



Eastern Nazarene College
DISCOVER YOUR PURPOSE

Financial Aid Satisfactory Academic Progress Policy and Procedures Undergraduate

Intent:

Eastern Nazarene College has the following Satisfactory Academic Progress (SAP) Policy for students who receive financial aid.

Policy:

1. These standards require that a student progress toward an undergraduate degree during all periods of enrollment, including periods when a student did not receive financial aid.
2. Eastern Nazarene College will be **consistent in applying the SAP policies to full-time & part-time, independent and dependent students.**
3. **The Minimum Financial Aid SAP Standards are:**
 - a. Maintain required Cumulative Grade Point Average (CGPA) based on matrix below, or higher (a qualitative measure) **and**
 - b. Successfully complete at least 67% of the cumulative attempted credit hours (a quantitative measure) **and**
 - c. Make positive progress toward a program of study **within** 150% of the average published program length.

Undergraduate Students required CGPA

Total Number of Credits Hours Attempted	Minimum Cumulative GPA
0 - 32.9	1.7
33.0 - 48.9	1.8
49.0-63.9	1.9
64.0 or more	2.0

4. **The Financial Aid Eligibility Statuses are:**
 - a. **Eligible** – Student is meeting the minimum academic standards or has no academic history. Fully **Eligible** for financial aid.
 - b. **Warning** – Student did not meet minimum standards for CGPA and/or 67% completion rate in the previous evaluation period. Student is still **Eligible** for financial aid, but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
 - c. **Ineligible** – Student has had two consecutive evaluation periods below minimum standards for CGPA and/or 67% completion rate. Student is **Ineligible** for financial aid.
 - d. **Timeframe** – Students seeking an AA degree must complete the AA requirements within a maximum number of credits attempted (including transfer credits) of 93. Students seeking a Bachelor’s Degree must complete the BA requirements within a maximum number of attempted hours of at least 186 credit hours including transfer hours. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirements; therefore student is **Ineligible** for financial aid. **When is Academic Progress Evaluated?** A student’s SAP will be evaluated at the end of each academic semester (i.e., fall, spring and summer semesters).

5. **Successful completion of a class** is defined as earning a passing grade of A, B, C, D, or S.
6. **Unsuccessful completion of a class** is defined as **Non-Passing Grades** of: F, W, X NC, U, I
7. **New Financial Aid Students with prior academic history:** Eastern Nazarene College students with prior academic history will be evaluated at the time they apply for financial aid. They will receive one of three financial aid statuses.
 - a. **Eligible** – Student is meeting the minimum academic standards or has no academic history. Fully **Eligible** for financial aid.
 - b. **Warning** – Student did not meet minimum standards for cumulative GPA and/or 67% completion rate in the previous evaluation period. Student is still **Eligible** for financial aid, but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
 - c. **Timeframe** – Students seeking the AA degree must complete the AA requirements within a maximum number of credits attempted (including transfer credits) of 93. Student has attempted at least 186 credit hours toward a Bachelor’s Degree. Graduate students must earn their degree within the timelines set by the Graduate School per their graduate program. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirement therefore student is **Ineligible** for financial aid.
 - d. **Transfer Students and Transfer credit hours:** Students transferring to Eastern Nazarene College are required to have all prior college transcripts evaluated for transfer credits. All credit hours accepted by Eastern Nazarene College will be used to determine 67% completion rate and maximum timeframe of 150%.
8. **Repeat Courses:**
 - a. **Non-Passing F/U:** A course with a Non-Passing grade of F or U can be repeated as many times as the college chooses to allow and the student will receive all eligible financial-aid
 - b. **Passing Grade A-D, S:** A course with a Passing grade of A-D or S can be repeated as many times as the college chooses to allow, however the student can only receive financial-aid for the first repeated attempt
9. **Determining Grade Point Average:**

Course Type & Grade	Included in GPA Calculation
Passing Grades: A-D	Included
Passing Grades: S	Not Included
Non-Passing Grades: F	Included
Non-Passing Grades: U, W, I, X	Not Included
Non-Passing Grades: NC	Not Included
Course Dropped by Add/Drop date	Not Included
Audited Courses	Not Included
Repeat Courses	Only highest grade is included

- a. For Repeat courses, only the course with the higher grade is used in calculating the student’s GPA when a course is repeated. The repeat course is only included once in the cumulative GPA calculation.

10. Determining Attempted Credits for completion rate (Pace) and Timeframe:

Course Type & Grade	Included in Attempted Credits for Pace and Timeframe
Passing Grades: A-D	Does count
Passing Grades: S	Does count
Non-Passing Grades: F	Does count
Non-Passing Grades: U, W, I, X	Does count
Non-Passing Grades: NC	Does not count
Course Dropped by Add/Drop date	Does not count
Audited Courses	Does not count
Repeat Courses	Does count (each time)

- a. For Repeat courses, each time a course is repeated, the credits will be included determining completion rate (pace) and timeframe.
- b. **NOTE:** Each repeated course contributes to the total attempted credits for financial-aid purposes. A high number of repeated courses could jeopardize a student's financial-aid eligibility based on progress toward completing a program of study within 150% of the average published program length as well as successfully completing at least 67% of the cumulative attempted credit hours.

11. **Audited Credit Hours:** Courses taken on an audit basis are not counted when determining the completion percentage or for purposes of determining your cumulative GPA.

12. **How to Re-establish Eligibility?**

- a. A student must bring his/her GPA and completion rate up to the minimum standards of the required CGPA, per matrix, and 67% completion rate. A student will be **Ineligible** for financial aid and cannot be reimbursed during this time.
- b. Mitigating Circumstances: If a student has experienced mitigating circumstances (illness, family illness, change of major) during the most recent evaluation period, they may submit an Appeal to reinstate financial aid eligibility. The student must explain, in the appeal, what has changed that will now allow them to meet the SAP requirements. The student must also submit supporting documentation with the appeal.
 - If the request is granted, the student will be placed on one of two Financial Aid Eligibility Statuses:
 - i. **Probation** – The student is expected to improve to minimum standards by the end of the next evaluation period. The student is Eligible for financial aid, but must meet minimum standards by the next evaluation period. A student cannot be on probation for two consecutive semesters.
 - ii. **Academic Success Plan** – The student cannot be expected to improve to minimum standards by the next evaluation period. The student and Eastern Nazarene College have agreed to a success plan to allow the student to meet minimum standards within a fixed number of evaluation periods. The student is fully **Eligible** for financial aid as long as they are strictly following the success plan. If at any time the student stops following the success plan and they are not meeting the minimum standards they will become **Ineligible** for financial aid. If a student meets minimum standards at any time while on a success plan their Financial Aid Eligibility status will be updated to **Eligible**.
 - If the request is not granted, the student will remain Ineligible for financial aid until they meet all minimum standards.

- c. Timeframe Mitigating Circumstances: if a student has not completed their program of study within the 150% timeframe and there are mitigating circumstances (illness, job related, family illness, change of major), they may submit an Appeal to reinstate financial aid eligibility.
 - If this application is granted, the student will be placed on the following Academic Eligibility Status:
 - i. **Timeframe Academic Success Plan** – The student and Eastern Nazarene College have agreed to a success plan. The student is fully **Eligible** for financial aid as long as they are strictly following the success plan. If at any time the student stops following the success plan they will become **Permanently Ineligible** for financial aid.
 - If the request is not granted:
 - i. The student will remain **Ineligible** for financial aid.
 - All students are limited to one Timeframe Academic Success Plan.

13. Students will be notified by email, of their sap status, at the end of each semester

14. Students will be notified of the regulations pertaining to the request for his or her social security number with the following notice:

NOTICE TO APPLICANTS
Student Financial Assistance Programs Disclosure of Social Security Account Number

Section 7(a) of the Privacy Act of 1974 (5U.S.C.552a) requires that when any federal, state, or local government agency requests an individual to disclose his or her Social Security Account Number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it. Accordingly, applicants are advised that disclosure of the applicant's Social Security Account Number (SSAN) is required as a condition for participation in student financial assistance programs sponsored by the federal government, state, or the local government, in view of the practical administrative difficulties that would be encountered in maintaining adequate program records without the continued use of the SSAN. The SSAN will be used to verify the identity of the applicant and as an account number (identifier) throughout the life of the loan or other type of assistance in order to report necessary data accurately. As an identifier, the SSAN is used in such program activities as determining program eligibility, certifying school attendance and student status, determining eligibility for deferment or repayment of student loans, and for tracing and collecting in cases of defaulted loans. Authority for requiring the disclosure of an applicant's SSAN is grounded on Section 7(a) (2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSAN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required this disclosure under statute or regulation prior to Jan. 1, 1975, in order to verify the identity of an individual.

Procedure

1. All forms and procedures can be found on the ENC financial aid website at:
<http://www1.enc.edu/financial-aid/>

History:

1. Policy reviewed and approved by APC on 8-28-2014 and brought to Faculty at the 8-29-2014 Faculty Meeting
2. Policy approved by faculty at the 8/29/14 faculty meeting
3. Edits for clarification on GPA and Attempted credits made on 8-22-16, no change in the policy.