

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

NDSU Office of Student Financial Services

In order to receive federal financial aid, students must meet certain *academic* requirements called Standards of Satisfactory Academic Progress (SAP). SAP requirements apply to all terms, including summer, and to all students (both aid and non-aid recipients). SAP requirements are measured in the following three areas:

1. **Grade Point Average (GPA):** Students must earn a minimum GPA of 2.0 each semester **and** maintain a GPA of 2.0 cumulatively
2. **Completion of Attempted Credits:** Students must successfully complete two-thirds (66.667%) of the credits they attempt each semester **and** cumulatively. This percentage is determined by dividing the total number of successfully completed credits by the total number of credits the student was registered for on the NDSU Census Date*. The Census Date is coordinated with the first day after the last day to drop classes/withdraw at 100%, and generally falls on the 8th day of classes.

*NDSU Census Dates:

Summer Semester 2009	6/20/2009
Fall Semester 2009	9/03/2009
Spring Semester 2010	1/22/2010
Summer Semester 2010	6/19/2010

3. **Maximum Time Frame:** All students, excluding Master's and Doctoral students, are required to complete their degree within 150% of the published length of the program. You will be placed on disqualification at 140% of the published length of your program. For example, if a program normally requires 122 credits to graduate, the student would be allowed 171 *attempted* credits ($122 \times 140\% = 171$). When you are placed on disqualification it is recommended that you complete the appeal process so that you can receive aid up to 150% of the length of your program.

A summary chart of the GPA requirement is below:

Student Classification	Required GPA	Required Completion	Max. Credits/Terms
4-year Undergraduate Students	2.0	66.667%	171 credits
Accountancy Majors	2.0	66.667%	196 credits
Architecture Majors	2.0	66.667%	215 credits
PharmD Students (P2 through P4)	2.0	66.667%	300 credits
Master's Degree Students	2.0	66.667%	24 terms
Doctoral Degree Students	2.0	66.667%	24 terms

Students who do not meet the SAP requirements will be placed on Financial Aid Probation** for the next semester of enrollment. Financial aid may be received during the semester of probation. Students who meet the SAP requirements during the semester of probation will automatically be removed from probation at the end of the term. During the semester of probation, students are encouraged to seek assistance from various on-campus resources that may assist them in meeting their personal and educational goals. For help finding the assistance please call the NDSU Counseling Center at 231-7671.

*Students who do not meet SAP requirements at the end of their semester of probation will be placed on Financial Aid Disqualification. ****

****Financial Aid Probation means:**

1. During the next semester of enrollment, the student may receive federal financial aid, but must meet all SAP requirements at the end of the semester. If he/she does not, the student's federal financial aid eligibility will be placed on Financial Aid **Disqualification**. ***
2. There will be a "Financial Aid Probation hold" added to the student's Campus Connection portal. The hold is for informational purposes only and will not interfere with adding or dropping courses.
3. While on Financial Aid Probation, no appeal or reapplication for aid is necessary.

Note: Financial Aid Probation is **not** the same as *academic* probation.

*****Financial Aid Disqualification means:**

1. The student has lost eligibility for federal student aid for one calendar year or until he/she completes one term at NDSU in which all SAP requirements are met. Students disqualified for maximum attempted credits 4 are permanent unless the student successfully appeals
2. If the student had an extenuating medical or emotional circumstance that negatively impacted his/her academic performance, the student should appeal the disqualification (see section entitled Appeal Process for more information).
3. If the student did not have an extenuating circumstance or does not wish to appeal, he/she may attend NDSU at his/her own expense (unless suspended academically by Registration and Records) or may consider borrowing an alternative loan to pay for the semester's costs. Alternative loan information can be found at the following website: <http://www.ndsu.edu/bisonconnection/finaid/altloans>.

Note: Financial Aid Disqualification is **not** the same as *academic* suspension.

Unofficial Withdrawals – Students who receive all failing or incomplete grades in a given semester are considered to have unofficially withdrawn from the university and are immediately placed on Financial Aid Disqualification **without** a probation period first. Federal regulations require that a refund calculation be done for all students receiving state and federal funds, unless we can document an official last date of attendance beyond the 60% point in one of the student's classes. The calculation and return of these funds may result in the student owing a balance to the University and/or Department of Education.

Types of aid affected – SAP regulations cover the following programs: Pell Grant, ACG, SMART Grant, Perkins Loan, Nursing Loan, Subsidized and Unsubsidized Stafford Loan, SEOG, Work-Study, PLUS Loan, State Grant, TEACH Grant, Cultural Diversity Tuition Waiver, SELF Loan and DEAL Loan. Most scholarships and other tuition waivers are not governed by SAP regulations.

Successful Completion – Successfully completed credit hours include grades of A, B, C, D, P or S. Credit hours that are NOT considered successfully completed include blank grades, as well as F (Fail), W (Withdrawal), U (Unsatisfactory) and I (Incomplete), however these hours are included as attempted hours. When a grade is officially changed by the instructor, the student is asked to notify the Office of Student Financial Services.

Dropped Courses and Official Withdrawals – Classes that a student drops or withdraws from count toward the cumulative credits attempted if they are dropped or withdrawn from on or after the NDSU Census Date*.

Treatment of Non-Standard Credits

The chart below indicates whether non-standard credits are used in determining each of the SAP requirements. The first column lists the type of non-standard credit/course, the second column states whether the credits are used when determining the GPA requirements. The third column states whether the credits are used when determining the 66.667% completion and the fourth column indicates whether the credits are used in the total attempted for the maximum time frame.

Summary chart of treatment of Non-standard credits:

Type of Credit	Included in GPA Calc	Included in 66.667% Calc	Included in Max. Time Frame
Audit	NO	NO	NO
Pass/Fail	NO	YES	YES
Transfer	NO	YES	YES
Consortium/Collaborative	NO (see note below)	YES	YES
Repeated Courses	YES (highest grade)	YES (each attempt)	YES (each attempt)
Remedial and ESL	NO	YES	YES
Extended Term Distance Ed	YES	YES	YES
Study Abroad	NO (see note below)	YES	YES

Note: Grades earned while taking collaborative or consortium credits are not averaged into the student’s NDSU semester or cumulative GPA, but are reviewed each semester to ensure the student has a “C” average.

Major Changes – Students who have changed their major or are pursuing a second degree are more likely to reach the maximum time frame. Through the appeal process, students may have a combined total of 72 non-applicable transfer credits and non-applicable NDSU credits excluded from their total once during the pursuit of their undergraduate degree. If a student changes majors, the credits earned under all majors will be included in the calculation of attempted, earned and maximum time frame. *No additional credits are allotted for major changes or pursuit of a second or subsequent major.*

Military – Students who are required to withdraw from NDSU after the Census Date* for military reasons will not be placed on Financial Aid Probation or Disqualification. The student may be required to submit proof of military activation orders.

Notification Process – Students will receive notification of their SAP probation and/or disqualification at the end of each semester after grades are posted. Notification will be via electronic format to their NDSU e-mail account. If their NDSU e-mail account is not active, notification will be sent to any other e-mail listed on Campus Connection. If other e-mails are found to be invalid, a written notification will be mailed to the student at the most recent address on file. All students are encouraged to maintain current e-mail and mailing addresses

on their Campus Connection. The applicable hold (financial aid probation or disqualification) will be added to the student's Campus Connection hold list.

Academic Forgiveness - Coursework for which a student has been granted academic forgiveness is included in the maximum time frame and attempted credits calculation.

Retroactive Withdrawal – If granted a retroactive withdrawal by Registration & Records, a student must appeal in writing to the Office of Student Financial Services to have these credits excluded from the maximum time frame and completion of attempted credits calculation.

Appeal Process - Students who have been placed on Financial Aid Disqualification**** may appeal their status if they had an extenuating medical or emotional circumstance that negatively impacted their academic performance. Examples of situations that are acceptable include hospitalization, illness, depression and death in the family. Situations that are not acceptable include working too many hours, changing majors, or dislike of course material or instructor. Students who have exceeded their maximum time frame may also appeal if they have transfer or NDSU credits that do not pertain to their current major. A link to the Financial Aid Disqualification appeal form will be included in the electronic notification of disqualification. The appeal form must be submitted along with supporting documentation and a letter of explanation from the student for an appeal to be considered. All information must be received in the Office of Student Financial Services by the deadline date. Students will be notified of the Committee's decision either through e-mail or in writing. If the student finds the Committee's decision unsatisfactory, he/she may appeal to the Financial Aid Director within 10 business days.

Amendments to the Policy – This policy will be amended whenever applicable federal regulations are changed or when institutional changes in policy are deemed necessary by the SAP Policy Committee.

Deadlines – Deadlines to submit an appeal are applicable each semester and are provided on the appeal form.

Reinstatement of Aid – To have financial aid eligibility reinstated, the student must make up the credit hour and/or GPA deficiencies without the receipt of federal aid. If one calendar year has elapsed since a student's most recent disqualification they can request reinstatement in writing by submitting a Standards of Satisfactory Progress Appeal form.

FINAL RESPONSIBILITY FOR ADHERENCE TO THESE GUIDELINES RESTS WITH THE STUDENT.