



Financial Aid Office-LEAD Program Satisfactory Academic Progress (SAP) Policy

**** Effective July 1, 2011 ****

Federal regulations require institutions to establish a reasonable Satisfactory Academic Progress (SAP) policy for determining whether an otherwise eligible student is making satisfactory academic progress in his or her educational program. To be eligible for federal and state student aid funds, a student must make reasonable satisfactory academic progress toward the attainment of a degree program. The LEAD Financial Aid Office at Ohio Dominican University reviews a student's entire academic history to ensure timely progression toward graduation.

The SAP policy applies for all financial assistance programs including but not limited to:

- Federal Pell Grant
- Federal Direct Subsidized and Unsubsidized Loans
- Federal Direct Parent Loans for Undergraduate Students (PLUS)
- Federal Direct Graduate PLUS
- State Grants (Example: Ohio College Opportunity Grant)
- Private Alternative Loan Programs (as determined by the lender)

Academic progress is assessed according to qualitative, quantitative, and maximum time frame measures that are described within this policy. All measures must be met for continued financial aid eligibility. Students failing to meet any single measure of the satisfactory academic policy will be deemed ineligible for aid but may be eligible to appeal. SAP will be monitored after each payment period for all students in the LEAD Program.

QUALITATIVE MEASURE DEFINED

The cumulative grade point average (GPA) measured at the completion of each payment period is the qualitative measure. The minimum GPA requirement depends on a student's academic level (undergraduate or graduate).

QUANTITATIVE MEASURE DEFINED

The total number of credit hours successfully completed by the total number of credit hours attempted is the quantitative measure. For example, if a student has attempted to take 50 credit hours but has only successfully completed 40 out of those 50 credit hours, the completion rate would be 80% ($40/50 = 80\%$). When these measures are applied, federal regulations require that a student's entire academic history be considered. This includes payment periods during which federal aid was not received by the student as well as all applicable transfer hours.

CALCULATING QUALITATIVE AND QUANTITATIVE MEASURES

The following factors are considered when calculating students' satisfactory academic progress:

- Withdrawals, withdrawal with a passing grade, withdrawal with a failing grade, and incompletes are considered attempted but not earned hours and not included in the GPA.
- Failures are considered attempted credit hours but are not earned hours and are included in the GPA.
- Repeated courses are included in the calculation of both attempted and earned hours. A student is allowed to repeat a course only once. The final grade earned will be included in the GPA.

- Transfer credits and credits taken at another institution and accepted towards the student’s academic program at the university are included in both attempted and completed hours when measuring the student’s progress. This includes those received during College-Level Examination Program (CLEP) courses.
- Transfer credits received during consortium study are included in both attempted and completed hours and are also included in the GPA.

MAXIMUM TIME FRAME MEASURE DEFINED

The use of the published length of an academic program and the number of credit hours attempted is the measure of maximum time frame. A student is expected to complete a degree program within a certain time frame. For both undergraduate and graduate programs, the time frame cannot exceed 150% of the published length of the program as measured by credit hours attempted. For example, if the published length of an academic program is 124 credit hours, the maximum period must not exceed 186 (124 x 1.5) credit hours. A financial aid alert will be sent at the end of each payment period once a student has reached 150 credit hours until the maximum attempted credit hours has been reached; at that time, future aid will be suspended.

<i>REVISED effective August 2011</i>	Undergraduate Programs			Graduate Programs
Academic Programs and Levels	Associate’s and Bachelor’s Degree			Master’s Degrees
Total Credit Hours Attempted	1-17	18-34	35-186	
Required Completion Rate	67%	67%	67%	67%
Minimum Cumulative GPA	1.75	1.85	2.0	3.0
Maximum Total Credits or Time Allowed to Complete Primary Degree Requirements	150% of the specific degree programs published length			150% of the specific degree programs published length

SAP EVALUATION

Academic progress is evaluated at the end of each student’s payment period. Students meeting the standards listed above, when evaluated, will be in GOOD STANDING.

FINANCIAL AID WARNING

Students not meeting qualitative or quantitative measures at the end of each payment period will be placed on a WARNING status for one payment period and will receive written notification from the Financial Aid Office. A student may continue to receive aid during the one payment period WARNING period. If, after the following payment period, a student succeeds and meets all SAP measures, he or she will be removed from WARNING and will be considered in GOOD STANDING.

FINANCIAL AID SUSPENSION

If a student on financial aid WARNING does not meet all SAP measures at the end of the subsequent completed payment period, he or she is not eligible for additional federal financial aid and will be placed on a financial aid SUSPENSION status. Students who are placed on financial aid SUSPENSION are ineligible for any federal or state financial aid.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Financial aid eligibility may be regained by eliminating all satisfactory progress deficiencies at the student's expense or by appealing the SUSPENSION status and the appeal is approved. Periods of non-enrollment or paying for school at the student's own expense does not automatically qualify a student to receive financial aid again in a subsequent payment period.

FINANCIAL AID APPEALS

Students, who have been suspended due to a deficiency of SAP measures after the financial aid WARNING period, may appeal the suspension based on extenuating circumstances such as: serious injury or illness of the student, death of a relative, or other special circumstance. A SAP Appeal Form and supporting documentation must be submitted to ODU's LEAD Financial Aid Office by the specified deadline in the student's SAP SUSPENSION letter. Appeals received after the deadline will not be considered.

Appeals will be reviewed by the SAP Review Committee. Students will be notified, in writing, of the outcome of their appeal. **All appeal decisions are final.** A student may only have **two** appeals during his or her academic career. If a student's appeal is approved, federal and state financial aid will be reinstated and the student will be placed on financial aid PROBATION for one payment period, unless an approved academic plan specifies otherwise. An academic plan may be a required part of an appeal and completed with an academic advisor.

LEAD Financial Aid Office, Ohio Dominican University, 2600 Airport Drive, Columbus, OH 43219
Phone: (614) 473-9003 FAX: (614) 473-9001

The LEAD Financial Aid Office at Ohio Dominican University reserves the right to make changes and designate the effective date of changes in financial aid programs, policies and procedures as required by revisions to federal regulations.