

LEE § UNIVERSITY

Satisfactory Academic Progress Standards For Federal Student Aid

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 and applies to students attending full-time and part-time in all degree seeking programs. 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. To ensure that students are making progress, the following requirements have been established:

I. Definitions

- A. Academic year is fall, spring, and summer.
- B. Attempted hours are defined as any course which appears on the transcript.
- C. Satisfactory grades are A, B, C, D, and P.
- D. Unsatisfactory grades are W, F, NC, or I.

II. Progress Standards

A. *Pace of Progression Standard:* Both undergraduate and graduate students must satisfactorily complete 67% of all hours attempted.

B. *GPA Standard:* Undergraduate students must maintain the following cumulative grade point averages to be considered making satisfactory progress.

<u>Total Hours Attempted</u>	<u>Minimum Required G.P.A.</u>
0 – 29	1.5
30 – 59	1.7
60 and above	2.0

Graduate students must maintain a grade point average consistent with the academic standard of the graduate program.

C. *Maximum Hours Standard:* Any undergraduate student who has attempted 180 hours or more (or greater than 150% of the published program length) will not be making progress. To remain eligible, students must complete your degree within 150% of the time for the published program length. For example, most undergraduate degrees require 120 credit hours x 150% maximum timeframe = 180 maximum credit hours. A student becomes ineligible for federal aid when it becomes mathematically impossible to complete the program within 150% of its length.

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 attended at Lee University.

E. Repeat, Remedial, and ESL courses will be evaluated consistent with the academic standards of the University.

- F. Change in major: All course work appearing on Lee's transcript will be included in the evaluation process regardless of the association with the current declared major.

III. Review of Eligibility

Satisfactory academic progress is reviewed annually (at the end of the academic year) for all financial aid applicants to ensure that they meet the required qualitative, quantitative, and maximum time frame standards as outlined in Section II. Applicants who do not meet the standards outlined in Section II will be notified by email to your Lee University email address.

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. Removal from financial aid does not prevent the student from enrolling at Lee University if:
- the student has an alternative method of payment and
 - if 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:

- serious illness or accident on the part of the student;
- death, accident, or serious illness in the immediate family;
- other extenuating circumstances directly affecting academic performance.

The appeal must be submitted in writing and explain the circumstances that prevented you from meeting the SAP standards, how those circumstances are different now, and include a plan for success moving forward. Supporting documentation is required. These will be reviewed weekly by the Financial Aid Satisfactory Academic Progress Committee. Students will be notified in writing of the Appeal Approval or Appeal 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 to ensure the student is making progress toward his/her degree. The student can continue to receive financial aid during this 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. Students not meeting one of these standards will be allowed to appeal again if new extenuating circumstances existed.
- 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. It is the student's responsibility to inform the Financial Aid Office if the requirements have been met.