



**Quincy
University**

Student Financial Services

POLICIES & PROCEDURES

SATISFACTORY ACADEMIC PROGRESS (SAP)

Updated 2015
Reviewed/revised 2017

SECTION 12: SATISFACTORY ACADEMIC PROGRESS

Resources

12.1 Process Overview & Responsibilities

In order to remain eligible for financial aid, Quincy University students must adhere to the following standards. These requirements include a minimum cumulative grade point average, minimum pace at which a student must progress through their educational program to ensure that the student will complete the program within the maximum timeframe and completing the degree within a specified time limit.

- ◆ Satisfactory Academic Progress is evaluated at the end of every payment period.
- ◆ Student data is pulled by the Director of Institutional Research and Academic Assessment for review by Student Financial Services after grades are posted for the payment period. Data files pulled include (1) undergraduate students with GPA less than 2.0, (2) undergraduates with pace less than 75%, (3) graduate students with GPA less than 3.0, (4) graduates with pace less than 75%. Calculations are performed prior to forwarding the report to Student Financial Services. Students with attempted hours greater than 150% of required degree hours are pulled separately.
- ◆ Evaluations are conducted by the Financial Aid Lead Counselor.
- ◆ Students failing to meet the standards the first time will be placed on Financial Aid Warning for one payment period.
- ◆ Students failing to meet academic standards and terminated by academic review will also be terminated for financial aid.
- ◆ A letter is prepared by the Financial Aid Lead Counselor and sent to the student informing the student of their failure to meet Satisfactory Academic Progress (SAP) standards and the consequences.
- ◆ Students will be granted Financial Aid Warning automatically, without a written appeal from the student. A student on Financial Aid Warning may continue to receive Title IV aid for one payment period despite not meeting SAP standards.
- ◆ Students failing to meet SAP requirements after Financial Aid Warning will be placed on Financial Aid Termination and aid eligibility terminated. Student may appeal for Financial Aid Probation based on mitigating circumstances, such as death of a relative, injury

or illness of the student, or other special circumstances.

- ◆ Appeals are student initiated. The appeal must be in writing to the Financial Aid Appeal Committee and delivered to Student Financial Services.
- ◆ The Financial Aid Lead Counselor will notify the FA Appeals Committee when an appeal is received. A packet consisting of the student's written appeal letter/form, academic transcript, copy of termination letter and student financial aid file is presented to the committee for review.
- ◆ The Committee's decision is communicated to the Financial Aid Lead Counselor who will notify the student in writing of the Committee's decision. Any conditions placed on the student such as working weekly with a Success Coach or establishing a Success Plan is included with the letter to the student and forwarded to the Dean of Students and Academic Success.
- ◆ Eligibility will be reinstated if the student is meeting SAP standards following the financial aid probation period or it is determined that the student met the requirements specified by the institution in the student's academic success plan developed during the appeal process.
- ◆ To have aid eligibility reinstated after it has been terminated, the student must achieve satisfactory academic progress for one regular academic payment period at Quincy University. The student must have the cumulative grade point average specified under Qualitative Measurement Standards and meet pace requirements that would ensure that the student would complete program within the maximum time frame. At the conclusion of that term, the student may petition the Financial Aid Appeal Committee for reinstatement of aid eligibility. Students who reach SAP standards within consecutive terms are automatically reinstated.

Last updated: 2015 original and reviewed/revised 2017

12.2 Same As or Stricter Than

Resources

Policies

The Satisfactory Academic Progress Policy for the Title IV students is the same for Qualitative Measure as the University's Academic Standard Policy.

The Satisfactory Academic Progress Policy for Title IV students is stricter for the Quantitative Measure than the University policy. The University policy does not have a quantitative component.

Last updated: 2015 original and reviewed/revised 2017

Procedures

The Director of Financial Aid reviews the Satisfactory Academic Progress Policy annually prior to setting policies for the start of the new awarding year. Major changes to the policy must receive approval of the President's Cabinet.

The Director of Financial Aid is informed of proposed changes to the academic retention policy via the Vice President of Student Enrollment. The Director of Financial Aid is also alerted when there is a proposed change to the catalog via the Director Institutional Research and Academic Assessment.

Last updated: 2015 original and reviewed/revised 2017

12.3 Categories of Students

Resources

Policies

Quincy University has both undergraduate and graduate students. Categories of students for Satisfactory Academic Progress monitoring are graduate or undergraduate. Undergraduate students have a graduated qualitative measure while graduates a single measure of 3.0 cumulative GPA regardless of length of program. The quantitative measure is the same for each category with no difference in pace requirement between the two categories.

The measurements for full-time and part-time are the same for both qualitative measure and the quantitative measure.

Last updated: 2015 original and reviewed/revised 2017

Procedures

- ◆ Category of student is determined as to undergraduate program or graduate program at the time of admission and reviewed at the time of financial aid awarding.
- ◆ Undergraduates with full-time (12 hours or greater per payment period) enrollment and part-time (less than 12 hours) enrollment are reviewed under the same criteria.
- ◆ Graduate students with full-time (9 hours or greater per payment period) enrollment and part-time (less than 9 credit hours per payment period) are reviewed under the same criteria.
- ◆ Monitoring of both categories is performed by the Financial Lead Counselor at the end of each payment period.
- ◆ Both categories are eligible for the Financial Aid Warning period and eligible to appeal for probation.

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12.4 Qualitative Measure

Resources

Policies

A minimum cumulative grade point average, consistent with good standing must be maintained. Undergraduate students that have attended for two years (four semesters) must have a 2.00 or higher cumulative grade point average. Undergraduate students that have not yet completed four semesters must meet a graduated cumulative grade point average standard of 1.50 after their first semester, 1.60 after their second semester, and 1.70 after their third semester.

Graduate students, regardless of length of attendance, must maintain a cumulative grade point average of at least a minimum 3.00.

- ◆ Qualitative Measure for undergraduate students is based on a graduated measurement. The minimum qualitative achievement that is expected at the end of each increment for a undergraduate student is as follows:
 - 2.0 cumulative grade point average after four semesters
 - 1.70 cumulative grade point average after three semesters
 - 1.60 cumulative grade point average after two semesters
 - 1.50 cumulative grade point average after one semester
- ◆ The minimum qualitative achievement that is expected at the end of each increment for a graduate students is a follows:
 - 3.0 cumulative grade point average, regardless of length of attendance.
- ◆ Qualitative measurement (cumulative grade point average) is evaluated at the end of every payment period. The payment period is the combined summer sessions term, fall semester, and spring semester for undergraduate students. Summer will count as any other payment period. The payment period for graduate students is the same as undergraduates except for graduate students in the Master of Business Administration program for whom the payment period is the trimester.
- ◆ Academic standing at Quincy University is based on the student's cumulative grade point average in residence.
- ◆ Any Quincy University courses repeated to improve a grade must be taken (repeated) at Quincy University. Courses taken elsewhere will not affect the Quincy University grade point average.

- ◆ Students with a grade change during the payment period must appeal to have the change considered for reinstatement of aid for the current period. Otherwise, the change will be considered at the end of the period during the regular SAP evaluation.
- ◆ Students placed an academic suspension by the Academic Appeals Committee through the Office of Academic Affairs will automatically be placed on financial aid termination. Students that successfully appeal academic suspension must also appeal financial aid termination status.
- ◆ Students failing to meet the qualitative standard will be placed on Financial Warning for one payment period.
- ◆ Students must make SAP after Financial Aid Warning or may be placed on Financial Aid Probation after approval of student appeal. Students that do not receive appeal approval will have their aid eligibility terminated.

Last updated: 2015 original and reviewed/revised 2017

Procedures

- ◆ The Qualitative Measurement is evaluated at the end of each payment period by the Financial Aid Lead Counselor.
- ◆ Student data is pulled by the Director of Institutional Research and Academic Assessment for review by Student Financial Services after grades are posted for the payment period. Data files pulled include (1) undergraduate students with GPA less than 2.0, (2) undergraduates with pace less than 75%, (3) graduate students with GPA less than 3.0, (4) graduates with pace less than 75%, Calculations are performed prior to forwarding the report to Student Financial Services. Students with attempted hours greater than 150% of required degree hours are pulled separately.
- ◆ Students are notified by mail of their failure to meet the SAP requirements. A copy of the letter is placed in the student's file and notations are put on the student's Powerfaids computer record.

Last updated: 2015 original and reviewed/revised 2017

12.5 Quantitative Measure

Resources

Policies

The Quantitative Measure known as Pace is defined as the rate at which a student must progress through their educational program to ensure that the student will complete the program within the maximum time frame. Pace is calculated by dividing the cumulative number of hours a student has completed by the cumulative number of hours attempted. Students, regardless of educational program must successfully complete 75% of cumulative credit hours attempted by earning a pass or a grade of D or higher. Withdraws, repeated classes previously passed, and incompletes will not count as credit hours earned. Credit hours from another institution that are accepted toward a student's educational program will count as both attempted and completed hours.

Students not completing 24 credit hours during the academic year due to a grade of incomplete (IN) should notify the Student Financial Services Office as soon as the course is successfully completed with a passing grade. The Registrar's Office will notify financial aid staff when there is a change of grade.

- ◆ The standard used to measure the maximum time frame is credit hours.
- ◆ Students, regardless of educational program, must successfully complete 75% of cumulative credit hours attempted by earning a pass or a grade of D or higher to be considered as meeting the Pace of Progression measurement.
- ◆ The maximum time frame by which a student must complete his or her program is no more than 150% of the credit hours required for their program.
- ◆ Withdraws, repeated classes previously passed, classes with grades of "F" and incompletes will counted as attempted hours, but not counted as credit hours earned.
- ◆ Transfer credits accepted by the Office of Registrar are counted as both attempted and accepted.
- ◆ Hours are counted for all terms, even those for which the student did not receive financial aid as well as those usually waived under academic amnesty policies such as the New Start Policy.

- ◆ Pace of Progression and Maximum Time Frame are evaluated at the end of every payment period. The payment period is summer term, fall semester, and spring semester for undergraduate students. Summer will count as any other payment period. The payment period for graduate students is the same as undergraduates except for graduate students in Master of Business Administration. The payment period is the trimester.
- ◆ Students with a grade change during the payment period that affects Pace must appeal to have the change considered for reinstatement of aid for the current period. Otherwise, the change will be considered at the end of the period during the regular SAP evaluation.
- ◆ Undergraduate students in programs requiring more than 124 credit hours may appeal for an extension of their aid eligibility if necessary.
- ◆ Students pursuing a second degree may appeal to have their transcripts evaluated to determine credits hours applied to the second degree. Student may attempt no more than 150% of the credit hours required for their degree program.
 - For a second baccalaureate degree when the first degree was earned from Quincy University, a student must present a minimum of 27 hours in the second major (or area of concentration) at the 200-499 level, 21 of which must be taken in residency at Quincy University, fulfill any other requirements stated for the major as published in the catalog, and present a minimum of 144 credit hours for the combined degrees.
 - For a second baccalaureate degree when the first degree was earned elsewhere, a student must (1) Earn 30 semester hours in residency at Quincy University, including 3 hours of theology or 6 credit hours of theology taken elsewhere; (2) Present a minimum of 27 hours in the second major (or area of concentration) at the 200-400 level, 21 of which must be taken in residency. If previous courses satisfy some of the major requirements, the department will designate other courses that will enhance the major; (3) Fulfill any other requirements stated for the major as published in the catalog.
- ◆ Students placed on academic suspension by the Academic Appeals Committee through the Office of Academic Affairs will automatically be placed on financial aid termination. Students that successfully appeal academic suspension must also appeal financial aid termination status.

- ◆ Students failing to meet the quantitative standard will be placed on financial Aid Warning for one payment period (semester).
- ◆ Students must make SAP after Financial Aid Warning or may be placed on Financial Aid Probation after approval of student appeal. Students that do not receive appeal approval will have their aid eligibility terminated.

Last updated: 2015 original and reviewed/revised 2017

Procedures

- The Quantitative Measurement is evaluated at the end of each payment period by the Financial Aid Lead Counselor.
- Student data is pulled by the Director of Institutional Research and Academic Assessment for review by Student Financial Services after grades are posted for the payment period. Data files pulled include (1) undergraduates with pace less than 75%, and (2) graduates with pace less than 75%. Calculations are performed prior to forwarding the report to Student Financial Services. Students with attempted hours greater than 150% of required degree hours are pulled separately.
- Students are notified by mail of their failure to meet the SAP requirements. A copy of the letter is placed in the student file and notations are put on the student's Powerfaids electronic record.

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12.5.1 Maximum Time Frame

Policies

- ◆ Students may attempt no more than 150% of the credit hours required for their degree program and retain financial aid eligibility.
- ◆ A undergraduate student in a 124-hour bachelor's program could attempt no more than 186 hours and remain eligible for aid.
- ◆ Students in a 30-hour master's program have a limit of 45 attempted hours.
- ◆ Transfer credits accepted by the Office of Registrar are counted as both attempted and earned hours.

- ◆ Courses with incompletes, withdrawals and/or grades of "F" are included as attempted hours.
- ◆ Hours are counted for all terms, even those for which a student did not receive financial aid as well as those usually waived under academic amnesty policies such as the New Start Policy.
- ◆ Undergraduate students in programs requiring more than 124 credit hours and students with double majors may appeal for an extension of their aid eligibility if necessary.
- ◆ Students pursuing a second degree may appeal to have their transcripts evaluated to determine credits hours applied to the second degree. Student may attempt no more than 150% of the credit hours required for their degree program.
- ◆ Students placed on academic suspension by the Academic appeals Committee through the Office of Academic Affairs will automatically be placed on financial aid termination. Students that successfully appeal academic suspension must also appeal financial aid termination status.
- ◆ Students failing to meet the quantitative standard will be placed on Financial Aid Warning for one payment period.
- ◆ Students must make SAP after Financial Aid Warning or may be placed on Financial Aid Probation after approval of student appeal. Students that do not receive appeal approval will have their aid eligibility terminated.

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Procedures

- ◆ The Quantitative Measurement is evaluated at the end of each payment period by the Financial Aid Lead Counselor
 - Student data is pulled by the Director of Institutional Research and Academic Assessment for review by Student Financial Services after grades are posted for the payment period. Data files pulled include (1) undergraduates with pace less than 75%, and (2) graduates with pace less than 75%, Calculations are performed prior to forwarding the report to Student Financial Services. Students with attempted hours greater than 150% of required degree hours are pulled separately.

- ◆ Students are notified by mail of their failure to meet the SAP requirements. A copy of the letter is placed in the student file and notations are put on the student's electronic record.

12.5.2 Pace

Policies

Pace is defined as the rate at which a student must progress through their educational program to ensure that the student will complete the program within the maximum time frame. Pace is calculated dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours attempted.

- ◆ Students, regardless of educational program, must successfully complete 75% of cumulative credit hours attempted by earning a pass or a grade of D or higher.
- ◆ Credit hours from another institution that are accepted towards a student's educational program will count as both attempted and completed hours. College transcripts are reviewed at the time of admission by the Registrar's Office and a review of acceptable credit hours is included in the student's file and on the student's electronic record.
- ◆ Withdraws, repeated classes previously passed, and incompletes will not be counted as credit hours earned, but will be counted as hours attempted.
- ◆ Remedial coursework is included in the qualitative and quantitative calculation. Remedial coursework at Quincy University include English 099 and Math 099. Credit is given for these courses, but is not counted as part of the required degree hours.
- ◆ Undergraduate students in programs requiring more than 124 credit hours and students with double majors may appeal for an extension of their aid eligibility if necessary.
- ◆ Students pursuing a second degree may appeal to have their transcripts evaluated to determine credits hours applied to the second degree.
- ◆ Students nearing the last payment period of their fourth year are viewed for maximum time frame of the student's degree. A senior auditor by the Registrar is requested prior to issuing additional financial aid.

Procedures

- ◆ Pace of Progress is evaluated at the end of each payment period by the Financial Aid Lead Counselor.
- ◆ Both Qualitative and Quantitative measures are reviewed.
- Student data is pulled by the Director of Institutional Research and Academic Assessment for review by Student Financial Services after grades are posted for the payment period. Data files pulled include (1) undergraduates with pace less than 75%, and (2) graduates with pace less than 75%. Calculations are performed prior to forwarding the report to Student Financial Services. Students with attempted hours greater than 150% of required degree hours are pulled separately.
- ◆ The Qualitative Measurement is evaluated at the end of each payment period by the Financial Aid Lead Counselor.
- ◆ Student data is pulled by the Director of Institutional Research and Academic Assessment for review by Student Financial Services after grades are posted for the payment period. Data files pulled include (1) undergraduate students with GPA less than 2.0, (2) undergraduates with pace less than 75%, (3) graduate students with GPA less than 3.0, (4) graduates with pace less than 75%. Calculations are performed prior to forwarding the report to Student Financial Services. Students with attempted hours greater than 150% of required degree hours are pulled separately. Students must have earned a 2.0 GPA to graduate at the undergraduate level.
- ◆ Students are reviewed for maximum time frame and if near the maximum credit hours of their degree a senior audit is requested and evaluated before additional financial aid is awarded.
 - Students are notified by mail of their failure to meet the SAP requirements. A copy of the letter is placed in the student file and notations are put on the student's electronic record.

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12.6 Evaluation Periods

Resources

Policies

At Quincy University, the payment period is used as the evaluation period for monitoring Satisfactory Academic Progress (SAP). SAP is evaluated at the end of every payment period.

The payment period is the summer term (consists of one two-month session and within the two-month period are two one-month sessions), fall semester, and spring semester. The semester consists of 16 weeks. For all graduate programs except Master of Business Administration the payment period is the same as undergraduate programs. Master of Business Administration has a payment period of trimester.

Evaluation Period Description:

- Quincy University evaluates academic progress at the end of each payment period.
- Quincy University is a term based school.
- The length of the evaluation period is the payment period.
- Both the Qualitative and Quantitative measurements are evaluated at the end of each payment period after grades are posted.
- The summer term is treated as any other term in the evaluation process. Summer is a header term for the academic year.

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Procedures

- ◆ Both Qualitative and Quantitative measures are reviewed at the end of each payment period.
- ◆ Both measurements are evaluated at the end of each payment period by the Financial Aid Lead Counselor.
- ◆ Student data is pulled by the Director of Institutional Research and Academic Assessment for review by Student Financial Services after grades are posted for the payment period.
 - Data files pulled include (1) undergraduate students with GPA less than 2.0, (2) undergraduates with pace less than 75%,

- (3) graduate students with GPA less than 3.0, (4) graduates with pace less than 75%, Calculations are performed prior to forwarding the report to Student Financial Services. Students with attempted hours greater than 150% of required degree hours are pulled separately.
- ◆ Students must have earned a 2.0 GPA to graduate at the undergraduate level.
- ◆ Students are reviewed for maximum time frame and if near the maximum credit hours of their degree a senior audit is requested and evaluated before additional financial aid is awarded.
- ◆ Students are notified by mail of their failure to meet the SAP requirements. A copy of the letter is placed in the student file and notations are put on the student's electronic record.

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12.6 Satisfactory Academic Progress Definitions:

Beginning July 1, 2011, institutions administrating Title IV, HEA program funds will use standardized terminology. The following definitions apply to terms used in monitoring Satisfactory Academic Progress (SAP)

Financial Aid Warning—A status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period.

Appeal—A process by which a student who is not meeting the school's standards is allowed to petition the institution for reconsideration of the student's eligibility for Title IV funds.

Financial Aid Probation—A status assigned by an institution to a student who fails to make satisfactory academic progress and who appealed and has had eligibility for aid reinstated.

Last updated: 2015 original and reviewed/revised 2017

12.6.1 Financial Aid Warning

Policies

Financial Aid Warning is a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period.

- ◆ Quincy University evaluates satisfactory academic progress at the end of each payment period.
- ◆ Students will be granted Financial Aid Warning automatically, without a written appeal from the student. A student on Financial Aid Warning may continue to receive Title IV aid for one payment period despite not meeting SAP standards.

Last updated: 2015 original and reviewed/revised 2017

Procedures

- ◆ Quincy University evaluates satisfactory academic progress at the end of each payment period.
- ◆ Students will be granted Financial Aid Warning automatically, without a written appeal from the student. A student on Financial Aid Warning may continue to receive Title IV aid for one payment period despite a determination that the student is not meeting SAP standards.
- ◆ Evaluations are conducted by the Financial Aid Lead Counselor.
- ◆ Students failing to meet the standards will be placed on Financial Aid Warning for one payment period.
- ◆ Students failing to meet academic standards and terminated by academic review will also be terminated for financial aid and not eligible for Financial Aid Warning.
- ◆ A letter is prepared by the Financial Aid Lead Counselor and sent to the student informing the student of their failure to meet Satisfactory Academic Progress (SAP) standards and the consequences.

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12.6.2 Financial Aid Probationary or Conditional Periods

Resources

Policies

Students will be granted Financial Aid Warning automatically, without a written appeal from the student. A student on financial Aid Warning may continue to receive Title IV aid for one payment period despite a determination that the student is not meeting SAP standards. Students must meet SAP standards after Financial Aid Warning or appeal and be approved for Financial Aid Probation to continue to receive financial aid. Students that do not receive appeal approval will have their aid eligibility terminated.

- ◆ The first conditional period is automatic and called Financial Aid Warning. To receive an additional period of financial aid the student must successfully appeal to the Financial Aid Appeal Committee. The Financial Aid Appeal Committee consists of the Director of Financial Aid, Director of Admission, and one person from the Student Success Center.
- ◆ Students approved will receive probation for one payment period.
- ◆ Students granted probation may be required to set up a success plan with the Director of the Student Success Center and meet weekly with a success coach.
- ◆ The length of the probationary period is one payment period.
- ◆ Eligibility will be reinstated if the student is meeting SAP standards following the financial aid probation period or it is determined that the student met the requirements specified by the institution in the student's academic success plan developed during the appeal process. If the student fails to meet these requirements, the student will be placed on termination status, ending aid eligibility.
- ◆ Students may attempt no more than 150% of the credit hours required for their degree program and retain financial aid eligibility.
 - Undergraduate students in programs requiring more than 124 credit hours may appeal for an extension of their aid eligibility if necessary.
 - Students that change their major may appeal for an extension of their eligibility if necessary.
 - Students pursuing a second degree may appeal to have their transcripts evaluated to determine credit hours applied to the second degree.

Procedures

- ◆ The Financial Aid Lead Counselor notifies the student by letter of the results of the review if there is a change to Satisfactory Academic Progress.
- ◆ Three types of letters are mailed to students after SAP evaluations are completed. (1) Students that were on SAP Warning or SAP Probation in the prior payment period and have met requirements at the end of the conditional period; (2) the student that met requirements in prior periods but failed to meet standards in the evaluated period; and (3) the student that had previously received Financial Aid Warning but failed to meet the required standard at the end of the current evaluated period.
- ◆ The first conditional period of probation is automatic and occurs when the student fails to meet the standards after successfully meeting the standards in the prior payment period. It is called Financial Aid Warning. Students will receive probation for one payment period
- ◆ To receive an additional period of financial aid the student must successfully appeal to the Financial Aid Appeal Committee.
- ◆ Students that are financial aid terminated have the option to appeal for probation. Appeals are student initiated. The Financial Aid Lead Counselor will direct the student to the appeal form on the financial aid website or email the form directly to the student. The appeal must be in writing to the Financial Aid Appeal Committee and delivered to the Student Financial Services Office.
- ◆ The Financial Aid Appeal Committee consists of the Director of Financial Aid, Director of Admission, and one person from the Student Success Center. The Committee meets regularly as needed.
- ◆ The Committee's decision is communicated to the Financial Aid Lead Counselor who will notify the student in writing of the Committee's decision. Any requirements placed on the student will be included in the letter and forwarded to the student's success coach.

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12.7 Appeals

Resources

Policies

Quincy University reviews Academic Satisfactory Progress at the end of each payment period. Students have the option to appeal to the Financial Aid Appeal Committee to receive financial aid for one probationary period (payment period) after failing to meet the SAP standard and not being eligible for Financial Aid Warning.

A student may appeal for Financial Aid Probation based on mitigating circumstances, such as death of a relative, injury or illness of the student, or other special circumstances.

Last updated: 2015 original and reviewed/revised 2017

Procedures

- ◆ Students not making SAP requirements after the Warning period will have eligibility terminated. To receive an additional period of financial aid the student must successfully appeal to the Financial Aid Appeal Committee.
- ◆ Students that are financial aid terminated have the option to appeal for probation. Appeals are student initiated. The Financial Aid Lead Counselor will direct the student to the appeal form on the financial aid website or email the form directly to the student. The appeal must be in writing to the Financial Aid Appeal Committee and delivered to the Student Financial Services Office.
- ◆ The student's appeal must include: (1) why the student failed to make SAP, (2) what has changed that will allow the student to make SAP at the next evaluation, (3) students are encouraged to include supporting documentation such as doctor's statement to substantiate illness or accident, letters from outside sources such as clergy, family members, social worker or other third party who know the student's situation, newspaper obituaries or death certificates to substantiate deaths, or newspaper articles about the event, etc.
- ◆ Appeals should be submitted to the Student Financial Services Office prior to start of the terminated term, but will be accepted beyond that point. The Committee will meet at least weekly to review appeals. Letters of approval or denial will be sent to the student in writing within 2 business days.

- ◆ When an appeal is received, the Financial Aid Lead Counselor will notify the Financial Aid Committee and prepare a review packet of the student's file for review.
- ◆ The Financial Aid Lead Counselor will notify the FA Appeals Committee when an appeal is received and present a review packet for the student. The packet consists of the student's written appeal letter/form academic transcript, copy of the SAP termination letter and student financial aid file.
- ◆ The Financial Aid Appeal Committee consists of the Director of Financial Aid, Director of Admission, and one person from the Student Success Center. The Committee meets regularly as needed.
- ◆ The Financial Aid Appeal Committee reviews the student's appeal form, student's documentation and academic history. The Committee may:
 - approve the student's eligibility for one term,
 - approve the eligibility with conditions including a required academic success plan, or
 - deny the appeal. If denied the student would be required to cover expenses through personal means or obtain an outside private loan.
- ◆ The Committee's decision is communicated to the Financial Aid Lead Counselor who will notify the student in writing of the Committee's decision. Any requirements placed on the student will be included in the letter and forwarded to the student's success coach.
- ◆ The Financial Aid Lead Counselor will notate the Committee's decision in the student's file and on the student's electronic record.
- ◆ If the student is denied and decides not to return, the Financial Aid Loan Counsel will exit the student if prior loans were received.

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12.7.1 Documentation

Policies

Documentation is collected at the end of each evaluation period.

Last updated: 2015 original and reviewed/revised 2017

Procedures

- The Qualitative and Quantitative Measurement are evaluated at the end of each payment period by the Financial Aid Lead Counselor.
- **End of payment period/evaluation period data:** Student data is pulled by the Director of Institutional Research and Academic Assessment for review by Student Financial Services after grades are posted for the payment period. Data files pulled include (1) undergraduate students with GPA less than 2.0, (2) undergraduates with pace less than 75%, (3) graduate students with GPA less than 3.0, (4) graduates with pace less than 75%. Calculations are performed prior to forwarding the report to Student Financial Services. Students with attempted hours greater than 150% of required degree hours are pulled separately. Students must have earned a 2.0 GPA to graduate at the undergraduate level.
- **Termination Appeals:** The Financial Aid Lead Counselor will direct the student to the appeal form on the financial aid website or email the form directly to the student. The appeal must be in writing to the Financial Aid Appeal Committee and delivered to the Student Financial Services Office. When an appeal is received, the Financial Aid Lead Counselor will notify the Financial Aid Committee and prepare the student's file for review. The student's appeal should include the following supporting documentation:
 - Physician's written statement to substantiate illness or accident
 - Written statement from clergy, family member, or other third party who knows the student's situation
 - Written statement from academic advisor or professor
 - Insurance forms or newspaper articles about the event
- **Appeals Packet:** The Financial Aid Lead Counselor will notify the FA Appeals Committee when an appeal is received and present a review packet for the student. The packet consists of the student's written appeal letter/form, academic transcript, copy of the SAP termination letter and student financial aid file.

- **SAP Review Letters:** The Financial Aid Lead Counselor notifies the student by letter of the results of the review if there is a change to Satisfactory Academic Progress: (1) Students that were on SAP Warning or SAP Probation in the prior payment period and have met requirements at the end of the conditional period; (2) the student that met requirements in prior periods but failed to meet standards in the evaluated period; and (3) the student that had previously received Financial Aid Warning but failed to meet the required standard at the end of the current evaluated period.

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12.7.2 Academic Plans

Policies

The Financial Aid Appeals Committee reviews the student's academic history at the time of appeal review. If the committee believes it will be in the student's best interest,

- the student is requested to meet with a success coach and establish an academic success plan.
- the student is requested to meet with the career counselor and set up a career assessment
- complete incomplete classes
- continue an existing plan
- set up weekly meeting with a success coach or mentor
- meet with advisor to discuss possible change of major

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Procedures

- ◆ The Financial Aid Appeals Committee reviews the student's appeal packet at the appeal review meeting.
- ◆ The SAP Appeal Outcome Form is completed. Committee indicates any academic plan/success plan recommendations
- ◆ The Committee's decision is communicated to the Financial Aid Lead Counselor who will notify the student in writing of the Committee's decision. Any requirements placed on the student will be included in the letter and forwarded to the student's success coach.

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12.8 Regaining Eligibility

Policies

Eligibility will be reinstated if the student is meeting SAP standards following the financial aid probation period or it is determined that the student met the requirements specified by the institution in the student's academic success plan developed during the appeal process. Eligibility may also occur when late notification of a grade change for a previous payment period is received.

To have aid eligibility reinstated after it has been terminated, the student must achieve satisfactory academic progress for one regular academic payment period at Quincy University and make payment from personal funds. The student must have the cumulative grade point average specified under Qualitative Measurement Standards and meet pace requirements that would ensure that the student would complete program within the maximum time frame. When a grade change occurs in a prior period, the student may petition the Financial Aid Appeal Committee for reinstatement of aid eligibility. Students who reach SAP standards within consecutive terms are automatically reinstated.

Procedures

The Financial Aid Lead Counselor is responsible for monitoring Satisfactory Academic Progress (SAP). She is responsible for collecting the data from the Director of Institutional Research and Academic Assessment for review after grades are posted for the payment period.

- ◆ The Financial Aid Lead Counselor notifies the student by letter of the results of the review when there is a change to Satisfactory Academic Progress. The change may occur at the regular evaluation period or when notified of a grade change by the Registrar's Office or the appeal received from the student.
- ◆ A letter is mailed to students after SAP evaluations are completed.
 - Students that were on SAP Warning or SAP Probation in the prior payment period and have met requirements at the end of the conditional period or at the end of the current evaluated period will be notified in writing.
 - Notations are made in the file and in the student's electronic record.

Last updated: 2015 original and reviewed/revised 2017

12.9 Treatment of Nonpunitive Grades, Repeated Courses, Audited Courses, Pass/Fail Courses, Withdrawals, & Incompletes

Resources

Policies

Repeated courses, audited courses, pass/fail courses, withdrawals, and incompletes:

- Withdraws, repeated classes previously passed, and incompletes will not be counted as credit hours earned, but are considered hours attempted.
- Audited courses do not apply toward degree requirements or financial aid attempted or earned hours.
- Pass/fail courses are considered attempted and if passed are considered earned hours. Pass/fail courses with a failing grade will count against the grade point average.

Repeated Courses:

- ◆ Students may repeat courses to improve grades and grade-point averages. However, the last grade received following each repetition, even if it is a lower grade, becomes the grade of record and is used in the computation of the QU grade point average. In all instances, the transcript will continue to show the previous registration(s) and grades received. While the credit hours for the course will count each time toward attempted hours, the credit earned for a course repeated to improve a grade counts only once.
- ◆ Any Quincy University courses repeated to improve a grade must be taken (repeated at Quincy University). Courses taken elsewhere will not affect the Quincy University grade point average.

Note: If a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time. A student may receive Title IV funds for retaking a course failed, and if the student withdraws before completing the course is paid Title IV funds for retaking, that is not counted as the one allowed retake for that course.

Withdrawals:

- ◆ Withdrawal occurs when the student withdraws from a class after the first week of the term. The student was counted in the census and attendance was confirmed by the Registrar's Office. Student's record show a grade of "W" and the credit hours are counted as attempted, but not earned. Courses with withdrawals are included as attempted hours in the calculation of pass. Hours are counted for all

terms, even those for which a student did not receive financial aid.

Incompletes:

- ◆ In cases where a student is unable to complete a course, the instructor may elect to give a grade of “incomplete.” “Incomplete” grades are intended to allow a student who has been prevented from completing coursework, due to unforeseen circumstances such as an extended illness, to finish the work after the end of the semester; they are not intended to allow a student to resubmit assignments or retake exams in which they performed poorly. The “incomplete” must be removed by the due date set by the instructor, which is not to exceed one full semester after the one in which it was granted unless approved by both the instructor and the Vice President for Academic Affairs; otherwise it will convert to a grade of :”F”.

Last updated: : 2015 original and reviewed/revised 2017

Procedures

The Financial Aid Lead Counselor is responsible for monitoring Satisfactory Academic Progress (SAP). She is responsible for collecting the data from the Director of Institutional Research and Academic Assessment for review after grades are posted for the payment period.

The Registrar will notify Student Financial Services when a grade is changed due to repeat, withdrawal, and change of incompletes.

The student may request re-evaluation if placed on SAP Termination and a grade or incomplete officially changes.

Incompletes:

- Incompletes are considered attempted and not earned.
- Forms granting the student to receive the status of “Incomplete” must be signed by the instructor and forwarded to the Registrar’s Office.
- The Registrar’s Office will notify financial aid when there is a change of grade and the new cumulative GPA.
- The Financial Aid Lead Counselor will review/recalculate to determine if the change in grade and earned hours will change the student’s SAP status.

Withdrawals:

- When students withdrawals from a class, the student is requested by the advisor to consult the Director of Financial Aid or Financial Aid Lead Counselor to be advised of the affect toward SAP.

12.10 Treatment of Remedial, Enrichment, & English as a Second Language Courses

Resources

Policies

Remedial coursework is included in the qualitative and quantitative calculation. Remedial coursework at Quincy University include English 099 and Math 099. Credit is given for these courses, but is not counted as part of the required degree hours.

Quincy University does not offer Enrichment and ESL courses.

Last updated: 2015 original and reviewed/revised 2017

Procedures

Remedial coursework is listed on the transcript as 009 courses. When reviewing for the maximum time frame for the degree, they are not considered.

Last updated: 2015 original and reviewed/revised 2017

12.11 Treatment of Transfer Credits, Change of Major, Second Degree, & Second Major Courses

Resources

Policies

Students seeking admission to Quincy University after studying at another institution of college rank must submit the following documents to the Office of Admissions: (1) a completed and signed Quincy University Application showing all institutions previously attended, and (2) official transcripts from all colleges, universities, and similar institutions previously attended. Transfer students who have not earned an Associate in Arts or Associate in Science degree or 60 transferable semester hours of credit must also submit an official copy of their high school transcript with date of diploma awarded.

Transfer of College Credits:

- ◆ Awarding of transfer credit is made by the Office of Registrar. Transfer students must have a least a “C” average in all courses presented for transfer. A maximum of nine semester hours of “C-/D” will transfer to Quincy University. Acceptance of “C-/D” for transfer courses is limited to freshman and sophomore level courses. All transfer students must satisfy departmental requirements for baccalaureate degrees including prerequisites.
 - Grades earned in courses accepted for transfer do not figure into the cumulative grade point average at Quincy University.
 - Transfer credits accepted by the Office of Registrar are counted as both attempted and earned hours for SAP evaluation.
 - Residency requirements for the baccalaureate degree include at least 30 semester hours at Quincy University including 21 hours in the major or area of concentration.
 - Transfer students must earn a minimum of 56 semester hours from a 4-year college or university.

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Change of Major:

- ◆ Students will declare their major when they matriculate to Quincy University, or during the orientation process. This may be in one discipline or may combine several, but any major selected must conform to the stipulations set forth in the curricula section of the academic catalog at time of matriculation.
 - Degree requirement consists of (1) General Requirements (51 to 59 hours), (2) Major Requirements (33-42 hours), and Electives (27 hours) for a total 124 credit-hour minimum required for the bachelor’s degree.
 - Students who have not yet declared a major or who are uncertain about their choice of major may work either individually or in

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groups with the Director of Career Development. Students are guided through a series of activities that allow them to explore their interests and skills and find majors and careers that correspond to them.

- ◆ Students with a change of major may appeal to have their transcripts evaluated to determine credit hours applied to the new major. The review is made by the Registrar with an academic degree audit showing remaining courses required for the new major. This information is used when determining Pace and Maximum Time Frame.

Second Major:

- ◆ Students may complete concurrently more than one major by meeting the specific requirements for each major as set forth in the academic catalog. Each major will be listed on the student's transcript. If any majors are within the same degree program (e.g., BA, BS) the student will receive only one degree and diploma.
- ◆ Students with two or more majors may appeal to have their transcripts evaluated to determine credit hours required to meet the major requirements. The review is made the by the Registrar with an academic degree audit showing remaining courses required for the majors and total credit hours required for the degree.
- ◆ Undergraduate students in programs requiring more than 124 credit hours (120 to 124 hours beginning with the 17/18 academic year) may appeal for an extension of their aid eligibility if necessary.

Second Degree:

- ◆ Students pursuing a second degree may appeal to have their transcripts evaluated to determine credits hours applied to the second degree. Student may attempt no more than 150% of the credit hours required for their degree program.
 - For a second baccalaureate degree when the first degree was earned from Quincy University, a student must present a minimum of 27 hours in the second major (or area of concentration) at the 200-499 level, 21 of which must be taken in residency at Quincy University, fulfill any other requirements stated for the major as published in the catalog, and present a minimum of 144 credit hours for the combined degrees.
 - For a second baccalaureate degree when the first degree was earned elsewhere, a student must (1) earn 30 semester hours in residency at Quincy University, including 3 hours of theology or 6 credit hours of theology taken elsewhere;

- (2) present a minimum of 27 hours in the second major (or area of concentration) at the 200-400 level, 21 of which must be taken in residency. If previous courses satisfy some of the major requirements, the department will designate other courses that will enhance the major; (3) fulfill any other requirements stated for the major as published in the catalog.

Last updated: 2015 original and reviewed/revised 2017

Procedures

- ◆ The Office of Admission notifies the Student Financial Services Office via the student letter of acceptance of the classification of the student, (freshman, transfer, readmit, second degree).
- ◆ A notice of transfer hours accepted by the Registrar's review is forwarded by Admission Office with the student letter of acceptance.
- ◆ Undergraduate students with transfer credits or pursuing a second major or degree are not reviewed for SAP as a separate category. Students are evaluated each payment period for qualitative and quantitative measurements based on data pulled from the Registrar's posted transcript data.
- ◆ Students failing the quantitative measures may appeal to the Financial Aid Committee for probation due to special circumstances. A student with additional hours due to change of major, second degree, or second major or acceptance of transfer hours not applying to their program would be considered having special circumstances.
- ◆ Students that reach the maximum time frame of 150% of the credit hours required for their degree program and have hours that do not apply to their major due to transfer, second degree, or second (two or more) majors may appeal to the Financial Aid Appeals Committee for an extension of their aid eligibility if necessary. The Committee will request a senior audit from the Registrar and letter of appeal from the student explaining why the extension is required. The Committee will review the hours applied to the program and if the student attempted greater than 150% of the program.

Last updated: 2015 original and reviewed/revised 2017

12.12 Completion of Degree Requirements

Resources

Policies

A student who has completed all the coursework for his or her degree but has not yet received the degree cannot receive additional financial aid for that degree program.

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Procedures

- ◆ The Registrar codes all students who have applied for degree completion audit on the student's screen. When awarding aid, the screen is checked for the prospective graduation date. Students are not awarded past that date without verifying with the Registrar that the date has changed per the Office of Registrar and that the student has not completed all work required for completing the degree.
- ◆ When students with earned hours nearing the number required for their program degree, a review by the Registrar is requested to ensure that the student has not completed the degree coursework and failed to apply for the degree audit or is attempting additional courses after the degree coursework is completed.
- ◆ A list of prospective graduating students is sent to the Student Financial Services Office at the end of fall and spring semesters with the expected date of degree completion.

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12.13 Notices

Resources

Policies

Quincy University makes the Satisfactory Academic Progress (SAP) policy available to all current and prospective students. The policy is available in both electronic and hardcopy. It is available on the Quincy University website, in the University catalog; a hardcopy is sent through direct mailing with the student's annual award letter and available in the Student Financial Services Office.

Last updated: 2015 original and reviewed/revised 2017

Procedures

- ◆ The SAP policy is reviewed each year by the Director of Financial Aid and the Vice President of Student Enrollment Management. Major changes must be approved by the President's Cabinet.
- ◆ The Financial Aid Lead Counselor is responsible for publishing the University's SAP policy.
- ◆ The Statement of Satisfactory Academic Progress (SAP) Policy is published each award year.
 - The statement is posted on the Quincy University website under the admission and financial aid pages and in the electronic version of the university catalog. |
 - It is included in the printed university academic catalog and in the brochure of financial aid policies which is sent to each student with the original award letter for the new award year.
 - It is available in the Student Financial Services Office and discussed with students that withdraw from courses.

Last updated: 2015 original and reviewed/revised 2017