

SATISFACTORY ACADEMIC PROGRESS POLICY

In order for students to receive federal financial aid (including grants and loans), regulations require they maintain **Satisfactory Academic Progress (SAP)** toward a degree, or, more simply put, be on track to complete their degrees in a reasonable time period with acceptable grades.

Student Financial Services monitors the SAP process for UD and advises students on SAP policies and procedures. The types of federal aid affected by SAP include the following:

- Federal Pell Grant
- Federal Iraq & Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Teacher Education Assistance for College and Higher Education Grants (TEACH)
- Federal Work-Study (FWS)
- Federal Perkins Loan
- Federal Direct Subsidized and/or Unsubsidized Loan
- Federal PLUS Loan (Undergraduate and Graduate)
- Other Title IV programs
- Federal Nursing Loan

Requirements for Maintaining SAP

SAP includes both qualitative and quantitative measures of the student's progress.

- The qualitative measure establishes a minimum grade point index (Grade Point Average, or GPA) standard of 2.0.
- The quantitative measure establishes
 - a maximum time frame for students to complete their programs of 6 years for undergraduates with no more than 180 earned credits (graduate students may differ, and
 - a minimum number of credits a student must satisfactorily complete each year equal to 67% of all attempted coursework.

Student Financial Services reviews each student's academic record at the end of every spring term. The academic record is then compared against the following qualitative and quantitative requirements of the University of Delaware's SAP Standards.

Qualitative

A student must have a cumulative grade point average of a 'C' (a 2.0 grade point index) at the end of the second year of study (defined as 60 credit hours attempted). A student may be placed on probation or dismissed for academic deficiency when the index for any semester is less than 1.23 or the quality-point deficit is more than 12.99 points. Graduate students must maintain good standing as defined in the [Graduate Catalog http://academiccatalog.udel.edu/](http://academiccatalog.udel.edu/) .
When calculating a student's SAP we will use all earned grades per term, regardless of whether

these grades are later changed under any academic grade change program. (i.e. CURC, Grade amnesty etc)

For financial aid purposes, satisfactory grades are defined as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, and S. Unsatisfactory grades are defined as F, L, LW, N, X, Z, W, WF, I, and U.

Quantitative

Degrees must be earned based on one of the following schedules:

- Undergraduate – First bachelor's degree must be completed within 6 years of full-time attendance or its equivalent, regardless of whether student has received financial aid. In all cases, the bachelor's degree should be earned while attempting no more than 180 credit hours.
- Graduate – Students must complete degrees within 5 years (10 semesters). During this 5-year period, students have 3 years of full-time attendance or its equivalent to complete required course work (does not include UNIV 868, 869, or 969). A 7-year limit is provided for doctoral students entering without a master's degree.

To meet the time limits defined above, all students must complete for credit 67% of total credit hours attempted. This completion rate is defined as the number of earned hours divided by the number of attempted hours, where earned hours are courses in which a student has received a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, and S. Attempted hours include all satisfactory letter grades and unsatisfactory letter grades previously listed, including listener or audited classes, withdrawals and incompletes. Transfer credits are counted in both attempted hours and completed hours in this calculation. Repeated courses are also included in the calculation. If a class is repeated, all of the attempted hours are counted, but only the credit hours from the highest grade for the repeated course are counted as completed. Grades for all repeated courses are counted in the grade point average calculation. When calculating a student's SAP we will use all attempted credits per term, regardless of whether these courses are later changed under any academic grade change program. (i.e. CURC, Grade amnesty etc.)

Academic dismissal will result in automatic suspension of all types of financial aid.

SAP Monitoring & Appeals

SFS reviews academic progress for all students at the end of the Spring Semester. Students who have not met all SAP requirements (regardless of whether they received financial aid) will be notified in writing that they have lost eligibility for financial aid.

A student may appeal eligibility decisions if there were extenuating circumstances which may have affected the ability to meet academic requirements. Examples of extenuating circumstances include personal or family critical illness (physical or mental), natural disaster impacts on student or family home, assault, and other circumstances outside student's control. Students looking to appeal will log in to My SFS Docs using UDeID and password, then complete the appeal form, explaining the situations, documenting circumstances, and developing an Academic Recovery Plan with an academic advisor. SFS will review appeals to determine whether SAP exceptions can be made.

SAP Probation

Students whose SAP appeals are approved will be placed on SAP financial aid probation.

Those students will be allowed one semester to meet SAP requirements and remain eligible for financial aid (unless otherwise specified in the Academic Recovery Plan). Students should contact SFS prior to the start of the following semester after grades have been posted to be considered for the following term. Students will be reviewed term-by-term until SAP requirements are met to ensure progress according to the Academic Recovery Plan. In the meantime, students on financial aid probation may continue to receive aid.

In addition to the Academic Recovery Plan, undergraduate students on probation are required to achieve a semester grade point average of 2.0 or above, not receive an "I" in any coursework, and receive a "P" in each Pass/Fail course. (For graduate-level students, the minimum GPA requirement is determined by the academic unit.)

Students will be removed from SAP financial aid probation once successfully completing the Academic Recovery Plan. This is demonstrated by obtaining a GPA consistent with the minimum requirement for the relevant academic level and in completing an aggregate of 67 percent or more of all attempted credit hours.

Students who are placed on academic probation by their Schools or Colleges are also considered to be on financial aid probation under SAP. Students are expected to comply with the requirements of both the college or department and Student Financial Services. *See note below regarding academic holds.*

Failure to Meet SAP Probation Requirements

Students who do not meet the terms of financial aid probation are not eligible for aid in any subsequent semester. A written notification is sent to all students who fail to comply with the terms of the probation.

Regaining Aid Eligibility

A student can regain eligibility by doing the following and notifying Student Financial Services once the following have been accomplished:

- Complete a minimum of 12 credit hours or 8 credit hours for graduate students at the University of Delaware (or as specified in the Academic Recovery Plan) without the benefit of financial aid. Students may take the credits at another institution of higher education if approved by their academic advisor; and
- Achieve a minimum GPA of 2.0 for undergraduates (for graduate students, the GPA requirements of their academic unit); and
- Complete 100 percent of attempted credit hours.

Note: A student who has lost eligibility cannot regain it by paying out-of-pocket for the enrolled classes or sitting out (not attending) for a semester.

Special Circumstance Affecting SAP Status

Students who feel SAP status and aid eligibility were affected by special circumstances can appeal through My SFS Docs with proper documentation of those circumstances (i.e., doctor's notice, letter from academic advisor, etc.). Students filing appeals may be required to work with the academic advisor to develop a plan for achieving good academic standing.

Incomplete Courses, Poor Grades, and Withdrawal

Grades

For financial aid purposes, satisfactory grades are defined as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, and S. Unsatisfactory grades are defined as F, L, LW, N, X, Z, W, WF, I, and U. Students who fail to complete at least 67% of attempted credit hours because of incomplete grades or who withdraw from all classes will have financial aid terminated. A student may receive financial assistance for a course that was repeated.

Repeated and Not-for-Credit Courses

A student repeating a course may receive aid for that course, and both instances of the course will count toward attempted hours, though only the instance receiving the better grade will count toward completed hours. Not-for-credit courses are not eligible for financial aid so students should be sure that repeated courses are not designated as not-for-credit. Any aid disbursed toward a not-for-credit course may require repayment.

Terms with All Failing Grades

Students will be asked to verify attendance during a term in which all grades received are unacceptable (as defined above). Failure to verify attendance in each class will result in cancellation of all aid for the term.

Academic Holds and Financial Aid

The University has a range of holds, including financial, that prevent future registration by students who need to resolve various issues. SFS will not determine financial aid eligibility or release funds of students with an academic hold until that hold is removed by the School or College. Students can refer to UDSIS for additional information on any holds on their accounts.