

Standard of Satisfactory Academic Progress Policy for Continued Eligibility for Federal Title IV and Other Financial Aid Programs at Villa Maria College

General Information

Federal and state regulations require that institutions monitor the academic progress of students who receive federal or state financial aid. To maintain eligibility for federal, state and most types of institutional financial aid (including Say Yes Scholars), students must comply with Villa Maria College's standards for Satisfactory Academic Progress (SAP). All Villa Maria undergraduate students will be evaluated for SAP at the end of each semester. All classes attempted (including transfer courses, incomplete coursework, failures and post drop/add week withdrawals) are assessed to measure completion towards a degree. Satisfactory Academic Progress standards for continued financial aid purposes may differ from Villa Maria's Academic Probation and Warning Standards issued by the College's Office of Academic Affairs.

Satisfactory Academic Progress is measured using the following criteria:

- **Minimum Cumulative Grade Point Average (GPA)**
- **Minimum Pace:** Students must successfully complete a percentage of the credit hours they attempt.
- **Maximum Timeframe:** Students must complete the requirements for a degree within 150% of the normal time allotted for completion. For example, students must complete a 60 credit Associate Degree program within 90 attempted credit hours or 120 credit Baccalaureate Degree program within 150 attempted credit hours.

How an incomplete, withdrawal, repeated class, change of major, academic amnesty or transfer of credits from another school impacts SAP

- **Incomplete:** Incomplete classes that are later converted into a grade will be counted in the GPA and Pace standards.
- **Withdrawal:** If the student withdraws during the add/drop period, the course(s) do not count in Villa Maria's SAP calculations. However, if the student withdraws at any point after the add/drop period, the course(s) do count in the SAP calculation.
- **Repeated Class:** If the student needs to repeat a course due to failure or minimum program requirements, the repeated course is factored into SAP calculations. Additionally, students receiving an F in a course may repeat that course and receive financial aid for it until the course is passed. Students receiving a passing grade (D- or better) who are retaking the course may only receive financial aid for that course one additional time.
- **Change of Program:** If the student changes majors, credits accepted into the new program are evaluated for SAP if the student is enrolled in the new program at the time of evaluation. This includes both credits attempted and earned, as well as GPA.
- **Academic Amnesty:** Federal regulations do not allow for academic amnesty or expulsion of grades. All courses applicable to the student's major are included when evaluating SAP
- **Transfer of Credits from Another School:** Accepted transfer credits count as both attempted and completed units in the SAP Pace calculation. However, accepted transfer credits are not calculated into your GPA at Villa Maria.

How Often Villa Maria College Evaluates Progress

Villa Maria evaluates Satisfactory Academic Progress at the end of each semester after grades are posted. Any student who does not meet SAP requirements will be notified by email from the Office of Financial Aid.

Financial Aid SAP Warning Period

The SAP Warning Period allows the student one semester to make up for any GPA or Pace deficiencies. During the SAP Warning Period, students may continue to receive federal financial aid without a written appeal. However, state and federal SAP regulations differ. The student may be required to write an appeal for continued state grant eligibility.

Students placed on SAP Warning will be encouraged to meet with the Academic Success Center for academic coaching and the Office of Financial aid to fully understand the implications of SAP on continued financial aid eligibility.

Failing to Make SAP by the End of the SAP Warning Period

By the end of the SAP Warning Period, students must meet all Satisfactory Academic Progress requirements. Failure to meet SAP standards at the end of the Warning Period will result of financial aid loss, and includes the loss of federal, state and most institutional aid.

Regaining Eligibility

Students may regain financial aid eligibility in two ways:

1. By successfully appealing the federal financial aid loss.
2. By completing coursework using non-Title IV resources (Direct Loans, Pell grants, SEOG, etc), such as payment plans and private/alternative education loans. If the student successfully completes coursework in this manner, the student may meet with the Office of Financial Aid for a SAP reevaluation.

Satisfactory Academic Progress Appeal

Extenuating circumstances sometimes prevent students from making satisfactory progress towards their degree. If the student loses financial aid eligibility as the result of not meeting SAP requirements and extenuating circumstances have hindered academic performance, the student may submit a SAP Appeal to the Office of Financial Aid. Extenuating circumstances may include the death of a family member, illness or injury, or other special circumstances. Submission of a SAP Appeal does not guarantee its approval and students should not assume aid eligibility unless the appeal has been approved. Students are responsible for all costs associated with enrollment until the appeal is approved and an Academic Success Plan has been created (see below).

Approved SAP Appeals

If the student's SAP Appeal is approved, the student will be responsible to follow specific conditions to maintain financial aid eligibility for each term during that academic year. The student must meet with the Academic Success Center and create an Academic Success Plan outlining these conditions before aid can be reinstated.

SAP Probation

Students with approved appeals are placed on Probation and their SAP is reviewed at the end of each semester after grades are posted. Students with Appeals must continue to meet the conditions outlined in their Academic Success Plans until federal SAP standards are met.

Denied SAP Appeals

Students denied a SAP appeal are notified in writing by the Office of Financial Aid and the decision is final. Students also receive information on regaining eligibility in the notification. For additional information regarding regaining eligibility, see Regaining Eligibility, above.

Satisfactory Academic Progress Standards Continued Eligibility for Title IV Funds for Part Time Villa Maria College Students Pursuing an Associate Degree Program

Important: *Federal regulations state that students must complete an Associate Degree within 150% of the published length of the program, generally within 90 credit hours.*

AFTER Attempting This Number of Credits	0-15	16-29	30-48	49-90
Pace Rate	66.7%	66.7%	66.7%	66.7%
Minimum Grade Point Average Required	1.3	1.5	1.8	2.0

Satisfactory Academic Progress Standards Continued Eligibility for Title IV Funds for Part Time Villa Maria College Students Pursuing a Bachelor Degree Program

Important: *Federal regulations states that students must complete an Bachelor Degree within 150% of the published length of the program, generally within 180 credit hours.*

AFTER Attempting This Number of Credits	0-15	16-29	30-48	49-180
Pace Rate	66.7%	66.7%	66.7%	66.7%
Minimum Grade Point Average Required	1.3	1.5	1.8	2.0

Satisfactory Academic Progress Standards Continued Eligibility for the NY State TAP Grant for Villa Maria College Students Pursuing an Associate Degree Program

BEFORE being Certified for This Payment	2nd	3rd	4th	5th	6th
A Student Must Have Earned at Least This Number of Credits	6	15	27	39	51
With at Least This Grade Point Average	1.3	1.5	1.8	1.8	2.0

Satisfactory Academic Progress Standards Continued Eligibility for the NY State TAP Grant for Villa Maria College Students Pursuing a Bachelor Degree Program

BEFORE being Certified for This Payment	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A Student Must Have Earned at Least This Number of Credits	6	15	27	39	51	66	81	96	111
With at Least This Grade Point Average	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

Satisfactory Academic Progress Standards Continued Eligibility for the Villa Maria College Say Yes Program Students Pursuing an Associate Degree Program

After Attempting This Semester	1	2	3	4
A Student Must Have Earned At Least This Number of Credits	On pace to earn 24 credits	24	36	End of Say Yes Eligibility
With at Least This GPA	On pace for 2.0	2.0	2.0	

Satisfactory Academic Progress Standards Continued Eligibility for the Villa Maria College Say Yes Program Students Pursuing a Bachelor Degree

After Attempting This Semester	1	2	3	4	5	6	7	8
A Student Must Have Earned At least This Number of Credits	On pace to earn 24 credits	24	36	48	60	72	84	End of Say Yes Eligibility
With At Least This GPA	On pace for 2.0	2.0	2.0	2.0	2.0	2.0	2.0	