

Satisfactory Academic Progress Policy

Satisfactory Academic Progress Overview

Satisfactory Academic Progress (SAP) is defined as the successful completion of coursework toward an eligible certificate or degree. Federal regulations require the Financial Aid Office to monitor the academic progress of students receiving federal financial aid.

Satisfactory Academic Progress (SAP) is monitored by the Financial Aid Office (FAO).

Same as or Stricter Than

Creighton University's FAO SAP policy is the same as the baseline academic standards for students enrolled in their specific program. Those standards are outlined below for GPA. These GPA standards are also in line with the federal requirement that SAP standards should be at least a "C" average or consistent with academic requirements for graduation.

Categories of Students

Categories of students include undergraduate, graduate, and professional.

Qualitative Measure (GPA)

Students who are eligible for SAP are checked for their GPAs after the end of the spring semester. Students on probation are monitored at the end of each academic year.

Undergraduate students must maintain at least a 2.0 cumulative GPA. Graduate and professional students must maintain the minimum cumulative grade-point average requirement of their respective colleges. Transfer credits are not included in the SAP GPA calculation.

Students who do not meet the GPA requirement for SAP after the spring semester are no longer eligible for federal financial aid and must complete a SAP appeal to receive federal financial aid for the subsequent semester.

Quantitative Measures (Pace and Duration)

The minimum pace requirement (course completion rate) for undergraduates, graduates, and professional students. A student who falls below this pace is no longer on track to complete their program within the maximum timeframe and is therefore made SAP ineligible at that point.

Pace:

The minimum pace requirement for all categories of students is 75%. This is calculated by dividing total credits completed by total credits attempted. The pace calculation is rounded to the nearest full percentage (ex: 76.4% = 76% and 74.6% = 75%). Transfer credits that are accepted from another institution are not included in the pace calculation. Generally, remedial courses are included in the pace calculation as both attempted and completed hours, but do not impact GPA.

Pace is evaluated for all students at the end of the spring semester.

Duration:

Federal guidelines limit financial aid eligibility to 150% of the semester hours of the intended degree program. Transfer hours, hours taken while part-time, and hours taken while you are not receiving aid are included in the calculation of duration of eligibility.

If you exceed the hours attempted (all hours taken including W, F, UN and I grades) listed below a SAP appeal will be required in order to receive financial aid.

Evaluation Periods

GPA, Pace and Duration is evaluated for all student categories after the end of the spring semester. Students are notified by email if they become SAP ineligible after the spring semester. Students that failed SAP are also evaluated each semester to see if they can become eligible based on GPA and/or pace and are notified by email if they become eligible.

SAP Appeals

Students can appeal the GPA, pace, or duration components of SAP. Students are informed of the appeal process via email after they are determined to be SAP ineligible. Students also receive reminder emails about the appeal process. Student appeal letters and approved academic plans by student's College are submitted to the Financial Aid Office. The deadline for submitting a complete SAP appeal is the first Friday of classes in the fall term. Appeals are reviewed within 15 business days of receipt by the Financial Aid Office. The student will be notified by email if the appeal is accepted or denied.

Before an appeal is complete the student must work with their Academic Advisor/College to get their approval on the plan of study portion of the SAP appeal.

A student must complete the SAP Appeal on the basis of:

- death of a relative
- injury or illness of the student
- other special circumstances (such as difficult transition to college, family issues, legal troubles, work or budget problems, etc.)

Documentation

Appeals are considered on an individual basis. Depending on the nature of the appeal, the number of appeals the student has filed, and/or the student's academic record, additional documentation may be required of the student before the appeal can be accepted. For example, the student may be asked to provide supporting documentation from a doctor, counselor, etc.

Students are asked to write a letter explaining why they did not meet SAP standards and how they will meet SAP standards in the future. In many cases this explanation is sufficient to approve an appeal. However, additional supporting documentation from a student, especially when this is not their first

appeal. Supporting documentation may include a letter/statement from a doctor or counselor, academic advisor or faculty/staff member, or other relevant third party.

Academic Plan

Students who submit an appeal are required to have a plan of study on file that has been reviewed by their academic advisor or college. Students who are on an academic plan are also required to maintain a GPA and pace requirement. Students on an academic plan are monitored at the end of each semester by the Financial Aid Office to see if they met the GPA/pace requirements and are checked to see if they have a plan of study on file for the upcoming semester before their probation is extended an additional semester.

Financial Aid Probation

Students with an approved SAP appeal are placed on financial aid probation for one year. Students on financial aid probation are required to maintain a specific cumulative GPA and complete at least 75% of the semester hours they attempt.

If a student does not complete these requirements after one academic year on financial aid probation, they are no longer eligible for financial aid for the next academic year. If a student meets their academic plan requirements but are not meeting overall SAP standards they may appeal again for the next academic year. If a student meets their probation requirements and is now meeting overall SAP standards, they are eligible for aid and are no longer on probation or an academic plan.

Regaining Eligibility

Students who are not meeting SAP requirements for GPA or pace may regain eligibility on their own without submitting an appeal by attending and achieving overall SAP requirements without the assistance of federal financial aid. Students who are not meeting SAP requirements are checked each semester and are made eligible for federal aid if they are now meeting overall SAP requirements. The same process applies to students who have submitted a SAP appeal that has been denied: they can attend without the use of federal financial aid. Students who have been denied a SAP appeal can re-appeal after one semester without federal aid. These students are monitored each semester and are made eligible for federal aid if they are now meeting overall SAP requirements.

Course Repeats

Students receiving a F in a course may repeat that course and receive financial aid for it until the course is passed. Students receiving a passing grade (D- or better) and retaking the course may only receive financial aid for that course one additional time. Repeated courses will be counted towards both the pace, GPA, and duration of eligibility components of SAP.

Incompletes

An Incomplete will count as attempted hours but will not count as completed hours (therefore affecting pace). Once a grade, passing or failing, is assigned that grade will be incorporated into the next SAP review. An incomplete may negatively affect a student's pace and aid eligibility.

Withdrawals

A withdrawn course will count as attempted hours but will not count as completed hours in the SAP pace calculation.

Retroactive Grade Changes

SAP eligibility is based on a grade check after final grades are posted and before the next semester has started. Grade changes that occur after the subsequent semester has started cannot be considered for SAP eligibility for that semester, and therefore you must submit a SAP appeal for financial aid consideration.

Pass/Not Pass grades of P/NP is not included in the calculation of GPA. Grades of P/NP will count towards the calculation of SAP pace. P grades count as a completed course. NP grades do not count as a completed course. Grades of P/NP will count towards the SAP duration of eligibility limits

Consortium Agreements

Hours taken under a consortium agreement are included in the pace/duration calculation, but not the GPA calculation for a student.

Second Degree

Students who are working on a second degree are still held to pace, GPA and maximum timeframe SAP standards. The maximum timeframe for these students will continue to be the same as students working on their first degree.

Completion of All Degree Requirements

Based on federal Satisfactory Academic Progress (SAP) financial aid regulations, students who have met all degree requirements for their first bachelor's degree at Creighton University may no longer qualify for federal financial aid even if they have not officially applied for graduation.

After final semester grades are posted, Creighton University's Registrar's Office provides the Financial Aid Office a list of students who have met all degree requirements for their first bachelor's degree, whether or not they have applied to graduate. OFA emails all students who have met degree requirements for their first bachelor's degree to explain the different options for covering future educational costs. Financial aid options will vary depending on the student's individual educational plan.