Purpose

The University is required to establish, publish, and apply reasonable standards for measuring whether students receiving Title IV aid are maintaining satisfactory academic progress in their education programs. To maintain eligibility for federal financial aid (Title IV funds), students must maintain satisfactory academic progress, otherwise known as financial aid satisfactory academic progress (FA SAP).

This policy is subject to change to comply with administrative and regulatory requirements. Questions regarding this policy should be addressed to the Director of Title IV Administration.

Determining a Student’s FA SAP Status

A student’s SAP status for purposes of financial aid eligibility (FA SAP) is determined by Student Financial Services. It is applied consistently to all categories of students (e.g. part-time, undergraduate, graduate) and across all academic programs. It is calculated at the end of every term for all students. FA SAP is based on two measurements, a qualitative (GPA) measure and a quantitative (progress to completion) measure.

The following FA SAP statuses are used: satisfactory, warning, suspension, and probation. A student who is meeting both the qualitative and quantitative requirements will have a satisfactory FA SAP status. This FA SAP status is Title IV eligible. A student who was previously in a satisfactory status and who is now not meeting either the qualitative or quantitative requirement will be placed in a warning FA SAP status. This FA SAP status is Title IV eligible.

A student who was previously in a warning status and who is now not meeting either the qualitative or quantitative requirements will be placed on suspension. This FA SAP status is not Title IV eligible. A student in a suspension FA SAP status may submit an appeal citing mitigating circumstances to potentially regain eligibility for Title IV funding. A student who was previously in a suspension status and whose appeal is approved will be placed in a probation status. This FA SAP status is Title IV eligible.

The table below provides an explanation of the current FA SAP statuses:

<table>
<thead>
<tr>
<th>FA SAP Statuses</th>
<th>Status Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>Student who is meeting both the qualitative and quantitative requirements. This FA SAP status is Title IV eligible.</td>
</tr>
<tr>
<td>Warning</td>
<td>Student who was previously in a Satisfactory status and who is now not meeting either the qualitative or quantitative requirement. This SAP status is Title IV eligible.</td>
</tr>
</tbody>
</table>
Suspension | Student who was previously in a Warning status and who is now not meeting either the qualitative or quantitative requirements. This FA SAP status is not Title IV eligible. A student in a Suspension FA SAP status may submit an appeal citing mitigating circumstances to potentially regain eligibility for Title IV funding.

Probation | Student who was previously in a Suspension status and who was approved for an appeal citing mitigating circumstances. This FA SAP status is Title IV eligible.

Once in a suspension status, students will not receive Title IV aid. Students may appeal a status of suspension of their federal student aid funds through the appeal process. Students may also complete the necessary coursework and achieve an FA SAP status of satisfactory to regain Title IV eligibility. Students are not eligible for federal student aid until such time that they are able to meet the FA SAP requirements or until an appeal is approved.

**Components of Financial Aid SAP Policy**

1. **Qualitative Component**

   The qualitative component of FA SAP requires a minimum cumulative grade point average at the end of each academic quarter. Undergraduate students must achieve a 2.0 GPA, and graduate students must achieve a 3.0 GPA. All grades earned at a given career level (undergraduate, graduate) are included in the calculation, even if the grade was for a course in which Title IV funds were not received.

   The table below provides an explanation of the qualitative component (cumulative grade point average) requirement and the timing of the SAP calculation:

<table>
<thead>
<tr>
<th>Level</th>
<th>CGPA</th>
<th>Timing of Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>2.000</td>
<td>Calculated after each term</td>
</tr>
<tr>
<td>Graduate</td>
<td>3.000</td>
<td>Calculated after each term</td>
</tr>
</tbody>
</table>

2. **Quantitative Component**

   The quantitative component measures the rate of progress toward the degree, based on how many credits were successfully completed out of all credits attempted. A successful attempt is defined as a course in which a passing grade is earned, as defined in the Strayer University Catalog under “Degree Conferral Requirements.” All other grades earned are unsuccessful.
attempts. All credits attempted at a given career level (i.e., undergraduate, graduate) are included in the calculation, even if the attempted credit/course was not funded using Title IV funds.

Attempted credits consist of courses in which a grade of A, B, C, D, F, F*, I, R, or WF is earned. Attempted credits do not consist of courses in which a status of X, NS, or IP is noted on the transcript.

Undergraduate and graduate students receiving financial aid must successfully complete 67% of all attempted credits each quarter of attendance. In addition, students are allotted a maximum time frame of 150% of a program’s length (measured in credit hours) in which to complete a program of study. If students are unable to complete their programs of study within this time frame, then they will no longer be eligible for Title IV funds.

**Treatment of Specific Grades**

**Incomplete Grades (I)**

Incomplete grades are included in both the qualitative and quantitative measurements. These grades are treated the same as a failing grade. Upon receipt of an incomplete grade, students must sign a completion agreement with the Professor for the course and will have one quarter to complete the coursework. If the coursework is completed, then the student receives the grade earned. If not, the “F” grade becomes permanent.

**Repeated Grades (R)**

For repeated grades, the student’s higher grade earned in the repeated course is included in the qualitative calculation. All courses attempted are included in the quantitative calculation. Students may repeat a course a limited number of times, as described in the Strayer University Catalog under “Policies and Procedures – Repeating Courses.”

**Remedial Courses**

Remedial courses such as 090 courses are not included in the qualitative or quantitative calculation. Remedial courses are assessed separately, using the standards and requirements described in the Strayer University Catalog under “Policies and Procedures – Developmental Education Requirements.”

**Failing Grades**

Grades of WF, F, and F* are included in both the qualitative and quantitative measurements.
Withdrawals

The effect of a student’s withdrawal from a class upon a student’s SAP status depends upon whether the student withdrew before or after the Census Date. The Census Date for each term is the fourth Monday of the academic term.

1. When a student withdraws from a course prior to the date to withdraw without academic penalty, the student’s transcript reflects a “W” indicating that a class has been dropped. W’s are not factored into a student’s Academic GPA and are not a grade. A student who drops a class after the date to withdraw without academic penalty receives a grade of WF. If a student’s transcript reflects a W because the student withdrew prior to the Census Date, then the W will not be factored into FA SAP. In this case, it is excluded from both the quantitative and qualitative calculations.

2. If a student withdraws on or after the Census Date, then the W is included in both the quantitative and qualitative calculations because it was given after the Census Date.

3. If a student earns a grade of WF, the WF is included in both the quantitative and qualitative calculations. After the Census Date, a W and WF are treated the same for purposes of FA SAP to ensure compliance with federal regulations.

W, X, IP, and NS

Explanations on a transcript such as “W” for dropped courses, “X” for audited courses, “IP” for courses in which a grade is not posted, and “NS” for courses in which a student never attends are not grades for SAP purposes. X, IP, and NS are not included in either the qualitative or quantitative measurements.

Undergraduate Courses Required For a Graduate Program as a Pre-Requisite for Certain Graduate Coursework

Undergraduate coursework that is required for a graduate program is not factored into either the quantitative or the qualitative calculation. Such undergraduate coursework is assessed separately, using the standards and requirements described in the Strayer University Catalog under “Admission Classifications-Graduate.”

The table below provides an explanation of certain grades/coursework:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Status Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>Incomplete or “I” grades are included in both the qualitative and quantitative measurements. These grades are treated the same as a failing grade. Upon receipt of an incomplete grade, students must sign a completion agreement with the Professor for the course and will have one quarter to complete the coursework. If the coursework is completed, the student receives the grade earned. If not, the “F” grade becomes permanent. “I” grades also include courses with blank grades</td>
</tr>
</tbody>
</table>
Repeated Grades
For repeated grades, the student’s higher grade earned in the repeated course is included in the qualitative calculation. All courses attempted are included in the quantitative calculation. Students may repeat a course a limited number of times, as described in the Strayer University Catalog under “Policies and Procedures – Repeating Courses.”

090 Courses
Remedial courses such as 090 courses are not included in the qualitative or quantitative calculation. Remedial courses are assessed separately, using the standards and requirements described in the Strayer University Catalog under “Policies and Procedures – Developmental Education Requirements.”

Failing Grades
Grades of F and F* are included in both the qualitative and quantitative measurements.

Withdrawals
The handling of a withdrawal depends upon whether the student withdrew before or after the Census Date. The Census Date for each term is the fourth Monday of the academic term.

A WF is always included in both the quantitative and qualitative calculations. A W is included only if the withdrawal occurs after the Census Date.

1. If a student withdraws prior to the Census Date for a specific term, the W will be excluded from both the quantitative and qualitative calculations.
2. If a student withdraws on or after the Census Date for a specific term, then the W or WF will be factored into both the quantitative and qualitative calculations.

X, IP and NS Grades
Explanations on a transcript such as “X” for audited courses, “IP” for courses in which a grade is not posted, and “NS” for courses in which a student never attends are not included in either the qualitative or quantitative measurements.

Undergraduate coursework required for a Graduate Program as a pre-requisite for certain Graduate coursework
Undergraduate coursework required for a Graduate course is not factored into either the quantitative or quantitative calculation. Such undergraduate coursework is assessed separately, using the standards and requirements described in the Strayer University Catalog under “Admission Classifications-Graduate.”

Changing Programs, Additional Degrees and Transfer Credits

Changing a Program of Study
When a student changes his or her program of study, all courses completed at a given career level (i.e., all undergraduate or all graduate courses) are included in the qualitative and quantitative FA SAP calculation. For example, if the student started out in a Bachelor’s of IT program and changed to a Bachelor’s of Accounting program, then all attempted hours and all grades earned in both Bachelors’ programs will be included in the FA SAP calculation.
Additional Degrees

When a student obtains an additional degree at the same level (i.e. undergraduate or graduate), all career level courses are included in the qualitative and quantitative SAP calculation. For example, if the student completes one Bachelor’s degree and then pursues another Bachelor’s degree, all attempted hours and all grades earned in both Bachelors’ programs will be counted in the FA SAP calculation.

Transfer Credits

Transfer credits are not included in qualitative SAP but are included in quantitative SAP.

FA SAP Appeals

Students in a suspension status may submit an appeal if they believe they have extenuating circumstances (other than an academic dispute) which impaired their ability to meet satisfactory academic progress standards. The appeal must be received within two weeks of when the University notifies students of their FA SAP status. Students have the opportunity to appeal a suspension status once at each career level (i.e. undergraduate, graduate) at Strayer University.

As part of the appeal process for qualitative suspension, the student will need to submit an Academic Recovery Plan developed with the Campus Dean. Student Financial Services will review the student’s status in relation to meeting the terms of their Academic Recovery Plan and approved appeal. The length of the approved probation period will vary to the student’s academic situation but will in no case be approved for more than four quarters.

Appeals and supporting documentation must be submitted in writing to the student’s home campus Business Office. The student must be enrolled using an alternative payment arrangement other than federal student aid prior to the submission of an appeal. The campus Business Office personnel will review the appeal materials and submit the documentation to Student Financial Services. All appeal decisions by Student Financial Services are final and cannot be further appealed.

Student Financial Services will notify both the student and the campus Business Office Manager of the outcome of the appeal. If the appeal is approved, federal student aid funds may be disbursed for the term(s) defined in the probation response.

The table below provides an explanation of the SAP appeal eligibility and deadline:

<table>
<thead>
<tr>
<th>SAP Appeal</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students have the opportunity to appeal a suspension status one time at each career level (i.e. undergraduate, graduate) at Strayer University.</td>
<td></td>
</tr>
<tr>
<td>Deadline for Submission</td>
<td>This appeal must be received within two weeks of notification of their SAP suspension status.</td>
</tr>
</tbody>
</table>

**Record Keeping**

Student Financial Services will keep a record in a student’s file of the documentation related to the determination of their FA SAP status, including but not limited to any official notice provided by the University to the student, other correspondence, academic recovery plans, and documentation related to any appeal of FA SAP.