



GRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require students to demonstrate satisfactory academic progress (SAP) in their educational program in order to maintain eligibility for financial aid.

SAP is evaluated independently from the Academic Standing Committee and it is possible for a student to be in good academic standing with Saint Anselm College but not be making satisfactory academic progress.

The Office of Financial Aid reviews SAP after every semester of graduate courses and the Office of Financial Aid will notify a student if it is determined that the student is not making SAP. If a student is not making SAP at the time of the review, but subsequently has a change to his/her transcript during the semester that would affect eligibility, the student may request the Office of Financial Aid to re-evaluate SAP to determine if he/she is now eligible.

SAP is defined by the following three criteria: (1) Meeting a minimum cumulative grade point average requirement (Grade Point Average Standard), (2) Earning a minimum number of units for credit per semester (Pace of Progression), (3) Completing the degree objective within a maximum number of semesters enrolled and a maximum number of units attempted (Maximum Time-Frame Allowance). Students who do not meet one or more of the above criteria will be considered ineligible for federal financial aid or other financial aid which requires a student to be making SAP, such as Veteran's Benefits.

Cumulative Grade Point Average Standard

Saint Anselm College has one cumulative grade point average standard for all graduate students.

For qualitative purposes, SAP requires a minimum cumulative Grade Point Average (CGPA) of 3.0.

Only graduate level 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. If a student repeats and earns a grade in a course that had previously had a NP, LP, P, or HP designation, the actual grade will be used in the GPA calculation.

The designations A, A-, B+, B, B-, C+, C, C-, D+, D, D-, HP, LP, NP and P are counted as earned credits.

The designations HP, LP, P, and NP do not have a grade equivalent and will not affect a student's GPA.

Pace of Progression

Saint Anselm College determines the Pace of Progression by examining the number or percentage of credits completed in relation to those attempted. The number of courses completed with grades divided by the number of courses attempted. The designations A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, HP, LP, P, NP, I, W, and WF are all counted in attempted credits.

The Pace of Progression must be at least 75% in order to be making SAP. Included in the count are courses a student repeats.

Under the SAP policy, a student is allowed to repeat a course one-time. In the event of a repeat, the highest grade earned will be counted in the Grade Point Average Standard and both the original course and the repeated course will be counted in the Pace of Progression.

Incompletes are counted as attempted credits. Incomplete grades do not affect a student's Grade Point Average Standard.

All graduate credits attempted at Saint Anselm College are considered during the SAP review, regardless of change of major.

SAP determinations are made once a semester. If a student has a grade change, it is the student's responsibility to ask for SAP to be re-evaluated.

Only graduate courses are evaluated in the SAP review.

In the event that the student does not meet the minimum requirement in any of the three measurements, the student will be placed on Financial Aid Probation for the following semester.

If the student is meeting each of the three standards after the Probationary Semester, the student will be considered to be making Satisfactory Academic Progress.

If a student is not meeting each of the three standards after the Probationary Semester, the student will not be making Satisfactory Academic Progress and will be placed on financial aid suspension.

Appeal Process

A student denied federal financial aid due to substandard SAP may appeal the decision by writing to the Director of Financial Aid within 30 days of receiving notification and by meeting with the Graduate Director and then the Dean of the College. 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) AND what has changed so that the student will now be able to make SAP at the next evaluation. Supporting documentation may be required.
- An Academic Plan designed to help the student achieve SAP and persist to graduation. The student will meet with the Graduate Director and the Dean of the College to develop this personalized plan. The academic plan must assist the student in producing academic success at each of the stipulated checkpoints and milestones of the academic plan, while the long-term goal of the academic plan must be to restore the student to proper SAP standards at a specified future point in time.
- A letter from the Graduate Director, signed by the Dean of the College 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.

A student may re-appeal if circumstances have changed since the original appeal was submitted.

If a student's appeal is granted, the student is 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.

(12/16/21)