



## Financial Aid Satisfactory Academic Progress

### Introduction:

One of the foundational eligibility criteria for federal (Title IV) aid requires that students are making satisfactory academic progress toward a degree during all periods of enrollment, including periods when a student did not receive federal, state, or institutional financial aid, starting from their first date of enrollment at Eastern Nazarene College. Therefore, Eastern Nazarene College will review each student's academic progress at the end of each term, according to the policies outlined below. For traditional undergraduate students, this means at the end of fall, spring, and summer terms. For Adult and Graduate Studies (AGS) programs, this evaluation will take place after the P1 and P2 terms. Students not meeting the eligibility requirements stated below will not be eligible for federal aid unless or until they re-establish eligibility. Denial of federal aid does not prevent a student from enrolling at Eastern Nazarene College with a plan to pay using other resources. Eastern Nazarene College will be consistent in applying the Financial Aid Satisfactory Academic Progress (SAP) policies to full-time and part-time, dependent and independent, and undergraduate and graduate students.

### Financial Aid SAP Standards:

- 1. Cumulative Grade Point Average (CGPA)** – The student must maintain the required CGPA (or higher) based on the matrix below (a qualitative measure).

Total Number of Credit Hours Attempted	Minimum Cumulative GPA
0 – 32.9	1.7
33.0 – 48.9	1.8
49.0 – 63.9	1.9
64.0 – graduation	2.0
Graduate programs	3.0

- 2. Pace (completion rate)** – The student must successfully complete at least 67% of the cumulative attempted credit hours (a quantitative measure). The pace will be calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. The quantitative (pace) review requirement only applies to standard or nonstandard term credit hour programs that are not subscription-based. The traditional undergraduate programs at Eastern Nazarene College are standard term credit hour programs and the AGS programs are nonstandard term credit hour programs. Therefore, the pace evaluation is required for both.
  - a. Successful completion** of a class is defined as earning a passing grade of A, B, C, D, or S.
  - b. Unsuccessful completion** of a class is defined as non-passing grades of F, W, X, NC, U, I.
- 3. Timeframe** – The student must make positive progress toward completion of a degree program within 150% of the published program length. Maximum timeframe can be expressed in calendar time or measured in credit hours. The policy of Eastern Nazarene College is to measure timeframe in credit hours.

**Financial Aid SAP Statuses:**

- 1. **Eligible** – The student is meeting the minimum academic standards or has no academic history. Fully eligible for federal aid.
- 2. **Warning** – The student did not meet minimum standards for CGPA and/or 67% completion rate in the term being evaluated. The student is still eligible for federal aid but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
- 3. **Ineligible** – The student has had two consecutive evaluation periods below minimum standards for CGPA and/or 67% completion rate. The student is ineligible for federal aid.
- 4. **Timeframe** – The student has exceeded the following total credit hour limits for 150% of the degree program and is not making progress toward degree completion within the 150% federal requirements. Therefore, the student is ineligible for federal aid.

Degree Program	Total Credits Allowed (150%)
Associates	93
Bachelors	186
MEd	60
HEA, MEd-UL, MSM	54
MFT	90

**Financial Aid SAP Evaluation:**

- 1. **For new incoming students** – New students with no prior academic history will be admitted with a financial aid SAP status of eligible.
- 2. **For transfer students** – All transfer students will enter Eastern Nazarene College with a financial aid SAP status of eligible. However, all financial aid SAP pace and timeframe evaluations after the student’s first term will include all transferred credits in addition to credits earned at Eastern Nazarene College. The GPA evaluation will only include grades earned at Eastern Nazarene College.
- 3. **For readmitted students** – A readmitted student will return to Eastern Nazarene College with the same financial aid SAP status as when the student left. If the student was eligible or on warning when leaving Eastern Nazarene College, the student will be eligible for federal aid when returning. If the student’s financial aid SAP status was ineligible upon leaving Eastern Nazarene College, the student will be ineligible for federal aid upon return unless the student:
  - a. **Submits transcripts** showing an improved GPA during the time the student was not enrolled at Eastern Nazarene College, and/or
  - b. **Appeals** for reinstatement of federal aid eligibility (see Re-establishment of Eligibility section)

## Financial Aid SAP Calculation:

### 1. Determining Grade Point Average, pace (completion rate), and timeframe

Course type and grade	Included in CGPA calculation	Included in Attempted Credits for pace/timeframe
Passing grades: A-D	Included	Does count
Passing grades: S	Not included	Does count
Non-passing grades: F	Included	Does count
Non-passing grades: U, W, I, X	Not included	Does count
Non-passing grades: NC	Not included	Does count
Course dropped by Add/drop date	Not included	Does not count
Audited courses	Not included	Does not count
Repeated courses	Only highest grade	Does count (each time)

### 2. Repeated 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 course can be counted as hours for federal aid as long as the student is otherwise eligible.

**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 course can only be counted as hours for federal aid for the first repeated attempt.

**c. CGPA** – For repeated courses, only the course with the higher grade is used in calculating the student’s CGPA. The repeated course is only included once in the cumulative GPA calculation.

**d. Pace/timeframe** – Each time a course is repeated, the credits will be included in determining pace (completion rate) and timeframe. A high number of repeated courses could jeopardize a student’s federal aid eligibility based on progress toward completing a program of study within the 150% of the published program length as well as successfully completing at least 67% of the cumulative attempted credit hours.

3. **Grade of Incomplete** – When a grade of incomplete changes to another grade notation, that change will be picked up in the next SAP evaluation.
4. **Audited courses** – Courses taken on an audit basis are not counted when determining the pace, timeframe, or CGPA.
5. **Change of major** – In the event of a change of major, the hours and grades earned in the first major are included in all financial aid SAP calculations. However, if a student graduates and then seeks out a new program of study (i.e., master's or doctorate), then ONLY the graduate work is included in the SAP evaluation.

## Financial Aid SAP Re-establishment of Eligibility

1. **Eligibility by meeting SAP standards** – Eligibility for federal aid is restored when the student has once again met the published financial aid SAP standards for CGPA, pace (completion rate), and timeframe.

- 2. Eligibility by Appeal** – If a student has experienced extenuating circumstances during the most recent evaluation period, they may submit an appeal to the SAP Appeals Committee for reinstatement of federal aid. The student must explain in the appeal what has improved that will now allow them to meet the financial aid SAP requirements. The student is encouraged to submit supporting documentation if applicable. The student will also work with the Center for Academic Excellence and their advisor to determine a roadmap for academic success and restoration of federal aid. If the appeal is granted, the student will be placed on one of the following statuses. If the appeal is denied, the student will remain ineligible for federal aid.
- a. Probation** – The student is expected to improve to minimum standards by the end of the next evaluation period. The student will be eligible for federal aid for the next term but must meet minimum standards by the next evaluation period. A student cannot be on probation for two consecutive semesters.
- b. Academic Success Plan/Timeframe Success Plan**– The student cannot be expected to meet minimum standards by the next evaluation period. The student, the Center for Academic Excellence, and the student’s advisor have agreed to a success plan that will allow the student to meet minimum standards within a specified number of evaluation periods. The student will be eligible for federal 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 ineligible for federal aid. When the student meets the minimum standards, their financial aid SAP status will be updated to Eligible. A student on a Timeframe Success Plan will become permanently ineligible if they stop following their success plan. All students are limited to one Timeframe Success Plan.

## **Financial Aid SAP Notification**

Students with financial aid statuses of Warning, Ineligible, or Timeframe will be notified by email of their SAP status at the end of each semester.

### **NOTES:**

- 1.** Institutional scholarships must meet the GPA requirements listed in the academic catalog. This document is specifically in reference to federal aid.
- 2.** Loss of federal aid may also mean loss of state aid.
- 3.** Financial Aid SAP requirements may differ from the Academic SAP requirements and financial aid probation is different than academic probation, although a student may be on both at the same time.

### **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.
- 4.** Document reorganized and some clarification statements added with no policy changes on 03/14/2022.