

# Satisfactory Academic Progress Policy

## SAP

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### I. PURPOSE

Federal and state regulations require Goucher monitor the academic progress of potential and current financial aid recipients. Students must comply with the Satisfactory Academic Progress (SAP) as a condition of initial or continuing eligibility. The SAP policy is comprised of three components: grade point average (qualitative), completion rate (quantitative), and maximum time frame for completion of degree. Note that the SAP policy for financial aid may differ from the academic standing policy required to remain at Goucher.

### II. SCOPE

This policy applies to undergraduate students.

### III. PROCEDURES

Federal regulations state that to maintain eligibility, students receiving federal financial aid must be making satisfactory progress toward the degree. The three criteria for continued eligibility for federal funds are as follows:

#### A. Grade Point Average (GPA)

1. After the completion of each semester (regardless of the number of credits accrued), an undergraduate student must maintain the required cumulative GPA of 2.0 to receive federal financial aid. Note that the GPA requirements to remain at the College for academic standing reasons are different. Please consult the academic catalogue.
2. After the completion of each semester (regardless of the number of credits accrued), graduate students must maintain the required cumulative GPA of 3.0 to receive federal financial aid. Students in programs that do not receive letter grades must receive a Pass (P) in all courses taken.

#### B. Maximum Time Frame

1. The undergraduate student must complete their educational program within a timeframe no longer than 150% of the published length of the educational program. A bachelor's degree program at Goucher is 120 credits. Therefore, a student must complete their program after attempting a maximum of 180 credits (including accepted transfer credits) for a 120-credit program. Students who change academic programs or pursue additional degrees/certificates will have their allowable maximum timeframe adjusted on an exception

basis. Note that institutional aid is offered for a maximum of eight semesters. Maryland state aid is typically offered for a maximum of eight semesters, but this may vary by program and is subject to the availability of funds.

2. Graduate students must complete their educational program within a timeframe no longer than 150% of the published length of the educational program. The maximum time frame for completion of the graduate degree requirements at Goucher is set forth for each program in the student's curriculum plan. No student shall receive any financial aid for study beyond the maximum time frames. For example, if the graduate degree program is 40 credits, the student must complete their program after attempting a maximum of 60 credits (including accepted transfer credits).

### C. Completion Rate

1. Undergraduate Students must complete 67 percent of credits attempted. The percentage of completion is determined by dividing the total number of credits successfully completed by the total number of credits the student has attempted. See below for the treatment of certain grades and classes.
2. Graduate Students must complete 75 percent of credits attempted each year to maintain satisfactory academic progress. The percentage of completion is determined by dividing the total number of credits successfully completed by the total number of credits the student has attempted.

### D. Failure to Maintain Satisfactory Academic Progress

Goucher will not process federal financial aid for a student who fails to maintain satisfactory academic progress, unless the student is on financial aid warning or financial aid probation.

### E. Treatment of Grades and Classes

#### 1. Audits (AU)

Audits are not treated as attempted or completed credits nor are they included in the GPA calculation.

#### 2. Incompletes (I)

Incompletes will initially count as attempted, but not completed, courses until the incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated. Incompletes are not included in the GPA calculation.

#### 3. Pass (P)/No Pass (NP)

Pass grades will count as both attempted and completed credits. No pass grades are treated as attempted, but not completed, credits. Pass/no pass credits are not included in the GPA calculation.

#### 4. Repeated Courses

If a student repeats a course, all course iterations and grades will be listed on the transcript, but only the grade and credits will count towards the student's cumulative (total) GPA and cumulative credits earned calculations. Regardless of grading outcome, all course enrollment attempts will be included in the cumulative attempted credits calculation, which include any passed, failed, or withdrawn course.

#### 5. Course Withdraws

Courses from which students withdraw or are withdrawn do not impact the GPA but are included in the cumulative credits attempted calculation. This policy does not apply to courses that may be repeated for credit, as listed in this catalogue.

- i. Students repeating a letter-graded course must take the course for a letter grade any subsequent time the course is taken to take advantage of the repeat grade policy.
- ii. Topics courses are an exception and are repeatable when offered for a different topic.
- iii. Academic programs decide if a student must repeat a course in the major if the grade was below C-, or if they will permit the student to substitute another course for the major. Any Academic Program may set a policy that majors may not retake more than two courses required for the major for which they received a less than satisfactory grade.

Withdrawals after the drop period are treated as attempted, but not completed, credits. Withdrawals are not included in the GPA calculation.

#### 6. Transfer Credits

Credit hours from another institution that are accepted toward the student's educational program will count as both attempted and completed hours. Transfer credits are not included in the GPA calculation.

### F. Monitoring satisfactory academic progress:

The Office of Student Financial Services will evaluate the student's cumulative records for satisfactory academic progress at the end of each semester.

#### 1. Financial Aid Warning

Students who fail to maintain satisfactory academic progress at the end of any semester will, on the first occasion, be automatically placed on financial aid warning. Federal/state funds may be disbursed while a student is on financial aid warning. Students who fail to meet the minimum requirements in a subsequent semester will be then placed on financial aid restriction.

#### 2. Financial Aid Restriction

Students not making satisfactory academic progress will be placed on financial aid restriction and will lose eligibility for federal financial aid. Some state aid also requires satisfactory academic progress. Goucher is not obligated to replace federal/state funds with institutional funds.

### 3. Financial Aid Probation

- i. At the end of the term during which the student is on financial aid warning status, the student may be placed on financial aid probation if:
  1. it is determined that the student did not make satisfactory academic progress during the period the student was on financial aid warning;
  2. the student appeals the determination (see below); and
  3. (A) The Financial Aid Appeals Committee approves the appeal; and (B) the student and academic advisor develop an academic plan for the student that, if followed, will ensure that the student is able to meet Goucher's satisfactory academic progress standards by a specific point in time.

### G. Notification Of Satisfactory Academic Progress

1. Students are notified of the following satisfactory academic progress statuses, financial aid warning, financial aid restriction and financial aid probation.
2. The mode of delivery of these statuses are as follows:

H. Electronic delivery of notification is sent to the student's Goucher email and personal email on file once the evaluation is completed.

1. For Financial Aid warnings and restriction, the student is mailed a physical letter to the address on file within the week of completed evaluation.

### I. Appeal Information:

In accordance with federal regulations, students may appeal the finding that they failed to maintain satisfactory academic progress under subparagraph (G(c)(2)) above in the event of the death of a relative, an injury or illness of the student or other special circumstance. In the event of illness or injury, the student must submit documentation from a doctor or other health care provider stating that the condition prevented the student from attending classes. An appeal under subparagraph (G(c)(2)) must be submitted in writing within two weeks of the time of notification to the student of financial aid probation status and must include, at a minimum, the reason why a student failed to meet satisfactory academic progress and what has changed that will allow the student to make satisfactory academic progress at the end of the next semester.

### J. Re-establishing Student Aid Eligibility

To re-establish student aid eligibility, a student must achieve the above standards. If the student fails to meet the standards again, he or she will again be placed in financial aid warning status and the procedures outlined above will be followed.

## IV. RESOURCES/FAQ

[Satisfactory Academic Progress Policy \(SAP\) | Goucher College](#)

## **V. RESPONSIBLE OFFICE**

For more information or if you have questions about this policy, please contact the Department of Student Financial Services at SAS@goucher.edu

## **VI. HISTORY**

Updated August 2024