

## **Transylvania University Satisfactory Academic Policy**

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Transylvania University. Satisfactory Academic Progress (SAP) applies to all students who receive the following federal assistance: Federal Pell Grant, Federal Work-Study, Federal Supplemental Education Opportunity Grant, Direct Student Loans (Stafford and PLUS), and the following state assistance: College Access Program Grant (CAP) and Kentucky Tuition Grants (KTG). Progress is determined quantitatively (hours attempted versus hours earned and time frame) and qualitatively (GPA). Progress is measured at the end of each May Term.

**The Policy:** In order to continue to receive any financial assistance, you must maintain satisfactory progress and be in good standing. Good standing at Transylvania is a 2.0 GPA for all students. You must also earn at least 7 units per academic year. You must pass two thirds of the cumulative units you attempt and must graduate within six years. If you receive a 0.0 GPA in any term, your aid may be cancelled.

**Quantitative:** We will evaluate whether students are completing enough hours to finish program within maximum time frame.

### **1. Maximum Time Frame**

- All students are expected to finish their program within a maximum time frame as determined by the university. The maximum time frame in which a student must complete his or her degree cannot exceed more than 150% of the published length of the student's major. All attempted units are considered toward the maximum time allowance, regardless of whether or not the student received financial aid. Therefore the maximum time frame is 6 years as a full time student.

### **2. Pace**

- All students must earn at least two-thirds or 67% of the units attempted. Grades of F, I, NC, NR, W and WU are counted as attempted units, and will NOT count as earned units. Accepted transfer units are counted as both attempted and as earned units. Retaking courses will add to the attempted total but will count only once as an earned unit. If a student receives a passing grade in place of an Incomplete (I) or Not Reported (NR) after academic progress has been evaluated, it is the student's responsibility to notify the Financial Aid Office. This is calculated by dividing the total cumulative earned units by the total cumulative attempted units.

Cumulative Earned Units	Cumulative Attempted Units	SAP Evaluation
4	7	4/7= 57% Does <b>NOT</b> meet SAP
19	27	19/27= 70% Does <b>MEET</b> SAP
23	36	23/36= 64% Does <b>NOT</b> meet SAP

**Qualitative:** We will evaluate if all students have a high enough grade point average (GPA) to reach graduation standards.

### 1. GPA

- Students must maintain at least a cumulative 2.0 GPA.

### Repeat Coursework:

Beginning January 1, 2012, students who retake previously passed coursework may receive federal financial aid only once for that class. In other words, a student may repeat a previously passed course only once and still receive federal financial aid for it.

### Appeal Process:

#### 1. Financial Aid Probation

- SAP will be reviewed at the end of every May term. A student who is not making satisfactory academic progress will have the opportunity to appeal to have a financial aid probation term to meet the minimum requirements.
- An appeal will consist of a letter and any relevant documentation detailing what happened and what the student plans to do in order to meet the minimum requirements.