SATISFACTORY ACADEMIC PROGRESS POLICY

I. **Financial Aid Programs** require that a recipient maintain Satisfactory Academic Progress (SAP). This policy pertains to federal and state funds. Note: Some USD funds require full-time enrollment and have higher academic requirements.

II. **Satisfactory Academic Progress: Quantitative and Qualitative Requirements**
USD financial aid applicants are required to make Satisfactory Academic Progress toward their degree in order to be considered for federal, state, and USD financial aid programs. The Satisfactory Academic Progress Policy requires a student to complete a certain number of units; and maintain a certain grade point average at the end of each academic term and over their entire period of enrollment.

A. Quantitative Requirement (Unit requirements)
The following federal and state requirements of Satisfactory Academic Progress represent the **absolute minimum** number of units a student must have successfully completed as of the end of each academic year of college enrollment. An "Academic Year" for purposes of measurement of progress is defined as enrollment during Summer Session, Fall Semester, January Intersession, and Spring Semester. Please note: This applies to all student aid applicants whether or not they received federal or state financial aid in any prior year of enrollment. Some forms of financial aid can only be awarded to a full-time student for a limited number of semesters of undergraduate study (e.g., Cal Grant A or B).

1. Undergraduate students will be eligible to receive federal and state aid through the semester in which they attempt their 180th credit hour (i.e., 150% of the number of units needed to complete a bachelor's degree).

2. Graduate students will be eligible to receive federal and state aid through the semester in which they attempt credit hours equal to 200% of their program length. Credential-only students are considered graduate students for purposes of determining Satisfactory Academic Progress.

3. Both undergraduates and graduates must successfully complete 67% of their hours attempted each academic year rounded down to the nearest unit.

4. "Attempted" is defined as the cumulative number of hours on record in the Registrar's Office at the end of the "add" period for Fall, Spring, and Summer terms, irrespective of receiving financial aid. Course repetitions* will count as hours attempted. The units for courses which a student drops, withdraws, takes an incomplete, or fails after the last day to enroll in a class will be included in the number of attempted units.

5. Successful "completion" will be measured by the cumulative number of units as recorded on the student's academic transcript at the end of the academic year. An incomplete course will not be counted as completed units until the student successfully completes the course requirements within the university time frame published in the University Bulletin.

6. When a student transfers to USD, the total number of units accepted for transfer by the university will be included in the number of attempted and completed units. A student pursuing a second bachelor's degree is considered a transfer student. Transfer students must meet the criteria indicated in 1 - 3 above.

B. Qualitative Requirement (Grade Point Average Requirements)
USD's Satisfactory Academic Progress policy requires students to maintain a minimum cumulative grade point average of 2.0.

III. Financial Aid Probation Status

A student who does not meet **A) unit** or **B) grade point average** requirements at of the end of each academic year is not eligible to receive financial aid. Students may appeal this decision by submitting a Satisfactory Academic Progress Appeal Form to the Office of Financial Aid (OFA). This appeal must provide a detailed explanation of the extenuating circumstances that prevented the student from meeting the minimum Satisfactory Academic Progress requirements. Examples of extenuating circumstances include, but are not limited to:

- Unexpected death or major hospitalization of an immediate family member
- Extended hospitalization or medical condition of student
- Victim of a violent crime or natural disaster

The Appeal must include an **Academic Plan** to resolve the deficiencies, list the steps to be taken to achieve a minimum 2.0 Grade Point Average, and progress toward degree completion within the required timeframe. If the Appeal is approved, the student is placed on **Financial Aid Probation** for one term. As long as a student continues to meet the terms of his/her Academic Plan, he/she will be eligible to continue to receive financial aid. Students who fail to meet the terms of their Academic Plan during the term following their Appeal will not be eligible for additional financial aid.

IV. Regaining Financial Aid Eligibility

Students denied financial aid after completing the Appeal process or failing to meet their Academic Plan can regain full eligibility for financial aid by:

- Successfully completing coursework that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours.
- Raise their overall cumulative completion rate for all coursework attempted to the 67% level.

V. Satisfactory Academic Progress vs Academic Probation

A student who has been academically disqualified and has failed to make Satisfactory Academic Progress for financial aid purposes must contact the Dean's Office for guidance on the Academic Probation and must submit the Satisfactory Academic Progress Appeal form to the OFA. These are two separate processes.

* **Repeat Coursework**

Classes for failed courses that are repeated because they are required for graduation are eligible for financial aid. Repeated courses are included in the calculation of attempted and earned hours. A student may repeat a class for which they received passing grade only once and have that course count in determining enrollment for financial aid eligibility. Enrollment to repeat a previously passed class a second time will not count toward enrollment requirements for financial aid. For example, student enrolls in 9 units and a 3 unit course that he previously passed. For financial aid purposes the student is enrolled full-time in 12 units. The student successfully passes all units. The next semester the student enrolls in 9 units and also enrolls in the same 3 unit course that has been previously passed twice. For financial aid purposes, the student is enrolled in only 9 units and eligible for financial aid as a three-quarter time student.