



Students receiving federal student aid are required to make satisfactory academic progress (SAP) toward a degree or certificate for financial aid eligibility. Failure to maintain SAP may result in disqualification from financial aid programs, regardless of when a student seeks financial aid. Standards of satisfactory academic progress noted in this policy comply with federal requirements.

Note: See [Policy 1218 Academic Standing](#) for information related to academic warning, academic probation, and academic dismissal.

Student SAP is evaluated after each term. Students not meeting the criteria below are placed on the corresponding sanction. For programs longer than two years, at the end of the second year the student must have an academic standing consistent with the graduation requirements for their program. All academic credits are considered when evaluating SAP whether or not financial aid was received at the time the credits were attempted and/or earned. To maintain eligibility for federal student aid, a student must meet all of the following requirements:

- Qualitative: Maintain a minimum cumulative grade point average (GPA) as defined below:

Academic Program	Minimum Cumulative GPA Requirement
Doctor of chiropractic and undergraduate	2.0
Doctor of naturopathic medicine	2.5
Master of science in sports medicine	2.75
All other graduate programs	3.0

- Quantitative: Maintain the minimum cumulative rate of completion (pace) of 67 percent, which is calculated by dividing earned credits by attempted credits. The resulting percentage is rounded.
- Remain on pace to complete the program under the threshold of maximum attempted credits, which is 150 percent of total credits needed to complete the program.

Meet the academic standards listed in [Policy 1218 Academic Standing](#)

Failure to Meet SAP

The office of financial aid notifies students who fail to meet SAP of their financial aid status, which includes:

- Financial Aid Warning**

A student who fails to achieve SAP is placed on Financial Aid Warning and may receive aid for one additional term of enrollment.

- Financial Aid Suspension**

A student who fails to meet SAP standards in a second consecutive term is placed on Financial Aid Suspension. A student on financial aid suspension does not receive federal financial aid. A student may regain financial aid eligibility by meeting the SAP standards or by submitting a financial aid appeal that is approved:



- **Meet SAP Standards** – A student who believes they meet SAP standards as outlined in this policy may request that the office of financial aid reevaluate SAP. The office of financial aid determines whether SAP standards have been met and communicates to the student the term that financial aid eligibility begins.
- **Financial Aid Appeal** – A student may submit a written financial aid appeal to the director of financial aid. The appeal must include:
 - A statement outlining one or more mitigating circumstances that explain why the student did not meet SAP standards (e.g., death of a relative, injury or illness, other special circumstances). The mitigating circumstances must be beyond the student's control and address the same timeframe that SAP requirements were not met. A student may not use the same mitigating circumstance for more than one financial aid appeal.
 - A statement explaining what has changed in the student's situation that would facilitate their ability to meet SAP at the next evaluation.
 - Documentation of the mitigating circumstances (e.g., obituary, doctor's note, etc.). The documentation requirement may be waived at the discretion of the director of financial aid.
 - An academic plan (defined as Academic Performance Contract within Policy 1218 Academic Standing), as described below, except in cases where the college dean and/or program director and the director of financial aid determine that a student can reasonably (mathematically possible) meet SAP standards within one term.
- The director of financial aid acknowledges receipt of the financial aid appeal within five (5) business days.
- The director of financial aid renders a final decision regarding the appeal within fifteen (15) business days of acknowledging receipt. The director of financial aid renders a decision of:
 - **Appeal approved.** An approved appeal notice includes the requirements for the student to regain financial aid eligibility and the term that eligibility begins. The appeal approval indicates whether the student is placed on financial aid probation for a single term or financial aid probation with an academic plan.
 - **Appeal denied.** A denied appeal notice includes information about how to regain financial aid eligibility by meeting SAP standards. A student with a denied appeal is ineligible for financial aid until they meet SAP standards.
 - **Appeal incomplete.** The director of financial aid indicates to the student what additional information is needed to evaluate the appeal. A student with an incomplete appeal may resubmit an appeal with the needed information. A student with an incomplete appeal is ineligible for financial aid until they meet SAP standards or until they resubmit their appeal for evaluation AND their resubmitted appeal is approved.



- **Financial Aid Probation**

Financial aid probation allows a student to be eligible for aid for one or more academic terms as outlined in the financial aid appeal approval letter. Failure to meet terms of financial aid probation results in financial aid suspension.

- **Financial Aid Probation for a Single Term** – A student is placed on financial aid probation for a single academic term if it is mathematically possible for them to regain SAP at the end of the academic term. At the end of the single probation term, a student must regain SAP to continue to be financial aid eligible.
- **Financial Aid Probation with an Academic Plan** – A student is placed on financial aid probation with an academic plan if it is not mathematically possible for them to regain SAP in a single academic term. The academic plan involves more than one academic term and helps a student make measured progress toward regaining SAP.

In some cases, a student's Academic Performance Contract (see [Policy 1218 Academic Standing](#)) may be sufficient to help the student regain SAP. If the Academic Performance Contract does not address the reason that the student did not meet SAP, the director of financial aid, in consultation with the program director/college dean, creates an academic plan to outline the criteria required to regain SAP.

If the student meets the conditions of their academic plan at the end of each academic term, the student continues to be financial aid eligible. If the student fails to meet the conditions of the plan, the student loses aid eligibility.

Re-establishing SAP

SAP status is measured at the end of each term by the office of financial aid. A student placed on financial aid suspension who does not appeal, whose appeal is incomplete, or whose appeal has been denied, may re-establish SAP by regaining the required GPA and program completion measures. A student who chooses to dispute the SAP determination as outlined in this policy may request that the office of financial aid reevaluate their SAP status. The office of financial aid reviews the information, determines if SAP standards have been met, and communicates to the student the determination of financial aid eligibility.

Impact of Non-passing Grades on SAP:

- Incomplete (I), incomplete extended (IX), in-progress (IP), and remedial (R) grades count as unearned, attempted credits for the quantitative component of SAP. GPA is not affected by I, IX, IP, or R grades. If a student does not meet SAP due to outstanding I, IX, IP, or R grades, the student may request a new calculation of SAP status once a term grade is assigned.
- Withdrawal (W) and administrative withdrawal (WA) grades are included as attempted credits for calculation of program completion. GPA is not affected by W or WA grades.
- Withdrawal Fail (WF) grades are included as attempted credits for calculation of program completion. GPA is affected by WF grades which are considered an F.

Policy 3804 Satisfactory Academic Progress

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- Course repeats: The grade from each attempt appears on the student transcript. The highest grade is used to calculate the cumulative GPA. For financial aid purposes, all course attempts are counted in the calculation of the quantitative component.
- All credits accepted for transfer (T) are counted as both attempted and earned for program completion. GPA is not affected by transfer credits.

Change of Program

If a student changes their program, any credits accepted towards the new program are considered both attempted and earned credits and will be included in the calculation of the quantitative and qualitative components of SAP.

Concurrent Enrollment

SAP is evaluated for each program separately. If a student meets SAP for one program and not the other, the student does not receive federal funds for the program not meeting SAP standards. Therefore, a student's budget and award may change.

Related Policies:

[Policy 1207 Grading System](#)
[Policy 1211 Grade Appeal](#)
[Policy 1215 Drop/Add Period](#)
[Policy 1218 Academic Standing](#)
[Policy 1239 Continuous Enrollment, Leave, Withdrawal, Dismissal and Expulsion](#)
[Policy 2007 Transfer Credit](#)
[Policy 3021 Tuition and Fee Refunds](#)
[Policy 9009 Student Appeal](#)

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