



**SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL FINANCIAL AID AT  
SAINT ANSELM COLLEGE 2016-2017**

**I. DEFINITION OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID (Section 668.34)**

According to federal regulations and Saint Anselm College policy, students must make both qualitative and quantitative Satisfactory Academic Progress (SAP) to receive federal financial aid. The federal government requires that colleges monitor Satisfactory Academic Progress. With the passage of the Higher Education Act, the Department of Education has tightened regulations to ensure that all students receiving Title IV (Federal Student) Aid are making Satisfactory Academic Progress. This policy is separate from the Dean's Standards of Progress as detailed in the college catalogue.

**II. QUALITATIVE MEASURE of SAP**

For the purpose of determining federal financial aid eligibility, the Office of Financial Aid reviews SAP once a year in May. In order to receive Title IV aid (Federal Pell Grant, Supplemental Educational Opportunity Grant, Federal Work Study, Direct Stafford Loan, Perkins Loan, and the Parent Loan for Undergraduate Students) all students must achieve a minimum Cumulative Grade Point Average (CGPA) for the year completed.

Years Completed	Minimum CGPA *
1 <sup>st</sup> Year	1.8
2 <sup>nd</sup> and 3 <sup>rd</sup> Year (or subsequent years)	2.0

**\*Only grades earned at Saint Anselm are used in calculating a CGPA.**

**\*\*If a student repeats a course, the higher grade will be used in the CGPA.**

In the event that the student does not meet this goal, the student will be placed on Financial Aid Suspension and will lose eligibility for the following semester (or until the student meets the standard).

**III. QUANTITATIVE MEASURE of SAP (PACE)**

Students must complete their degree in a reasonable length of time. Full-time students must complete their degree within twelve semesters, or six years, of full-time enrollment. Students attending part-time must complete their degree in a proportional length of time. Students will not receive aid beyond one and a half times the standard expected completion time.

Saint Anselm College determines the Quantitative Measure of SAP by examining the number or percentage of courses completed in relation to those attempted. The number of courses completed with grades divided by the number of courses attempted (including grade E and the notations W, WF, and F) determines the Quantitative Measure of SAP and must be greater than 67% in order to receive federal financial aid. Included in the count are courses a student repeats. Withdrawals after the "Last Day to Change Registration" are calculated as courses attempted although they are not courses completed.

In order to receive federal financial aid, a full-time student must attempt and earn credit at a completion rate of 67%. A student whose completion rate falls below the 67% rate will be placed on Financial Aid Suspension and will lose federal financial aid the following semester. The student may not receive federal aid in excess of 150% of the student's standard program length.

**IV. QUALITATIVE AND QUANTITATIVE SAP FOR STUDENTS WITH INCOMPLETE GRADES OR INCOMPLETE SEMESTERS**

Students who receive an Incomplete grade at the end of the spring semester will be reviewed for SAP at the end of the fall semester of the following academic year. SAP consideration will be based on all completed course work including all grades from the fall semester. This includes students who leave the college before the end of the spring semester for any reason (suspension, leave of absence or withdrawal).

## **V. CONSEQUENCES OF INADEQUATE SATISFACTORY ACADEMIC PROGRESS**

Denial of federal financial aid means that the student is ineligible to receive the Pell Grant, Supplemental Educational Opportunity Grant, Teach Grant, Federal Work Study, Perkins Loan, or the Direct Stafford Loan. The parent of that student may not take a Direct Parent Loan for Undergraduate Students (PLUS).

When a student does not make Satisfactory Academic Progress, Saint Anselm College will not replace federal financial aid with Saint Anselm College grant or scholarship aid. Students in this situation will need to find alternative funding until they make Satisfactory Academic Progress.

## **VI. APPEAL PROCESS FOR QUALITATIVE SAP**

A student denied federal financial aid due to substandard Qualitative Satisfactory Academic Progress may appeal the decision by writing to the Director of Financial Aid within 30 days of receiving notification and by meeting with an Academic Dean. The appeal must include the following:

- A letter written by the student that includes:
  - An explanation of the extenuating circumstances indicating the reason why the student did not meet the CGPA requirement (for example, death of a relative, injury or illness of the student, or other special circumstances).
  - A clear articulation of a plan designed to help the student achieve SAP and persist to graduation. The student will meet with a Dean to develop a personalized Academic Plan. An Academic Plan may include obtaining a tutor, taking summer courses at Saint Anselm College or a reduced course load in the fall or spring semester.
- A letter from an Academic Dean endorsing the Academic Plan.

Once the student's appeal is complete the Director of Financial Aid will review it. The student will be notified of a decision and additional requirements (if needed) within three weeks of receipt of the appeal letter and Academic Plan.

If a student's appeal is granted, the student and parent are required to sign and return the Saint Anselm College Satisfactory Academic Progress Academic Plan Contractual Agreement form. This form will be provided when the student is notified that the appeal was granted. A student's financial aid will not be disbursed to their student account until this document is completed and returned to the Office of Financial Aid. The student will be placed on Financial Aid Probation for the semester.

## **VII. APPEAL PROCESS FOR QUANTITATIVE SAP**

A student denied federal financial aid due to substandard Quantitative Satisfactory Academic Progress may appeal the decision due to special circumstances (which may also include a Leave of Absence or reduced course load) by writing to the Director of Financial Aid within 30 days of receiving notification. The student may need to meet with a member of the Office of the Dean of the College to create an academic plan designed to help the student achieve the pace for SAP outlined above. The student may need to consider summer courses at Saint Anselm College or courses approved for transfer by the Registrar's Office as a way to remedy completion rate deficits. Once the student's appeal letter has been reviewed by the Director of Financial Aid, the student will be notified of a decision within three weeks of receipt of the appeal letter and academic plan; however, often the final decision can only be made after successful completion of the coursework.

NOTE: If you have both Qualitative and Quantitative SAP deficiencies, you must follow the guidelines above for the Qualitative SAP Appeal Process.

## **VIII. REGAINING ELIGIBILITY FOR FEDERAL FINANCIAL AID**

Students should contact the Office of Financial Aid and speak with a Director to discuss their financial aid status.

Office of Financial Aid  
Effective May 2016