AMERICAN UNIVERSITY

Satisfactory Academic Progress Policy

Recipients of both federal (Title IV) funds and institutional funds must maintain Satisfactory Academic Progress (SAP) toward their degrees in order to remain eligible for financial aid assistance. SAP is defined both qualitatively and quantitatively. Federal regulations state that the SAP standards for students receiving Title IV aid must be the same as or more strict than the school's standards for a student enrolled in the same educational program who is not receiving Title IV aid. American University's SAP standard mirrors that of the University's academic standards.

GPA Rule
Qualitative standard is measured by reviewing the cumulative GPA of the student.

Credits Completed Rule
A quantitative standard is measured by comparing attempted credits to successfully completed credits. Credits are considered attempted when a student enrolls and attends the class even if the student later drops or withdraws. Credits are considered to be successfully completed when a student earns a grade of A, B, C, D, or P. A credit has NOT been successfully completed when a grade of F, I, IP, L, N, W, ZF, ZL, or ZX has been received for that course.

Maximum Time Frame Rule
Another quantitative measurement is the maximum time frame a student can receive federal aid while earning a degree. Bachelor's degree students must complete their degree program within 180 credits **and** within 7.5 years of beginning attendance.

The maximum time frame for completing a ***graduate degree*** is established in the AU academic regulations under the "Statute of Limitations".

Master's Degree	3 years	PHD	5 years
MBA	4.5 Years	PHD (from Bachelors)	7 years

Minimum Standards for Progress

Full Time Undergraduate students receiving Federal aid must…	▪ Maintain a minimum cumulative GPA of 2.0 or better ▪ Complete at least 24 credits within the fall & spring semesters ▪ Complete at least 80% of all cumulative attempted credits ▪ Complete the degree program within 7.5 years
Part Time Undergraduate students receiving Federal aid must…	▪ Maintain a minimum cumulative GPA of 2.0 or better ▪ Complete at least 80% of all cumulative attempted credits. ▪ Complete the degree program within 7.5 years
Full Time Undergraduates students receiving institutional Merit Aid* must…	▪ Maintain a minimum cumulative GPA of 3.2 or better ▪ Complete at least 30 credits within the fall & spring semesters ▪ Complete at least 80% of all cumulative attempted credits ▪ Complete the degree program within 7.5 years ***Undergraduate merit awards are renewable for up to 4 years or 8 semesters for admitted freshman and up to 2 years or 4 semesters for admitted transfer students.***
Full Time or Part Time Graduate students receiving Federal aid must…	▪ Maintain a minimum cumulative GPA of 3.0 or better ▪ Complete at least 80% of all cumulative attempted credits. ▪ Complete the degree program within the maximum time frame as defined in the AU Academic regulations.
Graduate students receiving institutional merit aid must…	The Financial Aid Office does not monitor eligibility for graduate merit awards. Renewal of graduate merit awards is evaluated separately within the respective academic units.

Frequency of Monitoring
The financial aid office monitors the Satisfactory Academic Progress of each aid recipient annually. This occurs in late May once spring grades have been submitted. With the exception of summer aid, SAP review is completed prior to awarding continuing students. Written notification will be sent to those students who are not meeting requirements as stated above.

Summer Award Letters & SAP Review
Because the summer session begins before spring grades are available for review, students requesting financial aid for the summer session will be awarded aid prior to SAP being evaluated in May. However, if a student is failing SAP as of the end of the fall semester, processing of summer aid will be suspended until spring grades have been received and evaluated. All students receiving summer aid are still subject to the official SAP evaluation in May, and aid will be cancelled at that time if the SAP requirements have not been met.

Repeated Courses
Students may repeat courses for better grades. Each attempt is recorded, and the grade for each attempt is computed into the cumulative GPA. Effective July 1, 2011, when repeating a previously passed course, a student may receive financial aid only once for retaking that course.

Academic Appeals
In reviewing a student's SAP, the Financial Aid Office uses the student's official academic record. The Financial Aid Office has no authority to alter the academic record of a student. Please refer to the AU Academic Information & Regulations for more information regarding academic appeals.

In Progress Grades
In Progress grades are considered to be attempted but not completed and may result in a student failing one or more of the requirements outlined above.

Incomplete or Missing Grades
The Financial Aid Office is unable to evaluate a student's SAP status if the student is still awaiting grades for completed course work. The SAP review will be conducted once all incomplete and/or missing grades have been submitted. Provided that the student has met all necessary requirements, the student will not be penalized for delayed grades

Re-Establishing Financial Aid Eligibility
For a student who has failed to maintain satisfactory academic progress, eligibility for financial aid funds may be re-established through the following ways: the petitioning process described in AU's Academic Information and Regulations; the changing of a grade; or the completion of incomplete or in progress courses. A student may also opt to attend a full academic year without receiving Federal or institutional financial aid while completing courses to regain their SAP standing.

Satisfactory Academic Progress Appeals
Students with extenuating circumstances may submit an appeal in writing to the Financial Aid Office to request a reinstatement of financial aid. The appeal letter should include any circumstances that may have adversely affected the student's ability to meet the academic requirements along with a course of action for academic improvement. Supporting documentation must be attached to the appeal.

If appealing the maximum time frame, then the following documentation must be submitted with the appeal:

- Plan of study indicating what courses are needed to graduate, when these courses will be taken, and the anticipated graduation date.
- For ***graduate*** students, a copy of approved extension of candidacy from the academic department.

All appeals must be submitted in writing by the student and addressed to: "Financial Aid Office Re: SAP Appeal." Appeals must include the AU ID#, a current phone number, and may be faxed to 202-885-1025 or sent via the post office. Appeals will not be accepted from parents or other third parties.

The Financial Aid Appeals Committee will only review complete appeals, so all required documentation must be attached. Once a ***complete appeal*** has been received, a decision will be rendered within 7-10 business days. The Financial Aid Office will notify students of the Committee's decision and provide a financial aid award letter if the appeal is approved.