Financial Aid</i>
Policy Contact:	<i>Pamela Ramanathan, Director of Financial Aid</i> p.ramanathan@uscience.edu

I. POLICY STATEMENT

Students who receive financial aid while attending the University must maintain satisfactory academic progress (SAP) in order to continue to be eligible for financial aid funding. SAP is measured at the end of each academic year or its equivalent. SAP will be checked after each semester for students enrolled in certificate programs that are expected to be completed in under a year. This measure, and the rules of academic probation for financial aid, may be different from the rules of academic progress and probation imposed by individual academic departments.

Financial Aid SAP is checked for every enrolled degree-seeking student at the end of spring semester. SAP is checked after each semester for students enrolled in certificate programs as their primary program.

For financial aid purposes, a student maintains satisfactory academic progress if he/she:

- Maintains at least a 2.00 cumulative grade point average for undergraduate and professional programs, and at least a 2.50 cumulative grade point average for graduate students
- Successfully completes at least 67% of the total cumulative hours attempted

Successful completion is based on the total number of earned credits divided by the total number of attempted credits. Earned credits for a course cannot

be counted more than once. Grades of "F" (failure), "W" (withdraw) or "I" (incomplete) are attempted credit hours but do not count as earned credit hours.

- Not exceed 150% of the normal number of credits needed to complete his/her academic program.

Financial Aid SAP is checked for every enrolled degree-seeking student at the end of spring semester.

II. RATIONALE

Detailed policy and procedure is required per federal guidelines.

III. ENTITIES AFFECTED BY THIS POLICY

Students: currently enrolled students

IV. DEFINITIONS

- a. SIS – Student Information System, which houses all students' required academic and financial records related to attendance at University of the Sciences
- b. Payment Period – A defined length of time that is not as long as a semester but encompasses the start and end of an academic course.

V. POLICY PROCEDURES

Financial Aid SAP is checked for every enrolled degree-seeking student at the end of spring semester. Students will be notified of their failed SAP status if necessary within 45 days of the end of the semester.

SAP is checked and notified within 30 days after each semester for students enrolled in certificate programs as their primary programs of study.

For SAP calculation purposes, transfer credits accepted by USciences toward requirements for an academic program count as both accepted and earned credits. GPA from transfer credits is not counted toward the GPA for SAP evaluation.

USciences students who change major will have SAP evaluated based on the total credits completed/ attempted for the degree or credential being sought.

USciences students who opt to seek a second degree of the same level already completed (undergraduate, graduate or professional) will have all coursework included in the SAP calculation.

Repeated courses may count at attempted credits and earned credits only one time. In the case that a student repeats a previously passed course (i.e. a grade of B- or better is required for progression in the academic program but the student earned a C the first time) repeated coursework will impact SAP evaluation based on USciences policy to average grades together for repeated coursework. Title IV regulations do not allow for academic amnesty or expulsion of grades. All courses and grades applicable to a student's academic program, even when approved for grade replacement by the academic department, are included when evaluating SAP

If a student takes time off and returns to USciences, prior academic activity in the same credential level (undergraduate, graduate or professional) will be included in future SAP evaluations.

Title IV regulations require that remedial coursework be included in the qualitative assessment of SAP. USciences does not offer remedial courses.

Reestablishing eligibility

A student who fails to meet SAP requirements may reestablish eligibility by successfully earning the cumulative credits and GPA required, or by successfully appealing for a waiver of SAP.

Appeals must document special or unusual circumstances such as personal injury or illness of the student or family member, or other unusual circumstance. Students appealing are required to submit documentation such as medical records or other professional documentation that demonstrates the student's circumstances.

If an appeal is approved and failed SAP status is waived, a student may be placed on financial aid probation for the next semester of enrollment, and may continue to receive financial aid during that semester. At the end of the probationary semester, if the student has met the requirements set forth for probation, the student will continue to be awarded. If the student has not met the probationary conditions and has not raised his/her academic performance to meet the measures described above, all further disbursements of financial aid will be withheld.

Only one SAP appeal will be approved during a student's enrollment at USciences.

If any student, including those who have not appealed for a waiver or whose appeal was denied, meets the minimum SAP requirements after subsequent semesters of enrollment, financial aid eligibility will be restored and aid processed from that point forward.

VI. SANCTIONS

Any violations of this policy will be reported to the University's Director of Financial Aid. Failure to comply with this policy may result in sanctions as outlined in the Employee Standards of Conduct and Corrective Action Procedure.

VII. RELATED DOCUMENTS

N/A

VIII. SIGNATURE OF APPROVAL

Responsible Office: _____ **Financial Aid Office** _____

Responsible Administrator: _____ *Pamela Ramanathan* _____

Approval Date:

3/15/2021