Satisfactory Academic Progress Policy

GENERAL INFORMATION

Federal regulations require universities to develop and maintain policies outlining continuing eligibility standards for students receiving financial aid. The Student Financial Services Office at Avila University monitors the academic progress of every student at the end of each term to verify they meet federal and university standards. Students failing to meet this satisfactory academic progress (SAP) policy may have their financial aid suspended. This policy pertains to all federal, state and institutional aid awarded to a student. Any student who fails to meet the SAP standards will be notified through their Avila University email account.

Note: Satisfactory Academic Progress for Financial Aid eligibility should not be confused with the University’s Academic Probation and Dismissal Policy.

Financial Aid Warning
Students who do not meet one or more of the SAP standards (see below) will be placed on Warning as a notice that their academic work is below the standard. While on Financial Aid Warning a student must receive a 2.0 GPA for the term (3.0 for graduate students) as well as meet the requirements of the pace and time frame standards. If a student corrects the deficiency by grade changes or meeting these standards, they will be removed from warning. Warning status cannot be appealed. Students are still eligible to receive financial aid while on Financial Aid warning status.

If a student meets Warning terms for a term but their cumulative GPA or PACE is not meeting SAP they will remain on a Warning status.

Financial Aid Suspension
Students who do not meet the terms of their Financial Aid Warning will be suspended and prohibited from receiving future aid until all standards are met. A student on Financial Aid Suspension is not eligible to receive financial aid.

Financial Aid Probation
Students placed on Financial Aid Suspension do have the right to appeal (see below for appeal process). Should an appeal be granted the student will be placed on Financial Aid Probation. While on Probation the student must either be on track to meet SAP by the end of the term or have an academic plan in place until SAP standards are being met. Students are eligible to receive financial aid while on Financial Aid Probation.
The Student Financial Services Office evaluates student progress at the end of each term in three areas, discussed below: Grade Point Average, Pace and Time Frame. All credits accepted by the university from other institutions will be used to determine eligibility.

1. **Grade Point Average:** The following GPA levels must be maintained through graduation for students to continue meeting SAP:
   - a. Undergraduate students must maintain a cumulative GPA of a 2.00 or higher once they attempt 55 credit hours.
   - b. Graduate students are required to maintain a cumulative GPA of 3.00 or higher beginning with their first course.

2. **Pace:** Students must successfully complete at least 67% of cumulative attempted credit hours. Attempted hours include hours successfully completed as well as repeated, failed, incomplete, withdrawn from, and transfer credit hours. Pace of Progression is measured by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted.

3. **Time Frame**
   - **Undergraduate Students** are eligible to receive financial aid for no more than 150% of the credit hours required for the degree they are actively seeking. This includes all hours attempted regardless of whether a student has ever received financial assistance or completed a prior degree. At Avila University, completion of 120 credit hours is required to graduate. After attempting 150% of these credits (180), a student will be placed on financial aid warning.
   
   **Post Baccalaureate Students** must be able to complete their second degree within 210 attempted credit hours, which will include all courses/credits pursued as an undergraduate student. After attempting 210 credit hours the student will be placed on financial aid warning.

   **Graduate Students** pursuing their first graduate degree must be able to complete the degree within the maximum timeframe limit based on program of study (listed in Graduate Catalog).

   **Teacher Certification Students** must be able to complete their program within 50 attempted credit hours, which will include all courses/credits pursued as a teacher certification student. After attempting 50 credit hours the student will be placed on financial aid warning.
Note: It is the student’s responsibility to notify the Student Financial Services office if they have any grade changes, including a resolved Incomplete.

Appeal for Financial Aid Suspension
Students may appeal financial aid suspensions to the Student Financial Services Appeals Committee. Reasons for an appeal may include, but are not limited to: death of a relative, an injury or illness of the student, or other special circumstances. An appeal will not be heard if there is an unpaid balance on the student account.

To appeal, a student needs to submit a Financial Aid Appeal form along with:
- a typed appeal letter explaining their situation to include what has changed in the situation that will allow the student to meet SAP standards at the next evaluation period
- an academic plan to complete their current program of study
- Letters of support from doctors, teachers, family members, etc. are encouraged.

All appeal decisions addressed by the committee are final and not subject to further review. Appeals will not be considered for prior semesters. Reinstatement of any aid originally awarded to a suspended student is at the committee’s discretion.

Re-establishing Federal Financial Aid Eligibility
Students with no extenuating circumstances or students with denied appeals may re-establish eligibility for federal financial aid. To re-establish eligibility students must, at their own expense, enroll in and successfully meet the academic progress requirements for an academic term. Once these terms are met the student will need to submit another Financial Aid Appeal.

Additional Information

Repeat Courses: A student may receive aid when repeating a course that was previously failed, regardless of the number of times the course was attempted and failed. A student may also receive aid if electing to repeat a previously passed course one additional time. Whether the repeated course is passed or failed, the student is no longer eligible to receive aid for that course.

Transfer Credits: Financial aid satisfactory academic progress requirements for students transferring into Avila University will be based on all credits accepted into their program.

Remedial/Developmental Courses: Students enrolled in a degree or certificate-granting program may receive financial aid for remedial coursework. However, federal regulations prohibit the receipt of financial aid for more than 30 semester hours of work. ESL (English as a Second Language) courses do not count against this limit. These courses are not considered in the calculation of a student’s grade point average or the Pace standard. They do count in the Timeframe standard.

Incomplete Grades: An "I" grade will be considered an "F" during the Satisfactory Academic Progress evaluation. If the student is not meeting standards and the "I" grade has been changed to a successful grade, the student may request their file be reevaluated by contacting the Student Financial Services Office.