

Satisfactory Academic Progress (SAP) Requirements

Federal regulations (34 CFR 668.16 and 668.34) require that Ave Maria University establish policies to monitor the academic progress of students. The established standards encourage students to complete courses for which aid is received and to progress at a reasonable rate toward the completion of their degree.

Satisfactory Academic Progress Policy for Financial Aid To monitor this statutory requirement, Ave Maria University (AMU) has developed a policy, which includes three required measures of progress:

- Qualitative Measure of Progress
- Pace of Completion
- Maximum Time Frame

The AMU Satisfactory Academic Progress policy will be applied consistently to all financial aid applicants regardless of whether they had previously received financial aid. Compliance with policy requirements will be verified at the end of each term of enrollment. Credits evaluated will include credits attempted at AMU, transfer credits accepted by AMU, and courses funded through consortium agreements. It is important you understand the measures of the policy and how it relates to your academic records available at AMU.

Qualitative Measure of Progress

All students must maintain a minimum Cumulative Grade Point Average (CGPA), determined by the number of credits attempted. Transfer credits are not included in the CGPA calculation. If a student can successfully complete an incomplete (I) course within 30 days, the student may request a re-evaluation of eligibility for the next term enrolled. Student athletes must meet the minimum CGPA appropriate to their classification to be eligible to compete in intercollegiate athletics at Ave Maria University

Undergraduate Students

- 1-31 Credits 1.7 CGPA
- 32-63 Credits 1.9 CGPA
- 64+ Credits 2.0 CGPA

Graduate students

- 3.0 GPA for all coursework attempted

Pace of Completion

At the end of each semester, students must have earned a minimum of 67% of cumulative attempted credits. This completion percentage is applicable to both undergraduate and graduate students. Successful completion of courses is defined as having received a grade of A, B, C, D or P. Unsatisfactory grades are F, WF, W, or I. All courses are included in the calculation. If a student can successfully complete an incomplete (I) course within 30 days, the student may request a re-evaluation of eligibility

for the next term. Transfer credits are calculated in cumulative pace of completion. Courses audited may not be used to qualify for financial aid and are not counted toward the attempted and earned hours.

Maximum Time Frame

Students in undergraduate programs requiring 128 credit hours for graduation will be eligible for financial aid while they are on pace to complete the program during the first 192 (12 semesters) attempted credit hours as an undergraduate, including any transferred credit hours accepted for credit toward the degree. Graduate students in the Master of Theology Program will be eligible while are on pace to complete the program during the first 72 attempted credit hours: and doctoral program, 96 attempted credit hours. Unless a student is enrolling in multiple degrees. In these cases, the maximum is 150% of the combined credits required to complete the degree. This limit will not be extended if the student changes majors. Eligibility for financial aid ends once student's records indicate they will not be able to complete the program within this maximum time frame. Only courses required for the student's chosen program are eligible for Title IV Financial Aid.

Satisfactory Academic Progress Statuses

Making Progress: Student is meeting the requirements of all three standards

Warning: Students not meeting SAP standards for the first time are placed on a financial aid warning status during the next term in which they enroll. A Financial Aid Warning notice is sent to the student. During this warning period, students are eligible to receive aid from most federal aid programs for the next period in which they enroll, provided they meet all other eligibility requirements. At the end of the financial aid warning period, students meeting SAP standards to regain full aid eligibility (for most aid programs) in the upcoming term in which they enroll. Students not meeting SAP standards at this time are placed in suspended status. A notice is sent to affected students via email and mail.

Suspension: Students who fail to meet the requirements of at least one of the standards mentioned above at the end of the warning term will be placed on suspension and will be ineligible to receive financial aid until they meet the minimum GPA and/or completion rate requirements.

Probation: If a student submits a Petition for Reinstatement based on mitigating circumstances (as explained below), and the petition is approved, the student may be granted one semester on a probationary status in which financial aid will be disbursed to the student. The student's progress will be reviewed at the end of the term. If the student meets the minimum GPA and completion rate, the student will be eligible to continue receiving federal aid. If the student failed to meet the minimum GPA or completion rate, the student will be ineligible to receive federal aid until he or she meets the minimum GPA and completion rate requirements.

Financial Aid Probation with Academic Plan: If a student submits a Petition for Reinstatement based on mitigating circumstances (as explained below), and it is approved, but the committee determines the student will require more than one term to meet the progress standards, the student will be placed on probation with an academic plan. The student's progress will be reviewed at the end of each term as required of a student on probation status, to determine if the student is meeting the requirements of

the academic plan. If the student is meeting the requirement(s) of the academic plan, the student is eligible to receive federal aid until the next review.

Financial Aid Appeals

If the failure to meet the minimum SAP requirements is attributable to extenuating circumstances such as the following, the student may appeal the loss of financial aid eligibility.

- Death/illness of an immediate family member
- Personal injury/illness
- Physical disability
- Other extraordinary/extenuating circumstances

A written appeal must be provided to the financial aid office. The appeal must include a description and documentation of the circumstances. Please refer to the notice sent to you regarding loss of aid for more specific information.

Appeals must also address what has changed which will allow the student to meet the SAP requirements for reinstatement of aid at the end of the next semester, and what steps will be taken in the upcoming semester to reestablish financial aid eligibility.

If the appeal is approved, the student's progress will be reviewed at the end of the term. If the student meets the minimum GPA and completion rate, the student will be eligible to continue receiving federal aid. If the student failed to meet the minimum GPA or completion rate, the student will be ineligible to receive federal aid until he or she meets the minimum GPA and completion rate requirements.

Donor Funded Scholarships

Academic Probation Policy the Office of Financial Aid and the Advancement Office will meet biannually after the fall and spring semester to identify students receiving donor funded scholarships who are not making satisfactory academic progress as defined by the respective donor agreements.

- A student shall be placed on academic probation for the following term if the student fails to meet the criteria as defined by the respective donor agreement.
- A student on academic probation shall be restored to good academic standing the following term if, during the term the student is on Academic Probation, he or she meets the criteria as defined by the respective donor agreement or higher.
- A student shall remain on academic probation if either – but not both – term or cumulative GPA is below the GPA as defined by the respective donor agreement.
- If a student fails to meet the criteria as defined by the respective donor agreement after a semester of probation, the student will not be eligible to receive the donor-funded scholarship.

a. The student has the option of submitting a Petition for Reinstatement based on mitigating circumstances (as explained below*). If approved, the student may be granted one semester on a probationary status in which the scholarship will be disbursed to the student. The student's progress will be reviewed at the end of the term. If the student meets the criteria as defined in the donor agreement, the student will be eligible to continue receiving the scholarship.

b. If the student fails to meet the minimum criteria as defined by the respective donor agreement, the student will be ineligible to receive the scholarship until he or she meets the requirements of the scholarship. In these cases, the scholarship may be awarded to a qualifying student of the same class year, if appropriate.

Petition for Reinstatement of donor funded scholarships*

If the failure to meet the minimum criteria defined by the respective donor agreement is attributable to extenuating circumstances such as the following, the student may appeal the loss of the scholarship eligibility.

- Death/illness of an immediate family member
- Personal injury/illness
- Physical disability
- Other extraordinary/extenuating circumstances

A written appeal must be provided to the financial aid office. The appeal must include a description and documentation of the circumstances. Please refer to the notice sent to you regarding the loss of the scholarship for more specific information. Appeals must also address what has changed that will allow the student to meet the respective requirements for reinstatement of the scholarship at the end of the next semester, and what steps will be taken in the upcoming semester to reestablish eligibility.