

## Satisfactory Academic Progress (SAP) Policy for Financial Aid Distance Learning Students

The Office of Financial Aid is required by federal regulations to determine whether a student is enrolled in a degree-seeking program and is meeting satisfactory academic progress requirements. The student's official academic record maintained by the Office of the Registrar is reviewed to determine student compliance with this policy. Satisfactory academic progress for distance learning students is reviewed at the end of the each semester.

Satisfactory Academic Progress is measured by three standards:

**Qualitative Standard - Grade Point Average (GPA):** Students must maintain the following minimum cumulative grade point average on all attempted hours:

Hours Attempted	Minimum GPA Required
60-89 (includes all transfer hours)	2.0
90 and above	2.0

**Quantitative Standard-PACE:** To remain in good academic standing and retain eligibility for financial aid, students must also be making satisfactory academic progress toward the completion of a degree. Students must successfully complete 85% of the total credit hours attempted. In order to complete the program of study in the prescribed timeframe, students must successfully complete all courses each semester.

To earn credit hours at Lees-McRae College, students must receive a grade of A, B, C, D, or M. All other grades, including F, XF, I, W, or N, do not earn credit. These grades are included in the total hours attempted calculation.

Accepted transfer credits count as both attempted and earned hours.

All repeated courses effect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted hours.

**Maximum Time Frame:** A student must complete the declared academic program within 150% of the published length of the program to maintain aid eligibility.

### Academic Progress Evaluation Procedures:

Satisfactory academic progress for distance learning students is reviewed at the end of each semester. Students not making Satisfactory Academic Progress for financial aid will receive a letter from the Office of Financial Aid stating that they are no longer eligible to receive aid from any federal, state, or institutional program. At this point, students have the following three options:

1. Attend Lees-McRae College with no financial aid at their own expense until they have met the minimum SAP requirements.
2. Submit a Lees-McRae College Satisfactory Academic Progress Appeal form and all required supporting documentation. Additional information on the Appeal Process is provided below.

## **Appeal Process:**

Students may appeal for **one** additional semester of financial assistance if they feel there are special circumstances that prevented them from meeting the minimum standards for Satisfactory Academic Progress. Students must complete and submit the Satisfactory Academic Progress Appeal Form along with a typed statement describing the reasons and circumstances that caused them to fail to meet the minimum required standards. Students must also provide a statement outlining the specific steps that they intend to take in the next semester to improve their academic performance.

The completed form, two written statements, along with any supporting documentation must be submitted to the Office of Financial Aid and will be reviewed by the Scholarship and Financial Aid Committee. Circumstances may include, but are not limited to serious illness or injury, death of a family member, or an emotional or mental health issue (for student) that required professional care. SAP appeals must be submitted to the Office of Financial Aid within three weeks after the end of each respective semester.

Submitted appeals will be reviewed by the Committee within two weeks of receipt of the appeal. Students will be notified in writing of the Committee's decision. If the appeal is approved, the decision notification will outline the conditions of your financial aid reinstatement. Students who have an academic progress appeal approved will be placed on financial aid probation status for the subsequent semester. Academic progress will be reviewed at the end of the enrollment period specified. If the appeal is denied, the notification will specify the conditions and recommendations for future consideration for financial aid eligibility. The decision of the Scholarship and Financial Aid Committee is final and cannot be appealed.

The above Standards of Satisfactory Academic Progress are not designed to replace the standards that the College uses for Academic Dismissal/Probation. It is possible for a student to lose financial aid eligibility without losing status as a degree candidate. However, once a student loses status as a degree candidate, he or she will also lose eligibility for financial aid.