



## Satisfactory Academic Progress Policy

(Updated as of December 2014)

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education monitor the academic progress of students who receive federal financial aid. Dallas Baptist University has established the following minimum standards and practices for federal financial aid **Satisfactory Academic Progress** (SAP) for students to be eligible for and continue to receive federal financial aid. Please note that some state and institutional aid programs may have higher academic requirements, and eligibility for those financial aid programs is subject to the requirements of each program.

DBU's SAP policy may be accessed online at [www.dbu.edu/financialaid/](http://www.dbu.edu/financialaid/) or in the university catalog.

**Calculation of cumulative grade point average (CGPA).** Cumulative GPA (CGPA) for undergraduate students enrolled using a catalog for the Fall 2009 semester or later is based ONLY on institutionally earned credit hours as defined by institutional policy. Cumulative GPA for graduate students includes both institutional and hours accepted in transfer. Federal and Institutional SAP will be reviewed at the end of each payment period (fall, spring, and summer semesters) after grades have been posted for that period.

To be in compliance with federal, state, or institutional student aid programs, SAP will be based on the student achieving both a qualitative standard and a quantitative standard, as defined below:

- 1. Qualitative Standard – Cumulative Grade Point Average (CGPA)**  
Undergraduate students must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 for all course work completed. Graduate students must maintain a 3.0 CGPA for all course work completed.
- 2. Quantitative Standard – Pace of Progression**  
Pace of progression is determined by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted, including hours that have been accepted in transfer. Undergraduate students must maintain a pace of progression of 66.67% for all course work attempted, including transfer credits. Graduate students must maintain a pace of progression so that they graduate within six years of beginning their degree program, as outlined in the academic catalog for the year that the student first enrolled.
- 3. Program Completion Time Frame:** Undergraduate students may receive financial aid, if they otherwise qualify, if they have not yet attempted 150% of the hours required for their degree program (usually 189 hours). Graduate students may receive financial aid if they have not yet been enrolled in their current degree program for six or more academic years (see the appropriate academic catalog for the year in which the student enrolled). *Attempted hours include all transferred credits and all DBU courses passed, failed, repeated, or withdrawn.*

If a student meets ALL of the above standards, the student will receive a SAP status of **SATISFACTORY** and will be able to continue receiving federal and institutional aid at DBU.

If a student fails to meet one or more of the above standards, the student will be placed on one of three financial aid SAP statuses, as described below:

- Warning status:** If the student was previously under a Satisfactory SAP status, the student's status will be moved to a WARNING status for one semester, meaning that the student is being warned that he/she is not meeting SAP eligibility and has one semester to correct his/her eligibility before being placed on financial aid suspension. During this semester, the student will continue to be able to receive financial aid. A Warning status cannot be appealed since students are still eligible to receive financial assistance.
- Probation status:** If a student is placed on financial aid suspension, he/she has the option of appealing this suspension through the SAP appeal process. If the appeal is granted, the student will be placed on financial aid probation for the next semester, and he/she must bring his/her SAP eligibility to Satisfactory during that semester or be placed on financial aid suspension. While on probation, the student may continue to receive federal, state, and institutional aid if he/she is otherwise eligible.
- Suspension status:** If the student was previously under a Warning or Probation SAP status and fails to meet SAP eligibility requirements during the next semester, the student's status will be moved to a SUSPENSION status and he/she will NOT be able to receive federal, state, or institutional financial aid during the next semester he/she attends. Students who are placed on financial aid suspension may appeal this decision by completing the Satisfactory Academic Progress Appeal Process (see below). Please note: Financial aid satisfactory academic progress eligibility is different from academic probation or suspension. Students who are on financial aid suspension may be allowed to register for and attend classes in future semesters if they are not also on academic suspension. See the Registrar for more information.

### Regaining Financial Aid Satisfactory Academic Progress Eligibility

- Students who are placed on financial aid suspension for not maintaining the required SAP eligibility standards for cumulative GPA must complete courses at DBU at their own expense to regain their eligibility for financial aid. Students who are placed on financial aid suspension for not maintaining the required SAP eligibility standards for pace of progression must complete, at their own expense, courses at DBU, or courses that transfer in from an accredited institution.
- Students who are placed on financial aid suspension because they have not met the program completion time frame requirements and have reached the maximum number of hours or time frame allowed to complete their degree program may not regain eligibility to receive financial aid. In order to complete a degree program and graduate from DBU, the student will have to complete those courses without receiving federal financial assistance. If the student feels that these calculations are incorrect, they may contact the Director of Financial Aid and ask for a formal review of eligibility.
- After the student has completed sufficient coursework to remove the suspension status, his/her SAP status will be reevaluated at the end of the following semester, and his/her status will be updated based on current SAP standards. If a student wants an evaluation before that time, he/she must submit the *Suspension Evaluation or Appeal Request* form to the Office of Financial Aid to formally request a review of his/her status. See below for instructions on downloading this form.

### Appeal Process

A student who has been placed on financial aid suspension for not meeting the required SAP guidelines may appeal his/her suspension if there were unusual or extenuating circumstances that contributed to the student's failure to meet these guidelines. If the appeal is granted, the student will be placed on a SAP Probation status and will be allowed to receive financial aid for the next semester only (see "Probation status" above).

To make the appeal, the student should follow the steps outlined on and submit the *Financial Aid Satisfactory Academic Progress Suspension Evaluation and Appeal Request* form. All appeal requests will be reviewed by the Office of Financial Aid and, if necessary, reviewed by the Satisfactory Academic Progress Appeals Committee. All individuals granted an appeal are normally placed on a one-semester probation status or placed on a financial aid academic plan (see below). All appeal decisions are final. Students will be notified in writing as to the decision regarding their financial aid appeal.

The appeal request must include a statement from the student regarding what has changed or what they will do differently that will allow them to meet SAP guidelines in the future. If a student makes more than one appeal request, each appeal must be for a different reason. See the *Financial Aid Satisfactory Academic Progress Suspension Evaluation and Appeal Request* form for more information.

### Financial Aid Academic Plan

If a student is placed on suspension, and successfully appeals the decision, but the student's academic situation is such that it would be mathematically impossible for him/her to regain SAP eligibility during the next semester as required by federal SAP guidelines, DBU may, at its sole discretion, place the student on a financial aid academic plan. This plan will be designed to outline steps of progress that, if followed by the student each semester, will lead to SAP eligibility being regained at a specific time in the future. If a student does not meet these progressive steps each semester, he/she will immediately be placed on financial aid suspension.

### Other Financial Aid Satisfactory Academic Progress (SAP) Guidelines

- **Dual Enrollment:** A student may not receive federal aid from more than one institution at the same time. A student transferring to DBU from another institution must have their aid canceled at the former institution. A "Cancellation of Aid" form may be required.
- **Repeat Courses:** Students may receive federal financial aid for repeat courses in which a previous grade of "F" was received. For courses in which a grade of "D" or higher is received, federal financial aid will pay for only one repeat. Funding for remedial courses (i.e. MATH 1101) can only be repeated once. If a student registers for a course in which he/she has previously received a grade of D or higher, an evaluation of the student's history taking that course will be made and aid will be paid accordingly. Institutional scholarships cannot be applied toward any repeat courses regardless of course grade or status.
- **Incomplete grades:** Courses in which a grade of "I" is received will affect a student's pace of progression and may lead to the student being placed on financial aid warning or suspension. Once the student has completed the course(s), he/she may request an evaluation to re-assess his/her SAP status using the *Suspension Evaluation or Appeal Request* form (see below).
- **Second Bachelor's Degree:** Not all financial aid programs are available to students seeking a second bachelor's degree, including accredited and non-accredited degrees. Students should see their financial aid counselor for more information.
- **Support Services:** Support services are available to help ensure a student's academic success. Counseling services are available free of charge to DBU students by contacting 214-333-5288. The DBU Writing Lab is available to assist students in the writing and construction of papers. Contact them at 214-333-5474. The DBU Library is available to help students with research. Contact them at 214-333-5213. Tutoring services are available by calling 214-333-6843. Students with disabilities can contact the Office of Student Affairs at 214-333-5134 to make accommodations for their disability.
- The *Financial Aid Satisfactory Academic Progress Evaluation and Appeal Request Form* mentioned above is located at: [www.dbu.edu/financialaid/](http://www.dbu.edu/financialaid/)

**If you have any questions regarding areas addressed in this policy, please contact the Office of Financial Aid  
214-333-5363 or [finaid@dbu.edu](mailto:finaid@dbu.edu)**