

## Office of Financial Aid

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### STANDARDS OF ACADEMIC PROGRESS (SAP) POLICY for FINANCIAL AID

Students who receive federal, state, and college financial aid at Ancilla College must maintain satisfactory academic progress (SAP) toward a degree to maintain financial aid eligibility. Financial aid includes Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Work Study (FWS), Indiana Freedom of Choice, Indiana Part-Time State Award, 21<sup>st</sup> Century Scholars, Federal Direct Loans, and Federal Parent Loan for Undergraduate Students (PLUS), and Alternative/Private Loans.

SAP at Ancilla College is reviewed at the end of each fall, spring, and summer semester after final grades are posted. All credits attempted or enrolled are counted, including repeated courses, withdrawals, failures, academic forgiveness, and all remedial courses. Transfer credits accepted into a student's program of study count toward both credit hours enrolled and credit hours completed. Audit and non-credit classes are ineligible for financial aid; therefore do not count in SAP calculations.

Students that do not meet the following criteria will be notified in writing of their financial aid eligibility.

#### SAP REQUIREMENTS:

##### **Qualitative Standard: Grade Point Average (GPA)**

All students are required to maintain a cumulative 2.0 GPA. Students must maintain academic Financial Aid Good Standing to continue to receive financial aid at Ancilla College. Students with a GPA below 2.0 will be placed on financial aid warning but will remain eligible for financial aid for one semester. A second semester at less than a GPA of 2.0 will result in the student being placed on financial aid suspension. Students on financial aid suspension will not qualify for financial aid. These students must complete an appeal to be considered for reinstatement for financial aid. Students will be notified in writing, within 2 weeks from the end of the semester, if they have been placed on financial aid warning or financial aid suspension. If a reinstatement is approved the student will be required to sign a Financial Aid recovery plan. The plan will outline the GPA and completion requirements for the student while they are on the plan. Students on a Financial Aid recovery plan will be eligible to receive financial aid. If the student does not complete all requirements of the plan they will be suspended at the end of the semester and once again become ineligible for financial aid. See reinstatement and regaining financial aid eligibility below.

##### **Quantitative Standard: Credit Hour Completion**

Students must successfully maintain a minimum cumulative completion rate of 67% of ALL credit hours attempted or enrolled during each semester at Ancilla College. The calculation used to determine your completion rate is:

Example: 12 credit hours earned = 80%

15 credit hours attempted

Total Credit Hours Earned = Completion Rate

Total Credit Hours Attempted

##### **150% Maximum Time Frame Standard:**

Federal regulations require students to complete all academic requirements for a degree within 150% of the published length of the academic program for which a student is enrolled. All enrollments at Ancilla College are considered even if no financial aid was previously received. All credits attempted are counted, including repeated courses, withdrawals, failures, and any courses cleared by Academic Forgiveness. Transfer credits that apply to the degree or program will be included in the maximum time frame allowed. Remedial courses are not included in the 150% maximum time frame requirement. If a student receives an incomplete "I" SAP will not be calculated until a final grade is given. Students must complete course requirements within four weeks of the end of the semester. If the deadline is not met, the Office of the Registrar is directed to change the incomplete grade of "I" to the grade of "IF". The "IF" grade counts as an "F" (0) in the student's GPA and completion.

## **REINSTATEMENT AND REGAINING FINANCIAL AID ELIGIBILITY**

1. Appeal SAP Suspension by documenting extenuating circumstances that caused unsatisfactory progress. Student must complete and submit appeal form along with appropriate documentation to the Office of Financial Aid. Appeals are to be written by the student. The appeals and all supporting documentation will be reviewed by the Director of Financial Aid. Students must submit their appeal and supporting documentation before financial aid can be reestablished. Preferably 4 weeks prior to the start of the returning semester. A written decision will be returned to the student 7-10 days from date of final grade posting. All decisions are final. A student is limited to 2 appeals only.
  - Some examples of extenuating circumstances include but are not limited to the following:
    - Death of a close relative or friend
    - Illness of a close relative or friend
    - Student personal injury, illness, medical condition or emergency operation
    - Unexpected disruption of personal life
      - Student and/or Parent Divorce and/or Separation
      - Premature childbirth (self or spouse)
2. If an appeal is approved, the student will need to make an appointment with an academic advisor to develop a financial aid academic recovery plan. The academic recovery plan for financial aid must be signed by the student, academic advisor, and the financial aid office. While on the financial aid recovery plan the student will regain financial aid eligibility, on a probationary status. Failure to successfully complete any semester within the plan will result in suspension of further financial aid eligibility. A student is limited to 2 recovery plans.

***You are ultimately responsible for the information provided here, which is also provided in the Ancilla College Catalog. Please contact the Financial Aid Office at Ancilla College if you have questions.***