

# Financial Aid Satisfactory Academic Progress

## Financial Aid Suspension Appeal Form



### Satisfactory Academic Progress (SAP)

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Financial Aid eligibility is based on Satisfactory Academic Progress (SAP) standards that The College of St. Scholastica's Financial Aid Office is required by the U.S. Department of Education to establish, publish and apply. At The College of St. Scholastica, SAP is defined as freshmen obtaining at least a cumulative GPA of 1.75 at the end of the first semester and a cumulative GPA of 2.00 after second semester. Sophomores, juniors and seniors must maintain a cumulative grade point average of at least 2.00. Graduate students must maintain a cumulative GPA of at least 3.00. All students must maintain a completion ratio at least 67% of all attempted credits and complete his or her program within a maximum time frame of 150% of the published program length. SAP status will be reviewed following each semester at The College of St. Scholastica.

### Financial Aid Warning

If a student does not meet the minimum cumulative GPA and/or credit completion ratio, s/he will automatically be placed on Financial Aid Warning for the next semester of enrollment. Financial Aid Warning puts a student on notice that s/he will be suspended and that s/he will lose financial aid eligibility if both the cumulative GPA and cumulative completion standards are not met at the end of the warning semester. During a warning semester, a student may continue to receive financial aid provided all other eligibility requirements are met.

### Financial Aid Suspension

Students who do not meet the minimum cumulative GPA and/or credit completion ratio at the end of the Financial Aid Warning semester become ineligible for governmental financial aid and will be placed on Financial Aid Suspension. Also, at the point it is determined that a student will not be able to complete a degree or certificate within the maximum timeframe, s/he will be suspended from financial aid. Provided the student is allowed to register by the academic department and the Office of Academic Affairs, s/he may attend The College of St. Scholastica and pay out of pocket or apply for a private, credit-based alternative loan that does not require a student to meet satisfactory academic progress standards. Once the minimum cumulative GPA and credit completion requirements have been met, the student may petition the Financial Aid Office to reinstate their financial aid eligibility. The College of St. Scholastica may immediately suspend a student from financial aid in the event of extraordinary circumstances, such as a student who demonstrates an attendance pattern that abuses the receipt of financial aid.

### Financial Aid Appeal

A student who is unable to achieve satisfactory academic progress and is suspended from financial aid has the right to appeal. Students may appeal based on unusual or extenuating circumstances, provided they can document the circumstance and demonstrate that the barriers to academic success have been removed. Unusual circumstances that interfered with the student's ability to meet SAP standards may include, but are not limited to:

- Illness, accident, or injury experienced by the student or a significant person in the student's life
- Death of a family member or significant person in the student's life
- Divorce experienced by the student or parent
- Personal problems or issues with spouse, family, roommate, or other significant person
- Exceeding maximum time frame due to enrollment in a second undergraduate or dual degree program, as a result of changing major or application of transfer credits
- The Appeal Committee can decide if it will use the option to disclude withdrawn credits from the completion percentage based on the new allowances provided under COVID-19.

### Financial Aid Probation

If the appeal is approved and it is determined that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student will be assigned probation status for one payment period and will be eligible for financial aid. Students on financial aid probation status are encouraged to use the many academic support services on campus to improve their academic standing.

### Financial Aid Academic Plan

If the appeal is approved and it is determined that it will require more than one payment period to meet SAP standards, the student is no longer on probation and an Academic Plan will be created for student success. The institution will use the Academic Plan as the benchmark for SAP standards for the length of time specified in the Academic Plan. Students who fail to fulfill the requirements of the Academic Plan will become ineligible for financial aid. If the student meets cumulative SAP standards, they regain financial aid eligibility.

### Financial Aid SAP Suspension Appeal Process

This appeal form and supporting documentation should be **submitted within 10 days** of this notification. Appeals received after this point will receive equal consideration, provided there is a reasonable explanation for the delay.

### Student Information

Name (Last, First, MI)			Student ID #
Street Address (include apt. no.)			Home Phone
City	State	Zip code	Alternate Phone

### Required Documentation

On a separate sheet of paper, submit a written statement addressing the following items:

- Identify the barrier(s) that prevented you from meeting SAP standards requirements in the past
- Explain what has changed that will now allow you to meet the minimum SAP standards in the future. Supporting third-party documentation from an advisor or doctor is recommended to verify the conditions and dates of the circumstances hindering your academic success and to confirm that these barriers have been removed.

### Academic Plan

- By signing this form, I agree that I will comply with an Academic Plan if it is determined that I will not be able to meet cumulative SAP standards after one payment period. Unless otherwise notified, undergraduate students on an Academic Plan must earn a minimum 2.00 GPA and complete 100% of the attempted credits during the following semesters. Graduate students must earn a minimum 3.00 GPA and complete 100% of the attempted credits during the following semesters.

### Required Signature

- Student:** By signing this form, I certify that all the information provided to qualify for student aid is complete and correct. I acknowledge that I am currently ineligible for governmental aid, and if I continue my enrollment I may need to secure alternative means to pay my bill. I will continue to be ineligible for aid until I am notified otherwise.

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Student Signature

Date

If you have any questions or need help completing this form, please contact the Financial Aid Office. The full Satisfactory Academic Progress policy, including definitions and how eligibility is monitored, is published on the web at: <http://www.css.edu/Administration/Financial-Aid/Satisfactory-Academic-Progress-Policy.html>

Return to:

The College of St. Scholastica  
financialaid@css.edu

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