Satisfactory Academic Progress

Satisfactory Academic Progress - Definitions

Federal guidelines mandate that all institutions offering Title IV funds have a Standard of Satisfactory Academic Progress (SAP). The following information defines HUC-JIR's minimum standards for SAP to maintain eligibility for all types of financial aid, including Federal (Title IV), State and institutional (HUC-JIR) funding.

Programs administered by agencies other than HUC-JIR, such as private scholarships, may have their own academic standards for students. Students will need to contact such agencies to determine their requirements.

1. Federal regulations require HUC-JIR to establish SAP standards in the following areas:
   a. Cumulative GPA
   b. Cumulative Hours
   c. Maximum Time Frame

   The school's SAP policy must include the student's total academic history.

2. These general principles apply to all HUC-JIR degree programs. In addition to the general principles, students must meet specific guidelines for their individual academic program(s). Program specific requirements are detailed in specific program handbooks.

3. SAP will be determined every payment period (semester.)

4. To earn hours at HUC-JIR, a student must receive a grade of A, B, C, Pass or Low Pass. Any other grade does not earn hours, but will count as hours attempted, but not as hours earned.

5. Classes from which a student has withdrawn, will be counted as hours attempted but not hours earned, and will thus have a negative impact on a student's ability to satisfy SAP requirements.

6. Classes in which a student receives a grade of Incomplete (I) count as hours attempted but not as hours earned. Therefore, these will have a negative impact on a student's ability to satisfy SAP requirements.

7. When a student repeats a course, the total attempted hours will increase with each repeat, but the student will only earn hours for a completed course once. Therefore, repeating courses will have a negative impact on a student's ability to satisfy SAP requirements. When a student repeats a course the higher grade will be counted towards the student's cumulative GPA.

8. Attempted hours include all coursework attempted, including transfer credits, passed, repeated, incomplete, failed and withdrawn courses. Attempted hours do not include courses that have been waived, or where advanced standing has been granted.

9. Transfer students will be evaluated at the time of enrollment using the same SAP standards.

10. Students who change programs or seek to earn additional degrees are evaluated at the beginning of the semester of the new program or additional degree.

Satisfactory Academic Progress for HUC-JIR Students

11. Cumulative GPA

   For students in programs where a GPA is calculated, or those students who have chosen to receive letter grades, a student must maintain a 2.5 cumulative GPA or better to satisfy SAP requirements.
For students enrolled in programs that offer Pass/Low Pass/No Pass grading, students must pass at least 70% of the credits they have attempted to satisfy SAP requirements.

12. **Cumulative Hours Earned**

In the first year students must pass (earn) 50% of their credits attempted in that academic year. Starting in the second year students must pass (earn) at least 70% of the credits that have attempted to satisfy Sap requirements.

13. **Maximum Time Frame**

HUC-JIR students will be eligible for financial aid for a maximum time frame of 150% of the published number of required credits. Thus, if a program is anticipated to require 100 credits for completion, then a student would become ineligible for financial aid as of the completion of the 150th credit. Eligibility for financial aid ends at this time regardless of whether that student has received financial aid or not during the period of study.

14. **Good Standing**

Good standing by semester will be evaluated by Program Directors every semester and will report to the Financial Aid Office every pay period who is not in good standing as well as who is on academic probation, suspension or dismissal with the program. Good standing is defined in the National Student Academic Handbook [www.huc.edu/registrar](http://www.huc.edu/registrar) on page 15 and 16. A student is in good academic standing:

a. is not on probation
b. is making acceptable progress toward his/her degree or certificate
c. has earned grades at the “Pass” or “B” level or higher
d. has no more than one LP or C in a semester

5. If a student receives two or more “LPs” or “C’s” and/or fails one or more courses in a semester, the Program Director shall meet with the student to provide counseling and guidance. The Program Director may place the student on probation and may convene a Student Tenure Committee.

6. If he/she receives another “LP,” “C” or “F” during a period of probation, he/she will be asked to appear before a Student Tenure Committee.

7. If the student fails two (2) courses at any time within two consecutive semesters, he/she will meet with the Student Tenure Committee.

8. If a student fails three (3) courses over two academic years, the student will automatically be suspended. He/she has the right to appeal to the Student Tenure Committee for reinstatement, citing any extenuating circumstances.

**Failure to Meet Satisfactory Academic Progress Requirements**

Students who do fail to meet the satisfactory academic progress standards will be placed on Financial Aid Warning (FAW) for a period of up to one payment period (semester.) During the FAW, a student remains eligible to receive financial aid. Students who do meet SAP requirements during the end of the warning period will be returned to normal status and will continue to be eligible for financial aid awards and loans. Students who do not meet SAP requirements at the end of the payment period will be placed on Financial Aid Suspension (FAS.)

Students returning to HUC-JIR while they are on FAS must meet the requirements of HUC-JIR’s SAP policy in order to regain eligibility for financial aid.

**Appeals**

Students on FAS may make a written appeal to the Director of Financial Aid. Financial aid may be reinstated by the Director upon demonstration of mitigating circumstances which must be documented to the satisfaction of the Director along with a written letter of appeal from the
student. Examples of mitigating circumstances and appropriate documentation include, but are not necessarily limited to:

15. Serious illness of student, documented by a signed statement from a physician that the illness interfered with the student's ability to meet SAP requirements, along with a written letter of appeal from the student;
16. Serious illness of an immediate family member, documented by a signed statement from a physician along with a letter of appeal from the student;
17. Death of an immediate/close family member, documented by a signed statement from a clergy person, nearest relative or an unbiased, concerned adult, along with a written letter of appeal from the student; or
18. Disruptive internal family problems, documented by legal/court documentation from an attorney, statement from parents, clergy person or an unbiased concerned adult, along with a written letter of appeal from the student.

Students on FAS who have submitted an appeal and are approved will then be put on Financial Aid Probation (FAP) for one payment period. If SAP is restored at the end of the payment period financial aid eligibility will continue. If students on FAP who do not successfully make SAP at the end of the pay period can submit an academic plan with their academic advisor with a time frame of when the student will successfully make SAP and an action plan to restoring SAP. If a student has an active academic plan in place a student will be eligible for financial aid while following their academic plan.