

**Satisfactory Academic Progress (SAP)****1.1 Policy****1.1.1 Compliance:**

To comply with current federal regulations Alderson-Broaddus College, Financial Aid Office will monitor the progress of students toward degree completion requirements. Students who fail to complete their degree requirements within the prescribed length of time and/or fail to maintain the required qualitative and quantitative components will not be eligible for federal, state, or institutional financial aid.

**1.1.2 Monitoring:**

Formal evaluation of the progress or lack of progress of our students will be monitored at the end of the academic year. The formal evaluation will determine a student's SAP status. An informal evaluation will be completed at the end of the fall semester in order to provide the student ample opportunity to take corrective action before aid eligibility is terminated.

**1.2 SAP Major Components****1.2.1 Qualitative Component:**

- 1.2.1.1 Students who have attempted 1-34 credit hours are required to have at least a 1.60 cumulative grade point average (GPA).
- 1.2.1.2 Students who have attempted 35-80 credit hours are required to have at least a 1.80 cumulative grade point average (GPA).
- 1.2.1.3 Students who have attempted more than 81 credit hours are required to have at least a 2.00 cumulative grade point average (GPA).

**1.2.2 Quantitative Component:**

- 1.2.2.1 Each student is required to complete degree requirements in no more than 1 ½ times the average program length, measured in full time semesters. To monitor student progress toward completion within the maximum time frame allowed,
  - 1.2.2.1.1 Students who have attempted 1-34 credit hours must have completed 60% of the credit hours attempted.
  - 1.2.2.1.2 Students who have attempted 35-80 credit hours must have completed 70% of the credit hours attempted.
  - 1.2.2.1.3 Students who have attempted more than 81 credit hours must have completed 80% of the credit hours attempted.

**1.2.2.2 Attempted Hours**

“Semester hours attempted” is defined as the total semester hours for which a student has enrolled during all enrollment periods, whether or not the student received financial aid during those enrollment periods. All courses that transfer from other institutions will count as hours attempted.

### **1.2.2.3 Grades, Withdrawal, Repeated Classes**

1.2.2.3.1 Grades: A, B, C, D, S, P, H are all passing grades and count as hours attempted. A student who receives a grade of Incomplete (I) or Failure (F, U, FW) are considered to have attempted those credit hours. Successful completion will be measured by the number of semester credit hours passed or the number of semester hours earned, whichever is greater.

1.2.2.3.2 Withdrawal: Any course that is withdrawn from will still count as credit hours attempted.

1.2.2.3.3 Repeated Classes: All course repetitions will count as hours attempted.

### **1.2.3 Time Frame**

1.2.3.1 Undergraduate financial aid applicants (including transfer students) enrolled in a four-year degree program have a maximum of 192 credit hours attempted of undergraduate work to complete their bachelors degree requirements.

1.2.3.2 Students pursuing a second bachelors degree will have an extension of 82 credit hours attempted beyond the maximum 192 credit hour limit to complete their second bachelors degree.

### **1.2.4 Transfer Students:**

1.2.4.1 Transfer students may be eligible to receive federal, state, and institutional financial aid during their first semester of enrollment at Alderson-Broaddus College, subject to federal, state, and institutional guidelines for the Pell Grant, federally guaranteed loans, state grants and scholarships, and/or institutional awarding policies.

1.2.4.2 Transfer credits accepted by Alderson-Broaddus will be added to attempted credits at Alderson-Broaddus in determining the maximum period that a student will be considered eligible for aid.

1.2.4.3 Transfer credits accepted by Alderson-Broaddus will not, however, be used to determine cumulative grade point average while the student is enrolled at Alderson-Broaddus.

1.2.4.4 In measuring total semesters of eligibility, transfer credits accepted by Alderson-Broaddus will be divided by twelve to determine the number of semesters enrolled.

### **1.2.5 Graduate Students**

Graduate students will be considered to be making satisfactory progress as long as they are permitted to continue in their degree program.

### **1.3 SAP Probation**

Any student who fails to achieve the required cumulative grade point average and/or complete the required percentage of attempted credit hours at the time of the formal evaluation will be placed on financial aid probation. A student may continue to receive financial aid while on probation. Students must meet or exceed the standards listed in 1.2 by the time academic progress is next measured, i.e. at the end of the following spring semester. Failure to meet or exceed the academic progress standards for subsequent enrollment periods will result in suspension from financial aid eligibility until such time as the requirements listed in 1.2 are met.

### **1.4 Suspension of Aid Eligibility**

1.4.1 Any student placed on financial aid suspension will remain ineligible for federal, state, and institutional financial aid until they are again in compliance with the standards set forth above in 1.2.

1.4.2 It is the responsibility of students seeking reinstatement to request the Financial Aid Office to review their records when they believe they are again in compliance with the standards.

## **1.5 Reinstatement**

A student must do the following to regain eligibility:

- Complete one full time semester (12 credit hours) or its equivalent without financial aid,
- Achieve the required grade point average; and,
- Complete the required percentage of total credits attempted.
- Graduate students will be reinstated only if the student is back in good academic standing.

## **1.6 Right of Appeal**

Students on financial aid probation or suspension may submit a written appeal to the Director of Financial Aid. The written appeal must explain the reason(s) for the failure to maintain academic progress as well as an academic plan approved by the student's academic advisor stating how and when the student will make up the deficiency. Mitigating circumstances, which MAY be considered by the Director of Financial Aid in granting appeal, include, but are not limited to, the documented personal illness of the student, the serious illness or death of an immediate family member, or considerable academic progress during the probation period by completing 80% of all hours attempted and earning a GPA of no less than 2.0. The Director of Financial Aid may seek guidance from the Financial Aid Committee if a student appeals the Financial Aid probation or suspension.

## **1.7 Final Appeal:**

If the Director denies the appeal, the student may submit a written request to the Chairperson of the Financial Aid Committee requesting the Financial Aid Committee review the appeal. The Financial Aid Committee may declare that the student is again eligible to receive federal, state, and institutional financial aid; may continue the student on financial aid probation; or may uphold the suspension of the student from financial aid.

## **2.1 Renewal Of Alderson-Broadus College Scholarships**

### **2.1.1 National Merit Finalist Scholarship:**

Recipients of National Merit Finalist Scholarship must maintain a minimum 3.0 GPA to have the full amount of their scholarship renewed. If recipients of this scholarship do not maintain a 3.0 GPA, their scholarship will be reduced by 50%. In order to be renewed at the reduced amount, the student must maintain Satisfactory Academic Progress. Once the scholarship is reduced, it cannot be reinstated at the original amount.

### **2.1.2 Academic Scholarship:**

Recipients of any academic scholarship must not be on Financial Aid Suspension to receive the Academic Excellence Scholarship, the Blue & Gray Scholarship, or the Presidential Scholarship.

### **2.1.3 Talent Scholarships:**

Recipients of A-B Talent Scholarships (Music, Athletic, West Virginians, Humanities) must maintain Satisfactory Academic Progress and be recommended by the respective division or department for renewal.

### **2.1.4 Endowed Scholarships:**

Recipients of endowed scholarships must meet Satisfactory Academic Progress. Students on Financial Aid probation or suspension are not eligible. However, a recipient must meet criteria, if any, established by the donor of the scholarship in order to have the scholarship renewed. Renewal will be based on the grade point average at the end of each academic year.

## **2.1.5 Tuition Remission**

Recipients of the Tuition Remission benefit must not be on Financial aid Suspension.