

**FINANCIAL AID SATISFACTORY
ACADEMIC PROGRESS POLICY**



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Topic:	Financial Aid Satisfactory Academic Progress Policy	Contact Email:	charles.hill@strayer.edu
Effective Date:	6/19/2020	Contact Phone #:	(703)713-3664
Last Revised:	7/28/2020		

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 Senior Director, Financial Aid.

Determining a Student’s FA SAP Status

A student’s SAP status for purposes of financial aid eligibility (FA SAP) is determined by Financial Aid Services. It is applied consistently to all categories of students (e.g. part-time, full-time) and across all academic programs within Strayer University at a given career level (e.g. Undergraduate, Graduate). It is calculated at the end of every quarter (all references herein to a quarter also refer to a mini-session) for all students. FA SAP consists of two standards: a qualitative standard (grade point average) and a quantitative standard (pace of completion).

The following FA SAP statuses are used: satisfactory, warning, suspended, and probation. A student who is meeting both standards 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 now fails to meet one or both standards (or who fails one or both standards after his first quarter of study) will be placed in a warning status. This FA SAP status is Title IV eligible.

A student who was previously in a warning status and who continues to fail to meet one or both standards will be placed in a suspended status. This status is not Title IV eligible. A student in a suspended status may appeal (see below) to regain eligibility for Title IV funding. If the student’s appeal is approved, he 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:

FA SAP Statuses	Status Descriptions
Satisfactory	Student who is meeting both standards. This FA SAP status is Title IV eligible.
Warning	Student who was previously in a Satisfactory status and who now fails one or both standards (or a student who fails to meet one or both standards after his quarter of study). This SAP status is Title IV eligible.
Suspended	Student who was previously in a Warning status and who continues to fail to meet one or both standards. This FA SAP status is not Title IV eligible. A student in a Suspended status may appeal to regain eligibility for Title IV funding.
Probation	Student who was previously in a Suspended status and whose appeal was approved. This FA SAP status is Title IV eligible.

Once in a suspended status, students will not receive Title IV aid. Upon notification of the suspended status, students may appeal the suspended status in an attempt to regain Title IV eligibility. Students may also complete the necessary coursework and achieve a 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 their appeal is approved.

Components of Financial Aid SAP Policy

1. Grade Point Average Standard

The table below provides an explanation of the minimum grade point average standard and the timing of the SAP calculation:

Level	Cumulative GPA	Timing of Calculation
Undergraduate	2.000	Calculated after each quarter
Graduate	2.500	Calculated after each quarter
JWMI	2.500	Calculated after each quarter

All grades earned at a given career level (undergraduate, graduate), except for “P” (Pass) and “NP” (No Pass) are included in the calculation, even if the grade was for a course in which Title IV funds were not received.

2. Pace of Completion Standard

The pace of completion (“pace”) measures the rate of progress toward the degree, based on how many credits were successfully completed out of all credits attempted at a given career level. 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,” including a “P” (Pass) grade. All other grades, including a “NP” (No Pass) grade, earned are unsuccessful attempts. Note that all credits attempted at a given career level (i.e., undergraduate or graduate) are included in the calculation, even if the attempted credit/course was not funded using Title IV.

Attempted credits for undergraduate and graduate levels consist of courses in which a grade of “A”, “B”, “C”, “D”, “F”, “F*”, “P”, “NP”, “R”, “WF” or “WP” is earned. Attempted credits for JWMI consist of courses in which a grade of “H” - Honors, “HP” - High Pass, “PAS” - Pass, “LP” - Low Pass or “UNS” - Unsatisfactory, “F*” “R”, “WF” or “WP” is earned. Attempted credits for all levels do not consist of courses in which a status of “W”, “X”, “NS”, “I” or “IP” is noted on the transcript.

Undergraduate students receiving financial aid must successfully complete 66.67% of all attempted credits at their given career level, while Graduate students receiving financial aid must successfully complete 50% of all attempted credits at their given career level. Changes in programs of study within a career level do not reset a student’s pace of completion. In addition, Undergraduate 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, while Graduate students are allotted a maximum time frame of 200%. If students are unable to complete their programs of study within this maximum time frame, they will no longer be eligible for Title IV funds. Changing programs of study within a given career level resets the maximum time frame pace of completion calculation. There are no limits to the number of times a student may change programs of study and reset this calculation.

Treatment of Specific Grades

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

Grades	Status Details
Incomplete Grades	Incomplete grades are not included in either the GPA or the pace of completion standards. 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 the coursework is not completed the “I” becomes an administrative “F” (“F*”). The “F” grade then becomes permanent as described in the Strayer University Catalog under “Policies and Procedures – Incomplete Grade Policy.”

Grades	Status Details
Repeated Grades	For repeated grades, the student’s higher grade earned in the repeated course is included in the calculation of the grade point standard. All courses attempted are included in calculation of the pace of completion standard. 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 calculation of either standard. Remedial courses are assessed separately, using the standards and requirements described in the Strayed University Catalog under “Policies and Procedures – Developmental Education Requirements.”
Pass/No Pass Grades	Grades of “P” (Pass) and “NP” (No Pass) are included in the pace standard, but are not included in the grade point average standard. A “P” grade is considered a successful attempt of a course. An “NP” grade is considered an unsuccessful attempt of a course.
Failing Grades	Grades of “F” and “F*” are included in the calculation of both standards.
Withdrawals	A “WF” is included in both standards. A “WP” is included in the pace standard but it is not included in the grade point standard. A “W” is not included in the calculation of either standard. The standards and requirements for the treatment of Withdrawals are described in the Strayer University Catalog under “Policies and Procedures – Withdrawals.”
“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 are not included in the calculation of the grade point standard. Explanations on a transcript such as “X” for audited courses and “IP” for courses in which a grade is not posted may be included in the calculation of the pace standard depending on the withdrawal date. Grades of “NS” for courses in which a student never attends are not included in either standard.
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 standard. 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 students change their programs of study, all courses completed at a given career level (i.e., all undergraduate or all graduate courses) are included in grade point average standard and in either the Undergraduate 66.67% pace standard or the Graduate 50% pace standard, as appropriate. However, the maximum time frame standard of either 150% or 200%, respectively, is reset upon program changes.

For example, if the student started out in a Bachelor of Science in IT program and changed to a Bachelor of Science in Accounting program, then all attempted hours and all grades earned in both Bachelors’ programs will be included in the GPA and in the 66.67% pace standard. However, the maximum time frame calculation will reset.

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 both the GPA and in the appropriate career level pace standard. 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 both the GPA and the 66.67% pace standard. Starting the second Bachelor's degree resets the 150% maximum time frame calculation.

Transfer credits

Transfer credits applicable to the program the student is enrolled in are not included in the grade point average standard, but are included in the pace standard, both as hours attempted and as hours completed. Once the final SAP calculation has been completed for a quarter, transfer credits received after this calculation cannot be used to change the student's previous SAP status.

FA SAP Appeals

Students in a suspended status may submit an appeal if they believe they have extenuating circumstances which impaired their ability to meet satisfactory academic progress standards. Students have the opportunity to appeal a suspended status twice during each career level (i.e. undergraduate and graduate) at Strayer University, regardless of the number of changes to program of study.

To initiate an appeal, the student must submit the University-provided template, or submit the equivalent information in a readable form. A complete appeal must include (1) an explanation of why the student failed to make satisfactory academic progress; (2) what has changed in the student's situation that will allow the student to demonstrate satisfactory progress at the next evaluation; (3) documentation to support the explanations, as outlined on the University-provided template; (4) an academic recovery plan, which must be signed by a Dean; and (5) the student's signature.

The completed financial aid appeal must be submitted on or before the last day of add/drop of the current term. If a student's appeal is not submitted by 5:00 PM ET on the last day of the add/drop period, then the student must submit an alternative method of payment or be dropped from the current term by campus operations.

Students may appeal on the basis of: (1) illness or injury; (2) death of a relative or close friend; or (3) unusual circumstances. These circumstances generally include (a) caring for an ill or injured individual, (b) major change in family situation (birth of child, divorce, relocation), (c) unemployment or work related issues; and (d) readjusting to college level studies after extended absences from school. In addition, other types of appeals will be evaluated on a case by case basis.

If an appeal is approved, the student will be placed into a probation status. The length of the probation period is one quarter; however, depending on the student's academic situation, the recovery plan may extend up to two quarters. For recovery plans that extend beyond one quarter of study, Financial Aid Services will review the student's academic progress after each quarter of study. If the student is meeting the terms of the recovery plan, then the probation will be extended. This review and extension can occur each quarter covered by the recovery plan, not to exceed two quarters.

Students must submit their appeals and supporting documentation to Financial Aid Services. If additional information is requested by the Financial Aid Services reviewer or if the appeal was submitted incorrectly, the student must provide any additional information and/or make any corrections prior to 5:00 PM ET on the last day of the add/drop period. Appeals and/or corrections received after this date may not be reviewed. If the student decides not to return to school immediately, the same deadlines apply for the next quarter in which they re-enroll.

All appeal decisions by Financial Aid Services are final and cannot be appealed any further. Financial Aid Services will notify both the student and the Coach (if applicable) of the outcome of the appeal. If the appeal is approved, federal student aid funds may be disbursed for the quarter(s) identified in the probation response.

Notification & Record Keeping

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Students will be notified at the end of each quarter of study if their FA SAP status falls to a warning or suspended status. Students will also be notified of the outcome of their appeals. Notifications will be sent via email to students to the preferred email on file. Students may also check their FA SAP status in the self-service portal of iCampus.

Financial Aid Services will maintain 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 FA SAP appeal.