

# PAUL QUINN

## Satisfactory Academic Progress

### Qualitative and Quantitative Satisfactory Academic Progress & Eligibility for Financial Assistance

Students that receive financial assistance at PQC of any type (federal, state, institutional, or outside scholarships/grants) must demonstrate both qualitative and quantitative satisfactory academic progress toward a degree. At the end of the spring semester of each academic year, the Office of Financial Aid evaluates the qualitative and quantitative academic progress of each student receiving financial assistance. This evaluation determines a student's eligibility to receive financial assistance in the next academic year.

In determining whether an undergraduate student is making satisfactory academic progress in order to continue to receive financial assistance, the following factors are considered:

1. The PQC cumulative GPA.
2. The percentage of credits completed/earned versus credits attempted at PQC, and, if applicable, the total transfer credits plus the total credits attempted at PQC.

### Minimum SAP Requirements:

1. Qualitative Requirement: GPA
  - The minimum PQC cumulative GPA requirement is 2.0
2. Quantitative Requirement: Completion Rate
  - The minimum credit completion requirement is a 67%. Students receiving financial aid must satisfactorily complete 67% of financial aid hours (hours in which a student is enrolled on the last day to add a class) at the end of each spring term. Passing grades include A, A, B+, B, B-, C+, C, and C-. Grades of I, W, NR, NC, IP, and AU will not be accepted as passing grades but will count as attempted.
3. Maximum Time Frame:
  - 150% at Paul Quinn is 180 attempted credits.
  - Students approaching 180 attempted credits without degree completion are subject to being placed under SAP suspension.
  - All hours attempted toward the completion of a program of study will be counted regardless of whether financial aid was received. Credit hours transferred to PQC are counted when calculating the 150 percent maximum.
  - Students who have attempted 144 credits or more will be required to complete a SAP appeal and academic plan.

### Withdrawals and Incomplete Grades

Courses with a grade of W and I will affect the quantitative measure of academic progress in determining eligibility and maintaining financial aid.

An Incomplete would be factored into the student's SAP calculations at the time of the next formal

evaluation. The school will not change the student's SAP status when the grade of "I" becomes a final grade since, at the time of the SAP evaluation, the grade of "I" was a valid grade.

### **Grade Changes**

Grade changes will be reflected in the next satisfactory academic progress (SAP) evaluation that is performed at the time of the next SAP evaluation period.

### **Credit/No Credit Grades**

Courses taken for credit/no credit grades are not counted in determining eligibility for receiving or maintaining financial aid.

Total hours attempted will include credits taken at Paul Quinn College and any credit transferred from another institution. Grade point averages are based solely upon credits earned while enrolled at Paul Quinn College.

### **Treatment of Transfer Courses and Second Degrees**

Students transferring into Paul Quinn College shall be assumed to be maintaining satisfactory academic progress. Hours transferred from previously attended schools will be considered when establishing total hours attempted, as well as determining the maximum number of hours allowed for financial aid eligibility as long as the hours are within a student's current program.

Students pursuing second degrees are no longer eligible for Federal Pell Grant. They may continue to borrow Federal Direct Loans (subsidized/unsubsidized) up to their loan aggregate, in addition to Federal Work Study and Institutional Work.

Transfer courses, if accepted by the College toward the student's degree, will be counted toward the student academic level when determining the amount of their Direct Loan or overall financial aid award. Additionally, accepted credits will be counted as earned and attempted hours.

### **Repeat Courses**

Repeat courses are counted for credit and will affect cumulative grade point averages in determining eligibility and maintaining financial aid as well as determining the maximum number of hours allowed for financial aid eligibility.

Students who receive or apply for financial aid must have a review of their SAP status completed at least once per academic year. Students who applied for financial aid during the academic year will have their SAP status evaluated after the end of the spring semester.

## **Monitoring and Processing Satisfactory Academic Process**

An academic completion report is run at the end of each term to determine students SAP status. If a student fails to meet established Satisfactory Academic Progress (SAP) requirements, a financial aid warning will be sent to the student via email indicating their status and implications. The student will remain eligible for aid if they are in a warning status and no appeal is needed. SAP will then be run again the next term and if the student does not meet SAP, they will be placed on financial aid suspension. The student may then appeal for aid consideration.

## **Notification for Not Meeting Satisfactory Academic Progress**

Undergraduates that do not meet SAP are notified via email each term. Notified students must follow the below Appeal process to be reconsidered for financial assistance if they are placed on financial aid suspension. The notification will include information on how to submit the appeal along with important deadlines.

## **Satisfactory Academic Progress Appeal Process**

A student who has been placed on financial aid suspension for not meeting the required SAP guidelines may appeal their suspension if there were unusual or extenuating circumstances that contributed to the student's failure to meet these guidelines. If the appeal is approved, the student will be placed on a SAP Probation Status and will be allowed to receive financial aid. In most cases, students will be required to have an academic plan as part of their SAP Appeal and it will be included in their appeal document.

A student who wishes to appeal must submit a completed appeal form to the Office of Student Financial Aid & Scholarships. Financial aid will only be awarded if an appeal is approved. Appeals can be submitted through the term that the student is appealing for but late appeals are subject to late disbursement rules that may limit student aid eligibility even if approved.

Some examples of appeal reasons include extremely extenuating circumstances, such as, the death of a close relative, serious injury to the student, serious illness of the student, or other very special/extreme circumstances, the SAP Committee may grant an appeal.

The appeal process involves the following steps:

1. The student submits a letter of Appeal to the Office Financial Aid, any supporting documentation, and a plan of corrective action outlining the extenuating circumstances

that caused the minimum academic requirements not to be met.

2. Most students will have an academic plan as part of their appeal that outlines their path to meeting SAP and/or degree completion, whichever comes first.
3. At its discretion, the SAP Committee may elect to approve an appeal, deny an appeal or request more information.

### **Warning Status**

If a student does not meet SAP at the end of their first term for the academic year, they will be placed on a one-term warning status. They will be eligible for aid but if they do not meet SAP at the end of their next enrollment term, they will be placed on suspension and have the option to appeal. If a student meets SAP during their second term of the academic year but fails it at the end of their third term of the academic year, then they will be placed on warning again. Students cannot receive two consecutive warning terms but may receive multiple warning terms overall.

### **Probation Status**

If a student successfully appeals, they will be placed on financial aid probation. At the end of the probationary period the student still does not meet the minimum academic requirements set forth in this policy or meet their approved academic plan, eligibility to receive financial assistance of any type will be suspended. The exception is if a student has met the terms of the academic plan that was approved as part of the appeal process.

A student who loses financial assistance due to a lack of Satisfactory Academic Progress, is again eligible to receive financial assistance when they meet the minimum requirements at the end of a payment period. Regained eligibility will resume at the next term of enrollment.

### **Academic Plans**

Students who are not able to meet SAP standards within one payment period will be placed on an academic plan. The committee reserves the ability to assign academic plans as part of the appeal process to any student who needs to appeal.

The student who was placed on an academic plan will be reviewed for SAP at the end of the probationary semester.

If the student is still not meeting SAP requirements as stated in the academic plan, the student will be placed on Financial Aid Suspension and will be ineligible for financial aid. Students may appeal Financial Aid Suspension. If the student's appeal is denied, the student will be ineligible for financial aid until the student meets the SAP requirements.

A SAP academic plan may require that a student completes workshop(s) including but not limiting to financial aid policies, student services, academic planning, etc. during the duration of their financial aid suspension or as otherwise noted on their individual plan.

## **Regaining Eligibility**

- To regain financial aid eligibility, a student must be on financial aid probation through an appeal process or meet SAP policies.
- Although paying from own resources while on financial aid suspension is allowed, it does not reinstate Title IV eligibility.
- The student's progress will continue to be reviewed at the end of each semester of enrollment.

- Eligibility will automatically be reinstated for the next term of enrollment upon successful completion of a term of enrollment in which the student meets the required SAP standards described in this section.

### **SAP Appeal Review Process**

- Once an appeal and academic plan have been completed, SAP appeals will be reviewed by the institutional SAP committee which includes representatives from academic affairs, financial aid, and work program. Sub-committee members or proxies may be appointed if needed.
- After reviewing appeals, appeal recommendations may be sent to the Chief Administrative Officer and Chief Academic Officer (or their representatives/proxy) if as needed for further review.
- Appeal reviews may lead to additional academic plan requirements to be added including completing workshops, tutoring, meetings, or other individualized requirements permitted.

### **Satisfactory Academic Progress Statuses**

- Meets SAP – eligible for financial aid.
- Financial Aid Warning – does not meet SAP but has a warning, eligible for aid during term.
- Financial Aid Probation – does not meet SAP but has an approved appeal, eligible for financial aid and will be reviewed each term until SAP is met.
- Financial Aid Suspension – does not meet SAP and not eligible for financial aid unless student successfully appeals or regains eligibility.

