

## Satisfactory Academic Progress for Financial Aid Eligibility

### *The Policy*

Maintaining Satisfactory Academic Progress is one of many federally mandated criteria viewed in determining a student's eligibility for continued receipt of financial aid. Progress is measured by PACE (the number of credits earned in relation to those attempted), Qualitative (GPA) standard and Allowable time (the maximum time frame allowed to complete the academic program). Students must also demonstrate a progression toward completion of their degree program within an established timeframe. Failure to maintain Satisfactory Academic Progress will result in loss of financial aid eligibility including federal, state, institutional and certified private loans. Progress is reviewed annually, at the end of the academic year.

#### A. PACE

Undergraduate

**In order to maintain financial aid eligibility, an undergraduate student is required to complete 67% of the total credit hours attempted.**

**How to calculate PACE**

$.67 \times \text{Attempted Hours (including transfer credits)} = \text{Minimum hours an undergraduate student must earn}$

Graduate

**In order to maintain Satisfactory Academic Progress, a graduate student is required to complete 80% of the total credit hours attempted.**

**How to calculate PACE**

$.80 \times \text{Attempted Hours (including transfer credits)} = \text{Minimum hours a graduate student must earn}$

#### B. QUALITATIVE

Qualitative Satisfactory Academic Progress for students is evaluated in accordance with the following table.

Undergraduate		Graduate	
<u>Hours Attempted</u>	<u>Minimum G.P.A.</u>	<u>Hours Attempted</u>	<u>Minimum G.P.A.</u>
1+	2.0	1+	3.0

#### C. ALLOWABLE TIME

The maximum allowable time to be eligible for most financial aid programs for a full-time undergraduate student is five (5) years or ten (10) semesters. Students attending less than full-time will be eligible for aid for semesters registered, not to exceed the equivalent of ten (10) full-time semesters. The maximum allowable time to be eligible for financial aid for a full-time Master's degree is three (3) years and for a full-time Doctoral degree four (4) years.

Undergraduate students at Old Dominion University may attempt a maximum of 180 credit hours. **Undergraduate students whom have exceeded 180 credits are not able to appeal.** Undergraduates working on a second degree will be given an additional 90 hours to earn their second degree. **Note: Transfer credits are included and completion of the first undergraduate degree must be conferred.**

Graduate students may attempt a maximum of 90 hours. Graduate students working on a second degree will be given an additional 45 credit hours to earn their second degree. **Note: Transfer credit hours are included.**

Students who are aware of learning or other disabilities should immediately contact the Office of Educational Accessibility so that appropriate accommodations can be made. A student with a documented disability and functional limitations is still held to the same academic expectations as other students.

Students who have completed all undergraduate course requirements, but do not graduate (for any reason) are ineligible for funding. Reasons not acceptable for further funding include, but are not limited to: raising GPA to meet graduation requirement, needed to pass writing proficiency exam, wanting to complete a minor or second major (double majors). Academic Progress can be reevaluated at any time throughout the year, as identified by a member of the Financial Aid Office.

Students with an academic history showing patterns of enrollment of inability or unwillingness to progress, such as numerous Satisfactory Academic progress appeals, withdrawals, repeats, incompletes, or enrollment inconsistent with the student's educational objective, may be regarded as ineligible for future financial aid.

### ***Satisfactory Academic Progress Review***

The Office of Student Financial Aid will conduct a review of Satisfactory Academic Progress at the end of each academic year. Email notifications of SAP standard(s) not met will be sent to the student's ODU email account.

Please note that students who have not received financial aid in previous years, but are applying for financial assistance for the first time will also be held to the requirement of maintaining Satisfactory Academic Progress. Satisfactory Academic Progress is reviewed for all semesters of a student's enrollment regardless of whether the student was eligible for financial assistance during a term. **If students exceed the maximum allowable time, they are not meeting satisfactory academic progress, thus, all aid will be suspended.**

**Financial Aid suspension does not prohibit you from continuing your education at Old Dominion University. It does prohibit you from receiving financial aid until you again meet the standards for satisfactory academic progress.**

### ***Financial Aid Suspension***

Students who fail to meet satisfactory academic progress are placed on financial aid suspension. You have the option to appeal this suspension. An appeal must be based on significant mitigating circumstances that seriously affected academic performance. The decision of the appeal will be sent via email to the students ODU email account. **\*Note: Please make sure your email account is activated.**

### ***Financial Aid Probation***

For students who are successful in their appeal, aid will be reinstated on a probationary basis for one payment period/term. Emails will be sent to students on financial aid probation advising them of the conditions needed. The financial aid office will review the student's record at the end of the semester to determine his/her outcome for future semesters. At the conclusion of the probation term, the student must be meeting the school's SAP standard in order to qualify for further Title IV Funding. If it is determined that a student will need more than one probationary term, the student must be placed on an academic plan.

*Students who fail to complete the probationary conditions cannot submit a new appeal.*

### ***Academic Plans***

An academic plan will be developed by the student and their academic advisor. All academic plans will be monitored each term. If the student fails to meet the standards set up in the plan, the student will no longer be eligible for financial aid until the student re-establishes eligibility on their own. Students who fail to meet the conditions outlined in their academic plan during their probationary semester will not be eligible to submit a subsequent appeal. The academic advisor will be responsible for monitoring the academic plan.

## *The Appeal Process*

The appeal form may be downloaded from our website at <http://www.odu.edu/af/finaid/> and is due by the following dates:

Deadline for submission for the Fall term – September 30

Deadline for submission for the Spring term – February 27

Deadline for submission for the Summer term – June 1

**THE COMPLETE PACKET INCLUDING ADVISOR'S PORTION AND ALL DOCUMENTATION NEEDED MUST BE ATTACHED OR APPEAL WILL BE DENIED.**

The University will consider appeals for uncontrollable events, students having trouble adjusting to college, special circumstances that happen in a student's life such as death of a family member, student illness, transition to college issues, being called to the military, etc. The student must describe what impact the circumstance had on academics, what the student has done to address the impact and how the student plans to be successful. If the student is not yet prepared to vigorously focus on academics with assistance if necessary, the student should not submit an appeal.

Some examples include but are not limited to:

- Death in the family. State how this person was related to you (i.e. parent, spouse, sibling, etc.). **You must provide a copy of the death certificate or related documentation.**
- Disabling illness or injury to the student. **Please provide supporting documentation from your medical provider.**
- Disabling illness or injury of immediate family member that required your care. **Please provide supporting documentation from your medical provider.**
- Emotional or mental health issue (for student) that required professional care. **Please provide supporting documentation from your medical provider, social worker or other professional.**
- Other special circumstance beyond your control (transition that may lead to depression, anxiety, and other problems that can be documented, divorce/separation, natural disaster, extreme change in financial or legal circumstances, etc.)

Documentation or evidence that supports the reason(s) must be included with your appeal. This might include a letter from a doctor, court documents, death certificates or copies of University documents, layoff notices, foreclosure notices, etc. Attach copies. Original documents will not be returned.

**1. Use the SATISFACTORY ACADEMIC PROGRESS APPEAL FORM to write your appeal.**

State clearly why you failed to meet the condition(s) cited.

Attach documentation if necessary.

State what has changed that will allow you to demonstrate SAP progress at the end of the next evaluation period.

To confirm your extenuating circumstance(s), you must attach documentation from an objective third party (e.g. physician, counselor, lawyer, social worker, teacher, religious leader, academic advisor).

We realize that sharing personal information can be difficult. Be assured that your statement will remain confidential. Only financial aid personnel will review your appeal.

**2. Meet with your academic advisor or department chair to complete the REQUEST FOR WRITTEN EVALUATION OF ACADEMIC PERFORMANCE form.**

*NOTE:* If you submit your appeal without the advisor or department chair's evaluation, your appeal will not be considered

3. **Submit your complete appeal packet and all supporting documents within 14 days of receipt** of this notification.

Failure to submit the complete packet will result in cancellation of aid.

**ALLOW TWO WEEKS** for the review of this appeal and receipt of the decision notification. If your appeal is approved, the decision notification will outline the conditions of your contract for reinstatement of aid eligibility. The contract is binding and your academic progress will be reviewed at the end of the enrollment period specified. If your appeal is denied, the decision notification will specify the conditions for future consideration for financial aid eligibility.

**Students awaiting a response from the SAP Appeal Review Committee are responsible for paying their tuition and other fees by the payment deadline to avoid late and collection fees.**

**The decision of the financial aid review committee is FINAL and cannot be appealed.**

If the appeal is unsuccessful, an email notification will be sent notifying you of the decision and also information on how to re-establish eligibility if applicable.

#### ***Re-establishing eligibility***

Students may re-establish their eligibility for financial assistance by achieving the satisfactory progress standards. Keep in mind this will be **at the student's own expense as they are ineligible for aid**. Sitting out a semester at Old Dominion University will not assist in re-establishing eligibility. Once the student has earned the required grade point average or completed the required credit hours, they must contact financial aid to request the reinstatement of their financial aid eligibility.

Students not making SAP at the end of the second year, but at the end of the subsequent grading period come into compliance with the school's graduation requirements; will be considered making SAP beginning with the next grading period.

#### ***Withdrawing from courses***

Withdrawing from courses may impact your financial aid awards. Before withdrawing from class, you should contact the Financial Aid Office to determine the consequences.

#### ***Withdrawing from the university***

Students who totally withdraw and receive aid may owe the university money. Before withdrawing from the university, you should contact the Financial Aid Office to determine the consequences

Withdrawing from all courses for two consecutive semesters may result in loss of financial aid eligibility.

#### ***Incompletes***

Courses assigned a grade of "I" are not considered complete and will not be included in the total credits earned until the final grade has been submitted.

#### ***Transfer and Repeat Coursework***

Accepted transfer credits must count as both attempted and completed hours.

Repeated coursework will count toward enrollment status where no more than one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other coursework in a prior term.

Example:

Student enrolls in 4 fall courses – pass 3 and fails 1

School required student to retake all 4 courses

May count the failed course in the next enrollment status

May not count the passed courses

Remedial courses may be included, however, enrichment and ESL courses ARE NOT taken into consideration

**Other examples: PACE requirement**

Student attempts 26 credits for the academic year, earned 15; student would not be meeting satisfactory academic progress at the time of sap review. Total credits needed would be 17.42 or 18 credits earned.

Student attempts 30 credits for the academic year, earned 24, student would be meeting the PACE standard for satisfactory academic progress at the end of sap review. Number of minimum credits needed would be 20.1 credits.