



## **SATISFACTORY ACADEMIC PROGRESS INFORMATION SHEET**

Federal law mandates that all students must make Satisfactory Academic Progress (SAP) toward their degree to maintain eligibility for financial aid. Federal regulations also require Chancellor University to review, at least annually, the academic progress of students who apply for and/or receive federal financial assistance. This rule applies to every student whether or not financial aid has been received previously. Chancellor University students are expected to meet and maintain three measurable objectives in order to receive federal financial aid: Percentage of Completion, Minimum Grade Point Average, and Maximum Time Frame.

### **PROGRAMS AFFECTED**

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study Program (FWS)
- Federal Stafford Loans, Subsidized and Unsubsidized, Plus Loans, and Perkins Loans
- Institutional Aid (scholarships and grant-in-aid)

### **ACADEMIC ENROLLMENT STATUS**

Federal financial aid will be awarded based on the following enrollment criteria:

12 or more credit hours = full time	9-11 credit hours = three quarter time
6-8 credit hours = half time	1-5 credit hours = less than half time

### **PERCENTAGE OF COMPLETION**

All students, regardless of degree sought, must complete, with passing grades, at least 67% of the attempted credits each semester.

Attempted credit hours include the following:

- Successfully completed (with passing grades)
- Non-passing grades (F, I, MG)
- Retakes
- Disenrollment from a semester (W, WA, (WF after the Drop/Add period))
- Grades which are changed to W through the appeal process

### **GRADE POINT AVERAGE**

Undergraduate students must earn a cumulative GPA of at least a 2.0 based on hours attempted. Graduate students must earn a cumulative GPA of at least a 3.0 based on hours attempted. **This calculation includes any courses that may have been repeated.**

### MAXIMUM TIME FRAME

Students seeking a Bachelor's degree may take up to 180 hours of credit and still be eligible for federal financial aid. A student may not receive aid for any classes beyond this standard, nor may they receive aid for any class that will cause the sum of the student's total hours to exceed 180 hours.

Students seeking an Associate's degree may take up to 90 hours of credit and still be eligible for federal financial aid. A student may not receive aid for any class, which will cause the sum of the student's total hours to exceed 90 hours.

Students seeking a certificate (Paralegal Education or Health Service Management Certificates only) may take up to 54 hours of credit and still be eligible for federal financial aid. A student may not receive aid for any classes beyond this standard, nor may they receive aid for any class that will cause the sum of the student's total hours to exceed 54 hours.

Students seeking a Graduate degree may take up to 3 years to complete their graduate program and still be eligible for federal financial aid. A student may not receive aid for any classes beyond this standard.

### ADDITIONAL INFORMATION

- Transfer students will be eligible for federal aid through the first semester of transfer.
- If a student is making up hours to regain eligibility for federal financial aid, it is recommended to contact the business office to discuss payment options.
- Students are encouraged to review their financial aid status when any one of the following circumstances occurs: **(1) one or more classes are dropped, (2) total withdrawal from the University or (3) dismissal from the University.**
- A student who is making up hours will not be considered for any campus-based or institutional aid, other than the Northeast Ohio Scholarship, until all coursework is completed. It cannot be guaranteed that campus-based or institutional funds will be available when eligibility is regained.

### TO REINSTATE FINANCIAL AID ELIGIBILITY COMPLETE ONE OF THE FOLLOWING:

- Complete the number of hours you are deficient or improve your GPA to College Standard Requirements at your own expense. When these hours are completed or GPA requirement is met **YOU MUST** notify the Financial Aid Office so your eligibility for aid can be reconsidered. While taking courses at your own expense, you must continue to make progress, which means you may not withdraw or fail courses which would put you further behind in the standards requirements.
- Complete the Standards of Satisfactory Academic Progress Appeal Form which will be emailed to you upon request.