North Park University
Office of Financial Aid
Satisfactory Progress for Financial Assistance for Undergraduate Students
Policy Effective with the 2011 fall semester

To be eligible for federally and state funded financial aid programs, all student financial aid recipients must meet Satisfactory Academic Progress (SAP) standards. The Standards of Academic Progress are evaluated and students are notified when they don't meet the SAP requirements at the conclusion of each period of enrollment. North Park University evaluates students' SAP both qualitatively and quantitatively by reviewing the following three areas of performance:
Standards of Academic Progress:

Requirements:

1. GPA requirement.

The following minimum grade point average must be maintained:

Hours Attempted	Minimum GPA
0-29	1.6
30-59	1.8
60+	2.0

2. Pace of Completion Requirement

Students must progress toward completion of their declared degree/certificate while maintaining a minimum 67% completion rate. The completion rate is calculated by dividing the cumulative number of credit hours a student has successfully completed by the cumulative number of credit hours a student has attempted.

3.**Maximum Time Frame Requirement**

Students may receive financial aid until they attempt 180 semester hours of credit from North Park and/or transfer schools. This policy will consider all enrollments at North Park and other colleges/ universities whether or not financial aid was received. The SAP standards require students pursuing a second bachelor's degree to complete their program within the required 180 semester hours.

Attempted Credits:

- **Failures and Incompletes**

Failures and incompletes are counted toward hours attempted and will be included in computing GPAs.

- **Withdrawals**

If a student has withdrawn from a class (D or W), it is not included when calculating grade point average. It is included in attempted hours. It is counted as an attempted hour that was not completed. Thus, it will negatively impact earned credits.

- **Audits**

Audited courses are not aid eligible and are not included in any financial aid satisfactory academic progress measurement.

- All other credit courses, including pass/fail courses that are passed will be counted as credits completed.
- **Repeat Classes**

Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution. For the first three courses, the new grade can replace the initial grade. For additional courses beyond 3, the grade will be the average of the two grades. All repeated credits are counted as hours attempted and included in the percent of completion and maximum time frame calculations. For an individual course, a student may receive financial aid for only one repeat attempt.

- **Transfer Credits**

When a student transfers into NP, the credits accepted by NP are **not** included in a NP GPA. The credits are counted as attempted credits so they are included in the maximum time frame and counted as

credits completed. After a student has matriculated to NP, if he/she takes additional courses at a different university and wishes to transfer those courses to NP, both the grade and hours attempted will be counted in the NP transcript and SAP calculations.

Procedures:

1.Monitoring SAP

- The Financial Aid office will monitor SAP at the end of each semester.
- Students who meet all of the SAP requirements are considered to be in Good Standing.
- Written notification will be sent to the student's Viking's email account notifying students who are not in Good Standing and are placed on: Financial Aid Warning, Financial Aid Suspension, Financial Aid Probation, or who are returned to Good Standing and placed on Financial Aid Reinstatement.
- Some students on Financial Aid Probation may be required to make an Academic Plan. Those plans will be monitored by the Financial Aid Department in consultation with Student Development.

2.Warning, Suspension, Appeal, Probation, Reinstatement Status

Warning

- Students who have not met one or more of the SAP standards will be placed on *Warning* status for the next semester of enrollment. A student remains eligible to receive financial aid while on *Warning* status. At the end of the semester, the student will again be evaluated for SAP. If he/she has met all of the SAP requirements, he/she will be removed from *Warning* and considered in Good Standing. Students who have not met all of the standards will be placed on *Suspension*. ***Note that for the first year of implementation (2011-12), students who have previously not met SAP requirements are considered to already be on Warning Status and will be placed on Suspension if they do not meet SAP standards.***

Suspension

- Students who have not met one or more of the SAP standards after completing a semester on *Warning* will be placed on *Suspension*. Without an approved appeal, students who are on *Suspension* are not eligible for federal/state financial aid for their next period of enrollment. Students who have been placed on *Suspension* may appeal to have financial aid reinstated.
- Students wishing to be removed from *Suspension* must complete and submit an Appeal form. (link to form)
- There are 3 possible results from the appeal process
  Appeal is denied
  Appeal is granted and student is placed on *Probation*
  Appeal is granted and student is placed on *Probation with an Academic Plan*.
  - If it is determined prior to the probation term that the student will not meet the requirements of SAP in one academic term, the student will be required to have an approved academic plan on file.

Probation/Probation with Academic Plan

- Students placed on *Probation* and *Probation with Academic Plan* will be eligible for federal/state financial aid.
- Students will be evaluated at the end of the *Probation* semester. To continue to receive financial aid in the next semester of enrollment, students will be expected to have met the SAP standards or met the requirements of their Academic Plan.
- Students on *Probation with an Academic Plan*. If the financial aid committee determines that the student could not meet the SAP standards in one semester while on Probation, the Financial Aid Committee will require the student in consultation with financial aid and Student Development prepare an academic plan that will enable the student to achieve SAP in a prescribed period of time.

Reinstatement

- Students who have met the SAP standards at the end of their probation period will have their financial aid reinstated and are considered to be in Good Standing.

Appeal Procedure for students placed on Suspension:

- For an appeal to be considered, the student must either be able to meet the Standards of Satisfactory Progress by the end of the next period of enrollment; or the student must be placed on an academic plan which, if followed, will ensure that the student will be able to meet SAP at a future date. The Academic Plan will be developed in cooperation with the student, financial aid and academic services.
- A completed Appeal Form needs to document extenuating circumstances such as death of a relative, illness or injury or other special circumstances addressing why the student failed to make SAP and state what has changed in the student's situation that will allow the student to achieve SAP.
- Appeals are reviewed by the financial aid committee. Students are informed of the decision via email within 7 business days of submitting their appeal.
- The decision of the Financial Aid Committee is final.