



Office of Financial Aid & Scholarships

## Satisfactory Academic Progress (SAP)

Federal regulations require that students adhere to Satisfactory Academic Progress (SAP) standards to maintain eligibility for financial aid at Dillard University.

**Satisfactory Academic Progress for Financial Aid** is defined as achieving a required grade point average (GPA) and passing a required number of hours during any semester or academic year. Dillard University minimum progress standards will be reviewed once at the end of the year. All semesters will be factored in the SAP review process including all credits accepted and transferred to Dillard in order to make a satisfactory progress determination, regardless of whether or not the student received aid in a given semester. Students not meeting SAP will be notified of their SAP status at the end of the Spring semester.

NOTE: Academic Progress through Academic Affairs and the Financial Aid SAP process are independent of one another. Please see the Office of Academic Affairs for the policy on Academic Probation.

There are three components to the University's SAP policy:

### Component 1: Qualitative Standard (GPA)

Each student must meet the cumulative grade point average to remain eligible for federal aid:

|  | Earned Hours        | Required GPA |
|--|---------------------|--------------|
| First-Year Students                        | 0 through 29        | 1.50         |
| Sophomores                                 | 30 through 60       | 1.75         |
| Juniors & Seniors & 2 <sup>nd</sup> Degree | 61 and above        | 2.00         |
| Graduate Students                          | Graduate (GR) Level | 3.00         |

The student's career (cumulative overall) GPA is reviewed at the end of the Spring semester to determine SAP eligibility.

- **Graduate students:** Graduate students are required to maintain at least a 3.0 cumulative GPA and maintain a 70% Ratio.
- **Second (2<sup>nd</sup>) Degree students:** The ratio is evaluated based on the number of hours needed to obtain the 2<sup>nd</sup> degree. Student are still required to maintain at least a 2.0 GPA and complete 70% of the course work as required in regulations.

### Component 2: Quantitative Standard (Ratio)

Each student must successfully pass a minimum of 70% of their credit hours attempted during the preceding year at the University (there is no rounding to the next highest number). Ratio will be evaluated at the end of the year. All grades are counted toward the hours attempted when calculating ratio, including: "W" Withdrawal, "I" Incomplete, F, WF, FA, R/\*- Repeats/deletes for credit hour coursework. Transfer credits are also used in determining compliance with the Financial Aid SAP Policy at the end of the year for hours accepted by the University.

### Component 3: Maximum Time Frame

Students are expected to complete degree requirements within a reasonable time-frame based on the average length of their program. Students must complete graduation requirements in no more than 150% of the average length of their program:

For example: Undergraduate students requiring 124 credits to graduate from a program may not attempt more than 186 hours to receive aid. In the event the student elects to change his/her major, all attempted hours, including transfer hours, will be counted in the evaluation of the 150% time- frame.

For example: Graduate students requiring 39 credit hours to graduate (36 credits w/o a thesis and 39 hours with a thesis) from a program may not attempt more than 59 hours to still receive aid (maximum of 54 hours w/o a thesis). In the event the student elects to change his/her major, all attempted hours, including transfer hours, will be counted in the evaluation of the 150% time- frame.

#### **SAP SANCTIONS:**

- **1st Offense: Warning**
- **2nd Offense: Probation: Probation with an Appeal\* or Continued Probation\* and/or**
- **3rd Offense: Suspension**

**Warning:** Students who fail to maintain the required SAP standards will be granted a Warning. During the Warning period, students may receive Financial Aid.

**Probation:** If after the “Warning” period and the student does not improve their SAP status, the student will be placed on PROBATION. During the probation period the student is not eligible for financial aid. However, students who have experienced extenuating circumstances which caused him/her not to meet the SAP Policy will be able to submit a SAP Appeal. See SAP Appeals below.

- **Probation with an Appeal:** Students who submits a SAP Appeal and the appeal is approved by the SAP Committee, their SAP status will be converted to Probation with an Appeal. During this phase, students can be considered for and receive Federal Student Aid. The basis for a SAP appeal is based on extenuating circumstances that the student encountered which has caused him/her not to meet the SAP Policy.
- **Continued Probation:** If a SAP Appeal is approved and it is determined that the student has met the SAP requirements at the end of the year for which the appeal is approved. If the required standards for SAP are not met after the Continued Probationary period then the student will be placed on financial aid SUSPENSION.

**Suspension\*:** Students who fail to meet SAP requirements after being placed on Warning, Probation the student will be placed on Financial Aid Suspension. During the Suspension period, a SAP Appeal cannot be filed\*. Students must meet SAP requirements on his/her own in order to regain aid eligibility.

#### **SAP APPEAL PROCESS:"**

Students with extenuating circumstances may appeal to have their file reevaluated to be reinstated."

The Appeal Form must be submitted along with a written statement explaining their circumstance along with the appropriate" documentation which substantiate the nature of the appeal. Appeal must be submitted to the SAP Committee by uploading it" into the Student's Financial Aid Document Portal0

There is only one (1) appeal granted to a student during the academic year of enrollment at Dillard. Therefore, students can be granted a maximum of two (2) approved appeals during the student's academic enrollment.

Examples of extenuating circumstances included the student's prolonged illness, under doctor's care or an accident requiring hospitalization or prolonged absence from class. Death of an immediate family member or prolonged illness of the student's parent or dependent child may be considered grounds for an appeal.

#### **Steps:**

The student must obtain, complete and submit the SAP Appeal Form.

The student must write a detailed letter explaining their circumstance and submit it along with the SAP Appeal Form their

Financial Aid Document Portal.

The student must obtain and submit all documentation to substantiate the basis of their appeal. rounds for an appeal.

The Committee reserves the right not to accept, review and/or consider appeal without documentation. Student's will be notified in writing of the outcome of appeals and any additional procedures. The appeal committee's decision is final.

The SAP Appeal Form is located the student's Financial Aid Document Portal

How do I REGAIN/RE-ESTABLISH eligibility? Students can regain eligibility by meeting the SAP criterion on their own merit. Students must achieve the acceptable grades and/or credit progression to get back into compliance with SAP. However, if the student believes his/her appeal was unfairly evaluated, then the student may submit a written request. Students may be required to meet the following criteria (subject to change):  
Complete coursework at your own expense and meet the minimum required GPA and semester hours.  
Complete an Academic Success Action Plan.  
Submit a Degree Audit.

The SAP Appeal's Form is located under the Documents & Forms tab to the left on the Financial Aid webpage.

NOTE: Staying out of school a semester will not change your eligibility status. Also, transferring additional credits from another institution will not change your eligibility if the Registrar's Office does not accept the transfer credits. Transfer credits only factors into the ratio (quantitative measure) but not the GPA (qualitative measure).

For more information on Financial Aid's Satisfactory Academic Progress, contact the Office Financial Aid and Scholarships