

LEE § UNIVERSITY

Satisfactory Academic Progress Standards Graduate Students

Satisfactory Academic Progress (SAP) is a policy required by Federal and State financial aid regulations for all students receiving financial assistance through these programs. The policy is intended to ensure students are progressing towards degree completion. All students who receive federal and/or state financial aid must be working toward an eligible degree and be in good academic standing (as defined by this policy) to be eligible for aid. Lee University will utilize the policy below in determining federal and state financial aid eligibility. Progress will be evaluated at the end of the academic year or at the end of term as described in Section III. In order to ensure that students are making progress, the following requirements have been established:

I. Definitions

- A. An academic year consists of fall, spring, and summer semesters.
- B. Attempted hours are defined as any course that appears on the transcript.
- C. Satisfactory grades are A, B, C, D and P.
- D. Unsatisfactory grades are W, F, I, NC or IP.

II. Progress Standards

- A. *Pace of Progression Standard:* Graduate students must satisfactorily complete at least 67% of all hours attempted.
- B. *GPA Standard:* Graduate students must maintain a minimum grade point average of 3.0, which is the academic standard to remain in a graduate program.
- C. *Maximum Hours Standard:* Graduate students will be allowed to receive federal aid for a maximum of 150% of the published required hours of their program of study. For example, if the student's graduate program requires 36 earned credit hours for graduation, then the student may attempt a maximum of 54 credit hours before suspension.
- D. *Transfer students:* All transferable credits will be counted toward the maximum number of hours allowed to be eligible for financial aid. Satisfactory progress will be evaluated at the end of the first academic year the student is in attendance at Lee University.
- E. Repeat, Remedial, and ESL courses will be evaluated in a manner that is consistent with the academic standards of the University.
- F. Change in major: All course work appearing on the student's Lee transcript will be included in the evaluation process (regardless of the association with the current declared major). Neither change of academic major nor the pursuit of a double major extends the eligibility for financial assistance.

III. Review of Eligibility

Satisfactory academic progress is reviewed annually for all financial aid applicants and ensures that they meet the required qualitative, quantitative, and maximum time frame standards outlined in Section II. Progress will be evaluated at the end of the academic year OR at the end of a term of probation. Applicants who do not meet the standards outlined in Section II will be notified.

IV. Removal from Financial Aid - Suspension

- A. A student who fails to meet any of the above standards of progress will be placed on Financial Aid Suspension.
- B. Students ineligible to receive financial aid are not prevented from enrolling at Lee University if:
 - the student has an alternative method of payment AND
 - the student meets the academic requirements to re-enroll.

V. Appeals

Students placed on Financial Aid Suspension can appeal to the Financial Aid Office. Reasons that may be acceptable for the appeal are:

- Student's serious illness or accident.
- Death, accident, or serious illness in the immediate family.
- Other extenuating circumstances directly affecting academic performance.

The appeal must be submitted in writing and be accompanied by appropriate supporting documents. These will be reviewed weekly by the Financial Aid Satisfactory Academic Progress Committee. Students will be notified in writing of the decision (approval or denial).

VI. Reinstatement of Financial Aid

- A. If an appeal is approved, the student will be granted one semester of Financial Aid Probation. An Academic Plan will be established by the committee. The plan will be designed to address the academic deficiency, ensuring the student is making progress toward his/her degree. The student can continue to receive financial aid during the one semester of probation. Eligibility will be reviewed at the end of the term of probation. At that time, the student must either be meeting the overall standards or meeting the terms of their Academic Plan.
- B. A student who is removed from financial aid and/or whose appeal has been denied may be eligible to have his/her financial aid reinstated if he/she enrolls without federal financial aid AND is able to reestablish the minimum progress standards or the terms of the previously established Academic Plan.
- C. It is the student's responsibility to inform the Financial Aid Office if the requirements to reestablish aid have been met.