

**Financial Aid Satisfactory Academic Progress Policy for Financial Aid Recipients**  
***(Effective March 2020)***

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Colleges and universities are required by federal regulations to establish minimum standards of Satisfactory Academic Progress (**SAP**) for students receiving federally funded (Title IV) financial aid, as well as all Delaware Valley University grants and scholarships. (General Provisions 34 CFR 668.16(e), 34 CFR 668.32(F), and 34 CFR 668.34)

Title IV aid programs governed by the United States Department of Education include:

- ✓ Federal Pell Grant
- ✓ Federal Work-Study Program
- ✓ ( SEOG) Federal Supplemental Educational Opportunity Grants
- ✓ Federal Direct Subsidized and Unsubsidized Loans
- ✓ Federal Direct Parent and PLUS Loans
- ✓ Federal TEACH Grant

The Office of Financial Aid will monitor student progress towards their degree annually and cumulatively at the end of each academic year (end of spring semester).

Undergraduate students receiving federal and institutional financial aid must maintain a minimum cumulative grade point average (qualitative standard), make steady progress toward the completion of their degree (quantitative standard) The quantitative standard includes the maximum time frame towards degree completion. These requirements are described in the sections below.

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

In order to remain in good academic standing to retain federal and institutional financial aid eligibility the student must reach the following GPA levels as he/she attempts credits toward the desired degree

<i>Baccalaureate Degree</i>		<i>Associate Degree</i>	
<b><u>Credits Attempted</u></b>	<b><u>GPA Required</u></b>	<b><u>Credits Attempted</u></b>	<b><u>GPA Required</u></b>
<b>0 - 32</b>	<b>1.75</b>	<b>0-32</b>	<b>1.75</b>
<b>33-64</b>	<b>1.85</b>	<b>33 or more</b>	<b>2.0</b>
<b>65 and above</b>	<b>2.0</b>		

Students enrolled in certificate programs one year or less are monitored per semester. Students must have a 2.0 after term completion to meet Satisfactory Academic Progress.

**Quantitative Standard (Pace):**

A student must make steady progress towards their degree. This includes the total time to earn a degree and the rate of completion of credits towards the degree.

**Students must complete 67% of their attempted credits to meet the quantitative (pace) requirement.** Withdraws (W), course failure (F, NP) are credits that are attempted but not completed. *\*Calculations not resulting in whole numbers are rounded to the nearest whole number..*

- Incompletes (I) are considered as attempted credits that are not completed unless the grade is changed to a passing grade. The student must notify the Office of Financial Aid of the status of an incomplete grade.
- Transfer credits and remedial credits are counted toward attempted credits and earned credits.
- PC (pass for credit) and NP (no pass) are counted towards attempted credits and earned credits. They do not count towards cumulative grade point average.
- Remedial credits are considered attempted credits. P does not affect cumulative gpa but does count toward attempted credits. F or NP does not affect cumulative gpa but does count towards attempted credits.
- Repeat courses will not count towards attempted credits if the repeat course is taken to achieve qualitative (GPA) Satisfactory Academic Progress. As defined by the Department of Education, Delaware Valley University will only allow a student to retake previously passed coursework one time and count the coursework in the student's enrollment status. Students may retake an F grade to improve the qualitative standard for SAP.

**Maximum Time Frame Requirement:**

Financial aid cannot exceed more than 150 percent of the normal time it takes for a student to achieve a degree. As an example: if the student curriculum is structured to allow a student to earn a bachelor's degree in four years, students who take longer than four years can keep their financial aid eligibility for up to six years.

**Notification:**

Students who fail to meet the qualitative (GPA) and/or quantitative (pace) standards will receive notification from the Office of Financial Aid in writing by mail and by email.

**Appeal Process:**

Any student may appeal the discontinuation of financial aid if failure to meet the standard(s) was the result of undue hardship or special circumstances that prevented academic progress.

**The suggested deadline to appeal is July 1**

All appeals must be submitted in writing to the Director of Financial Aid. Students will be instructed on the appeal process. The appeal must address the following:

1. Explain and specify the extenuating circumstances which prevented the student from achieving academic progress.
2. Explain what has changed in the student's situation that will allow him/her to make satisfactory progress at the next evaluation.
3. Explain what steps the student will take to correct the situation
4. In addition, the appeal should include any supporting documentation of the mitigating circumstance.

Examples of acceptable mitigating circumstances are as follows:

- Death, serious injury or illness of an immediate relative
- Serious injury or illness of the student which required medical intervention
- Significant, unanticipated family obligations or hardships
- Catastrophic loss (e.g. flood, fire)
- Circumstances related to the outbreak of COVID-19, including but not limited to illness of the student or family member, quarantine compliance and general disruption resulting from the outbreak.
- Other special circumstances

If an appeal is granted the student will have federal funding and institutional aid reinstated for **one semester** and the student will be placed on probationary status for Title IV aid. Academic awards from admission will be reviewed on a case by case basis and may be reduced and replaced with a more appropriate award till such time the student achieves the required cumulative grade point average associated with the scholarship.

If an appeal is denied, financial aid will be reinstated only after the student achieves the minimum standards as listed above. Students who are denied may complete summer courses in consultation with their academic advisor and re-appeal. Financial aid programs would not be available.

### **Academic Plan:**

Students will be required to have an academic plan in place prior to beginning the probationary term. The academic plan should be made in conjunction with the student's academic advisor and student support services and must be submitted to the Office of Financial Aid. Progress will be monitored after the probationary term and if satisfactory progress is achieved federal funding will continue until the next SAP review period.

Students who fail to achieve satisfactory progress after the probationary term will be notified in writing and by email. The student may appeal this determination. If the student appeals he/she must continue to have an academic plan in place to continue federal funding. The new academic plan must be submitted in writing to the Office of Financial Aid at the time he/she submits the appeal. If this appeal is granted, federal aid will continue during that semester. Should the student fail to make progress federal funding will cease until the student has met the minimum standards as listed above.

Students may attend summer school as part of their academic plan to eliminate or improve the SAP deficiency (consult academic support). If academic performance improves enough to satisfy SAP standards, Title IV aid will be reinstated. Students may transfer credits into the university during a summer session to assist with progress requirements. . Students may also take university courses at the university to help mitigate their SAP standing. Students must consult with their advisor or Registrar for guidance. Transfer credits and summer courses are counted towards attempted credits. Students should notify the Office of Financial Aid of summer plans.

### **Students Returning After a Leave of Absence:**

If a student previously left the University after failing to make satisfactory academic progress and returns to the University, the student is required to appeal his/her status for federal and institutional student is placed on financial aid probation for one semester. The student's academic status will be reviewed after the semester to determine if the student successfully achieved satisfactory academic progress.

### **State grant financial aid requirements:**

State grants may have a different standard of academic progress than the federal standards. Students who have other state grant funds should check with their state for academic eligibility requirements.

Pennsylvania state grant recipients (PHEAA) requires that students make satisfactory academic progress each academic year in which the grant was received. Students are required to complete 24 credits per academic year to retain Pennsylvania State Grant assistance. Part-Time students must earn 12 credits. The Office of Financial Aid will notify students in writing if they have failed to make this requirement.

Students' decisions to withdraw from courses after the term begins may affect their ability to complete the academic standards for state or federal assistance. It is the students' responsibility to contact the Office of Financial Aid to verify the affect that any course withdrawal may have on financial aid eligibility.

**\*\* Please note that Satisfactory Academic Progress for financial aid eligibility should not be confused with the University's Academic Progress Policy. These are two distinct and separate policies that students must be aware of. It is possible to fail to meet minimum standards of one policy and pass the minimum standards of another.**

*Delaware Valley University's Satisfactory Academic Progress Policy was developed In accordance with Code of Federal Regulations Title 34 → Subtitle B → Chapter VI → Part 668 → Subpart C → §668.34, (Oct. 29, 2010)*

X: Financial Aid//Policies Procedures/SAP/19/20 SAP