



## Satisfactory Academic Progress Procedures

A student is required to maintain **Satisfactory Academic Progress (SAP)** in the course of study that he/she is pursuing, according to the standards and practices regulated by federal and state governments for the institution.

Schools are required to monitor the SAP of students at least once annually. Aurora University reviews SAP after the spring semester for all programs. Once the Registrar notifies the Office of Financial Aid that all grades are in the system and all students academically dismissed from the university are identified, a report is run that identifies students that fall below the SAP requirements for all federal and state aid as well as institutional scholarships. These students are coded internally and sent a letter and email notifying them of their SAP status and that they have the right to appeal. The appeal form is on the Financial Aid Forms web page for students to access.

All periods of enrollment count toward SAP (fall, spring, and summer), including when a student does not receive Title IV aid.

The following guidelines are now in effect. These SAP policies and procedures are subject to change without prior notice.

### 1. Qualitative and Quantitative Regulations (Undergraduate)

Qualitative (Grade Point Average GPA) - Undergraduate students must achieve a minimum total cumulative GPA of 2.0 by the end of the academic year to be eligible for financial aid the following academic year.

Quantitative (Pace of Completion) - To earn a bachelor's degree at Aurora University, students must complete a minimum of 120 semester hours. Students may receive financial aid for up to 150% (maximum time frame) of the hours required to complete their programs. This includes hours earned at another institution and transferred to Aurora University, as well as any hours that may have been completed even if financial aid was not received. If at any time a student chooses to change majors, courses previously completed may be included in the 150% completion rate. Students must complete at least two-thirds (66.67%) of all courses attempted to maintain quantitative eligibility for aid.

*Example: A student was enrolled in 12 semester hours but completes only 7 semester hours. This student completed 58.33% of the courses and is therefore **NOT** maintaining SAP.*

### 2. Qualitative and Quantitative Regulations (Graduate)

Qualitative (GPA) - Graduate students must achieve a minimum total cumulative GPA of 3.0 by the end of the academic year to be eligible for financial aid the following academic year.

Quantitative (Pace of Completion) - To earn a master's degree at Aurora University, students must complete a minimum of 36 semester hours. Students may receive financial aid for up to 150% (maximum time frame) of the hours required to complete their programs. Students must complete at least two-thirds (66.67%) of all courses attempted to maintain quantitative eligibility for aid.

*Example: A student was enrolled in 8 semester hours but completes only 5 semester hours. This student completed 62.5% of the courses and is therefore **NOT** maintaining SAP.*

### **3. Transfer Programs**

All courses accepted for transfer from another institution are counted toward the 150% maximum time frame eligibility. The transfer credits received will not be included in the calculation of the student's GPA.

### **4. Policy on Incompletes, Audits, Non-Credit Remedials, and Withdrawals**

Aurora University will not allow incomplete, audit, non-credit remedial, and withdrawal courses to be considered as credits successfully completed, but will consider them as courses attempted and therefore count them in the maximum time frame.

Students who receive an Incomplete or Deferred Grade for a course while on SAP probation will be reviewed on an individual basis. Students in this situation are monitored in conjunction with the Registrar's Office for final grades, and then the files are evaluated as to progress. If needed, any required adjustment to their financial aid is made upon notification of the final grade.

Non-credit remedial courses are counted toward the minimum amount of courses required for financial aid eligibility.

Aurora University does not offer withdrawal pass and withdrawal fail courses.

### **5. Changing Programs of Study**

As outlined in the academic catalog, students wishing to change programs of study (majors) need to complete a Declaration of Major form. The student is encouraged to meet with an academic advisor and a financial aid counselor. The student is expected to complete their program within the maximum time frame. In limited circumstances, appeals will be considered.

### **6. Double Majors**

As outlined in the academic catalog, students may pursue multiple majors. The student would need to complete the Declaration of Major form for both programs, and if approved, the student is encouraged to meet with an academic advisor and a financial aid counselor. The student is expected to complete the multiple majors within the maximum time frame.

A student's financial aid eligibility ends once all requirements for a first bachelor's degree are met even if the requirements for the second or additional program have not been met.

### **7. Second Undergraduate Degree**

Students pursuing a second undergraduate degree are eligible only for federal student loans at the undergraduate level. Students seeking a second undergraduate degree are subject to the maximum time frame limit for undergraduate study.

### **8. Retaking Coursework**

Students are eligible to repeat courses, but only the higher grade will be calculated in the GPA and credit towards graduation.

If a student completes and passes a course, they may only receive Federal Title IV aid for one repeated course should they decide to retake the same course to earn a higher grade. If a student withdraws from or fails a course, they may receive Federal Title IV aid if they retake the course.

## 9. Impact of Dropping/Failing Courses

Though a student may receive Federal Title IV aid for retaking a course that had previously been dropped or failed, both the first and second attempts are counted toward the quantitative requirement (see items 1 and 2). This means that repeatedly withdrawing from and/or failing courses may negatively impact a student's quantitative progress (pace of completion) over the long term and result in the student failing to meet SAP requirements.

## 10. Financial Aid Appeal Process

If a student does not meet the SAP requirements (see items 1 and 2), resulting in a loss of federal and state financial aid eligibility, **he/she may appeal this determination** in writing by completing and submitting the necessary documentation to the Office of Financial Aid within the designated deadline. The student will be provided with detailed instructions regarding the appeal process at that time. This process requires submitting the Appeal for All Aid form (C4) located at [aurora.edu/financialaidforms](http://aurora.edu/financialaidforms). The appeal process takes into consideration special circumstances.

**The student must submit the appeal by the Friday two weeks prior to the start of the next academic term.**

The SAP Appeals Committee will meet to review the appeal and supporting documentation, if applicable, and will be responsible for the final decision regarding financial aid eligibility for the next semester/academic year. The student will be notified in writing of the committee's decision. If approved, the student will be placed on **financial aid probation** and an academic plan will be prescribed for continued financial aid eligibility. All specifications for the academic plan will be provided to the student in writing and will be monitored on a semester-by-semester basis to determine continued financial aid eligibility.

If a student enrolls in a course(s) over the summer at Aurora University or at another school, he/she must notify the Office of Financial Aid, in writing, upon successful completion of the coursework in order for it to be considered as part of the appeal. To transfer coursework from another institution, a Prior Approval Form must be completed, submitted, and approved by the Registrar prior to enrolling in the course. An official transcript must be received in the Registrar's Office documenting successful completion of the coursework.

## 11. Conditions for Aurora University Scholarship Renewal and Appeal

By the end of the spring semester, students must attain a minimum cumulative GPA determined by each scholarship program, as noted in the initial university acceptance letter, to renew the scholarship for the next academic year for a maximum of four years. The financial aid staff will monitor the student's academic progress throughout the academic year.

If the student falls below the cumulative GPA required at the end of the spring semester, they will automatically receive a reduced scholarship level for the upcoming academic year. **The student may appeal** and will be provided with detailed instructions regarding the scholarship appeal process at that time. This process requires submitting the Scholarship Appeal form (C3) located at [aurora.edu/financialaidforms](http://aurora.edu/financialaidforms).

The SAP Appeals Committee will meet to review the appeal and supporting documentation, if applicable, and will be responsible for the final decision regarding scholarship eligibility for the next academic year. The student will be notified in writing of the committee's decision. If approved, the student will be placed on **scholarship probation** and a scholarship probation contract will be prescribed for continued scholarship eligibility.

If the student chooses not to appeal or if his/her appeal is denied, the change in scholarship eligibility will remain in effect. Students may receive federal and/or state aid, provided they apply for financial aid by filing the Free Application for Federal Student Aid (FAFSA) by all applicable deadlines and satisfy the appropriate SAP requirements previously described.

**This information is accurate at all Aurora University locations and subject to change without prior notice.**