

# SATISFACTORY ACADEMIC PROGRESS POLICY

## (Funding)

To maintain eligibility to be considered for financial aid, students must meet the standards set forth in the John Paul II Institute's Financial Aid Policy on Satisfactory Academic Progress (SAP).

Four components of a student's academic record determine whether he or she is maintaining satisfactory academic progress: attempted courses, course completion, grade point average (GPA), and maximum timeframe for degree completion.

The Institute's SAP policy includes the following aid programs:

### Federal Direct Student Loan Program and Institute Scholarships

#### SATISFACTORY ACADEMIC PROGRESS (SAP) CRITERIA

##### Minimum Credits Earned

Each student's enrollment status is reviewed at the end of each semester of attendance to verify the required minimum number of credits earned. Students must successfully complete 80% of the credits attempted.

##### Minimum Cumulative GPA

Graduate students' cumulative grade point averages (CGPA) will be reviewed at the end of each semester of attendance. At the end of each semester, students must have achieved an academic standing consistent with the John Paul II Institute's requirement for graduation which is based on the academic program in which the students are enrolled. The following represents the cumulative grade point averages required:

Program requiring a 3.0 CGPA	Program requiring a 3.3 CGPA	Programs requiring a 3.5 CGPA
M.T.S.	S.T.L.	S.T.D.
		Ph.D.

##### Financial Aid Probation — Grades and Credit Hours

Students who fail to earn the required GPA and/or the minimum number of credit hours needed will be placed on financial aid probation for the next semester of attendance. **Students may still receive financial aid while on financial aid probation.** To be removed from financial aid probation, students must achieve the required CGPA and/or complete the minimum number of credit hours required to meet once again the SAP requirements.

##### Financial Aid Suspension — Grades and Credit Hours

Failure to earn the required credit hours or achieve the required GPA while on financial aid probation will result in financial aid suspension. Students are no longer eligible to receive aid from federal or institutional programs while on financial aid suspension. To resume eligibility to receive federal or institutional assistance, students must achieve the required cumulative GPA and/or attain the minimum credit hours required.

### **Maximum Time Frame**

The maximum time frame allowed for degree completion is limited to five years.

### **Financial Aid Probation — Maximum Time Frame**

Students who meet or exceed the maximum time frame allowed for degree completion may appeal their suspension status. The appeal must include the reasons the maximum time frame has been met or exceeded and should include a statement of support from the Dean or Faculty member attesting to the student's circumstances and indicating the number of additional hours required for degree completion.

### **Suspension — Maximum Time Frame**

Students who have been academically suspended from the Institute are not eligible for financial aid. Once re-admitted by the Institute, students must complete the financial aid SAP appeal process. Students must submit an SAP appeal form. Financial aid eligibility will be determined based on the Institute's SAP standards through a review of the student's academic transcript.

### **ADDITIONAL SAP INFORMATION**

Students who are not receiving financial aid are evaluated for financial aid eligibility on the same basis as students who are receiving federal or institutional aid at any point in time. SAP is determined at the end of each semester, and whenever a student applies for federal and institutional aid consideration. Students not previously funded will be evaluated based on their academic performance to date.

The total number of transfer hours accepted by the John Paul II Institute are considered in the maximum time frame allowed, per degree program. Credit hours earned at **foreign institutions** are included in the financial aid SAP determination if the Institute accepts the credit hours.

Courses in which a grade of "F," "W," or "I" are received are considered as hours attempted but not hours earned. **Classes that are audited do not qualify for financial assistance. "I" grades are required to be completed before** mid-semester of the succeeding term. If the "I" is not converted to a grade by the mid-semester of the succeeding term, it is converted into an "F". SAP can be reevaluated at that point in time if needed. All attempted hours are counted in the maximum time frame allowance.

Courses that are repeated will be considered in the total number of hours attempted for the academic year as well as the maximum time frame. Credit hours for repeated courses are treated as attempted but not earned; however, the course with the highest grade will be included in the CGPA

calculation.

If at any point in time the Institute determines that a student cannot possibly complete an academic program based on the SAP requirements, the student becomes immediately ineligible for state and federal assistance. This is not subject to appeal.

## **RIGHT TO APPEAL**

1. A student may appeal her/his SAP suspension status by submitting a completed appeal form to the Financial Aid Office within ten (10) calendar days of the date on the letter notifying him of his suspension. The appeal should reflect any mitigating circumstances that may have affected the student's academic performance. Mitigating circumstances would include extreme illness or injury, family crisis, or additional credits earned from incomplete courses. The appeal is reviewed and a decision rendered by the appeals committee with the student being notified of the appeal decision in writing. The decision of the appeals committee is final.
2. A student academically suspended who has been re-admitted to the Institute must submit a SAP appeal to be considered for federal or institutional assistance. The Financial Aid Appeals Committee will review the student's academic record as well as circumstances reflected in the appeal to determine her/his financial aid status.

**Appeals and supporting documentation should be mailed to:**  
**Pontifical John Paul II Institute for Studies on Marriage and Family**  
**Office of Student Financial Aid**  
**Financial Aid Appeals Committee**  
**620 Michigan Ave. N.E. McGivney Hall**  
**Washington, DC 20064**

# JOHN PAUL II INSTITUTE SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

**Pontifical John Paul II Institute for Studies on Marriage and Family Office of Student  
Financial Aid  
Financial Aid Appeals Committee  
620 Michigan Ave. N.E., McGivney Hall  
Washington, DC 20064**

Students are required to make Satisfactory Academic Progress (SAP) in their degree program in order to be eligible for financial aid consideration. Standards are defined in the John Paul II Institute's policy on satisfactory academic progress (available from the Financial Aid Office, in the student handbook or academic catalog). Student records are evaluated by the OSFA in three areas:

**minimum credits earned, cumulative grade point average (CGPA), and maximum timeframe.**

Your cumulative GPA, maximum timeframe, and completed credits are reviewed each year.

If mitigating circumstances beyond the students control caused or contributed to an inability to meet the SAP requirements, students may submit this appeal form with supporting documentation to the Office of Student Financial Aid. Submission should be within 10 days of being notified of failure to meet SAP requirements. Submission of this form is considered a request for reinstatement of your financial aid eligibility. The information provided should explain why SAP requirements have not been met. The OSFA Appeals Committee will review this appeal and notify the student of its decision within 10 business days of the date your appeal is received in the OSFA.

To complete the appeal process, you must:

1. Complete Sections A, B, and C on the back of this form.
  - Attach documentation that supports your explanation (for example, a doctor's statement, or a letter from a counselor).
  - Attach a current academic transcript.
  - Signature required in Section C.
2. Submit the signed form and attachments within 10 days of notification to the OSFA Appeals Committee at the above address.
3. Respond immediately if your appeal form is returned to you for missing and/or additional information
4. Allow 10 business days for a review and decision by the OSFA appeals committee.

## **SAP Appeal Form: Section A. Student Information**

Student Name (last, first, middle)	Date of Birth	SS#

Address (street or P.O. Box)	Home Phone Number
City, State and ZIP	

Reason(s) for the appeal (Check all that apply) I failed to meet SAP standard (s) for:

- ☐ Minimum cumulative GPA and/or minimum credits earned
- ☐ Maximum timeframe (include a list of remaining course work and estimated graduation date from your academic advisor)
- ☐ Current degree program (suspended from the Institute)

### **Section B. Appeal Explanation**

Please explain why you failed to meet one or more of the SAP standards: GPA that is below the minimum requirement for your degree program; failure to maintain minimum credits; or failure to complete your degree program within the allotted timeframe. If you were suspended from the Institute, please provide supporting documentation that you have been readmitted.

**Section C:** To the best of my knowledge all of the information on this form is true and accurate.

Signature:

Date: