



Regent University | Central Financial Aid

Satisfactory Academic Progress (SAP) Appeal

SECTION ONE: Personal Information

Name: _____ Student ID: _____

Birth Date: _____ E-mail: _____

Semester for which you are appealing ineligible status (Check One):

Fall 20 _____ Spring 20 _____ Summer 20 _____

Your school of enrollment:

Arts and Sciences (Undergrad) Business & Leadership Communication Divinity
 Education Government Law Psychology & Counseling

SECTION TWO: SAP Appeal Instructions

- 1) Complete the questions on the back of this form and submit to your school of enrollment. Use additional sheets if necessary.
- 2) Attach any documentation (letters from physicians, employers, etc.) that supports your explanation of extenuating circumstances.
- 3) Navigate to <http://mytg.tgslc.org> and follow the directions below:
 - a) Click on "Click Here" in the Students, Families, and Borrowers box.
 - b) Click on "Register" under "New User".
 - c) Complete the Registration process.
 - d) Login with your newly created User ID and Password
 - e) Click on "Launch Learning Center" under the "Learning Center" heading
 - f) Complete your "Learning Center Profile", enter "CUREGENTUSAP" in the Special Access Code text box, and hit submit.
 - g) **STOP!** Do not take any further action until you have received an email from "Learning System Administrator". Until you receive this email, the four required SAP modules will not appear. **Note:** This can take up to 24 hours to arrive!
 - h) Once you have the notification, login again, re-launch the Learning Center and complete the modules listed under "My Learning Center".
 - i) After the completion of each module, **print the certificate** and submit this document along with this SAP appeal. Do not submit the appeal until after you have completed these modules. Students may also provide their TG Transcript to verify completion instead of the printed certificate.
- 4) Submit the SAP Appeal form and all supporting documents to your school of enrollment selected in Section One.
- 5) The financial aid office will review your borrowing history from the National Student Loan Data System (NSLDS).

Please review the following items:

- * Satisfactory Academic Progress (SAP) is not the same as academic progress required for graduation.
- * Being declared ineligible for financial aid does **not** mean you have been academically dismissed from the university.
- * An appeal approval is effective for a single semester. **SAP status will be reviewed after each semester.**
- * Federal aid will not disburse until after grades are reviewed for your warning or probation semester.
- * Appeal approvals will place students on financial aid **probation** for their next semester of enrollment.
- * Failure to meet the requirements of an approved academic plan will result in federal aid ineligibility for subsequent semesters.
- * The office of Financial Aid works with your school of enrollment but reserves final authority in SAP appeal decisions.

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_____ "After review of the student's appeal, an exception to the standards of satisfactory academic progress for financial aid should be made for the specified term. **Please attach approved academic plan (if applicable).**"

_____ "After review of the student's appeal an exception is not warranted at this time."

Signature: Dean or Authorized School Rep.

Date

Signature: Authorized FinAid Rep.

Date



Name: _____ SSN or Student ID: _____

SECTION THREE: Academic Plan and Information

Appeals must include a detailed description of the extenuating circumstances that occurred during the semester in which the student failed to meet this policy. **Events and circumstances that merit an appeal include, but are not limited to, personal or family emergency, unanticipated serious medical difficulty (excluding chronic conditions), serious psychological difficulty, etc.**

Please complete the financial literacy modules and answer the following questions. Attach any additional documentation as needed. Use additional sheets if necessary.

- 1) Navigate to <http://mytg.tgslc.org> and complete the financial literacy modules referenced above in section two. You must print and attach the certificates of completion.

- 2) Please describe in detail the unique and extenuating circumstances under which you were unable to fulfill the requirements of the Satisfactory Academic Progress (SAP) Policy for Financial Aid Eligibility?

- 3) What has changed that will make it possible for you to meet the Satisfactory Academic Progress standards by the end of this term?

- 4) What is your proposed academic plan to comply with the minimum academic standards for financial aid eligibility? (ex. In the fall, take Biblical Studies 100, Theology 101 and New Testament 102 and will attain an A and two B's to achieve or increase my cumulative GPA to a 2.5.)

My signature certifies and confirms that I have read and I understand all instructions and that I have provided accurate, complete, and current information.

Student Signature _____ Date _____



SATISFACTORY ACADEMIC PROGRESS

A student must be in an admitted/enrolled status as a regular student in a degree program and making satisfactory academic progress toward a degree, in order to be considered for participation in financial aid programs (federal and/or private) administered through the university's Central Financial Aid Office. Making satisfactory academic progress, for these purposes means that a student must maintain a minimum prescribed cumulative grade point average (GPA) defined by the school, as well as proceed through the program at a pace leading to completion in a specified time frame. Satisfactory progress is measured at the end of each academic semester.

Minimum Requirements

A student achieving at least the minimums specified below will be considered to be making satisfactory academic progress.

- Minimum Cumulative GPA of 3.00 in the student's current academic program transcript level. *Exceptions:* students in the JD and Undergraduate programs, which require a 2.00 minimum). Students in MDiv or MA in Practical Theology/Missiology are required to maintain a 2.50 cumulative GPA.
- Successful completion* of 50% of all credits attempted at a particular transcript level of graduate and/or professional programs of study (e.g., general graduate, Law, MDiv, etc.), and 67% of all credits attempted at the undergraduate programs transcript level:
 - * "Successful completion" is defined as credits finished with grades other than an "F," "I," "IP," "W," "WF," "WX," "FX," "NP," "NG," or "AU" at the time grades are posted for the term being reviewed and/or when the satisfactory academic progress review for the prior term is made.
- For students enrolled in a Master's, or the Juris Doctorate program, the student has been enrolled for no more than five calendar years from the beginning of the semester in which the program was initially begun, including periods of non-enrollment.
- For students enrolled in a Doctoral program, the student has been enrolled for no more than seven calendar years from the beginning of the semester in which the program was initially begun (including periods of non-enrollment).
- For students enrolled in an undergraduate degree program the timeframe cannot exceed 150% of the published length of the program, which is measured in attempted credit hours, based upon the number of credits offered at Regent for the program. Therefore, the maximum duration of financial aid eligibility for students in this program is 150 attempted credit hours at Regent counted from the term/period the student originally begins the program, not to exceed five calendar years from the beginning of the initial term/period (including periods of non-enrollment).
- Student must be in otherwise good academic standing with the university (as defined by the university's academic policies). A student placed on academic warning is automatically on financial aid warning.

In the event that a student fails to meet any of the above criteria at the end of an academic semester/term, the student will be placed on "financial aid warning" for the immediately following period of enrollment. That is, a student in this category may receive financial aid for the next term of enrollment, but must meet the above stated minimums by the end of that time period. The second time that a student fails to meet one or more of the requirements, the student will no longer be making satisfactory progress for financial aid purposes. As a result, he or she will be ineligible for financial aid offered through the Central Financial Aid Office, including federal and private loans, scholarships, etc., for the following academic term in which the student may enroll.

Appeal Procedures

If a student is found to be ineligible for financial aid because satisfactory progress requirements were not met, the student may appeal this decision to the Dean of the School through the school's financial aid representative. Appeals must include a detailed description of the extenuating circumstances that occurred during the semester in which the student failed to meet this policy. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved. The plan must include steps being taken to ensure satisfactory academic performance, including a written plan for academic success in the coming academic term; for juniors and seniors, this plan must include a course program for graduation. Events/circumstances that merit an appeal include, but are not limited to:

- **Personal or family emergency**
- **Unanticipated, serious medical difficulty (excluding chronic conditions – students are responsible for properly balancing school work with known chronic conditions)**
- **Serious psychological difficulty**



The Dean of the School (or designee) will review the appeal and determine whether suspending aid is justified. The student and Central Financial Aid Office will be advised, in writing, of the decision. The Director of Central Financial Aid may consult with the Dean of the School regarding the decision provided before Central Financial Aid clears an ineligible status.

Students seeking to re-establish financial aid eligibility remain ineligible to receive financial aid assistance or deferment of payment until the appeal process is complete and a decision has been made by the Financial Aid Office. **Students should be prepared to pay tuition, fees, and other educational expenses until s/he has been approved to receive financial aid.**

Loan History

Part of the SAP appeal review process includes a review of a student's borrowing histories. This information is housed at the U.S. Department of Education's National Student Loan Data System (NSLDS – nslds.ed.gov). Students have access to this information as and the office of Central Financial Aid strongly encourages them to review regularly the information therein.

At the time of admission, students must supply Regent University with all transcripts from their prior college work. NSLDS reviews manifesting discrepancies between self-reported student enrollment at the time of admission and their actual enrollment history reported to the U.S. Department of Education by lenders will be taken seriously. After a detailed review, and per the discretion of the Director of Financial Aid, this information may be considered fraudulent and will be grounds for immediate dismissal from Regent University.

Reinstatement

To reestablish satisfactory progress after being terminated from aid eligibility, a student must improve his/her academic standing to meet the designated standards.

Repeated Courses

When a course is repeated, the last grade points and credit hours earned replace the previous grade points and credit hours in computing the grade point average. Please refer to the university catalog for the method in which repeated courses in the School of Law are calculated.

Transfer Students

Courses that transfer students took at previous institutions prior to attending Regent are counted only in the number of hours successfully completed, i.e., they do not show up as hours attempted or in the GPA calculation, per the university's academic policy.

Periods of Non-enrollment

Periods of non-enrollment in a particular degree program have no effect on a student's satisfactory academic progress upon reentering for these purposes, except that the maximum five- to seven-year time limit still applies (as described in "Minimum Requirements" above). Any exceptions to the time limit due to periods of non-enrollment must be appealed to the Dean of the school through the school's financial aid representative. See "Appeal Procedures" above.

Joint Degrees and/or Multiple Degree Programs

A joint degree student or student enrolling in multiple degree programs at different academic transcript levels (e.g., Law and Business, or a Master of Divinity degree program and a master's degree program in Counseling, etc.) will be evaluated for SAP based upon each transcript level. Failure to meet the standards on either academic transcript level will classify the student as not making satisfactory academic progress for financial aid purposes.

Students having academic records in multiple programs at the same transcript level will be evaluated based upon all grades at that level, regardless of current enrollment status in any of the programs. It is vital that students monitor their classification in each academic program to ensure accurate representation of their intended degree plans, especially as it relates to satisfactory academic progress for financial aid purposes

The maximum time limits as defined under "Minimum Requirements" above are still applicable to students in joint degree and/or concurrent multiple degree programs.

NOTE: *The SAP policies are for financial aid purposes. They are required to ensure that recipients of federal student aid and other aid administered by the Central Financial Aid Office meet qualitative and quantitative progress toward their degree as required by program regulations and policies. A particular scholarship, grant, etc., offered through your school might have different individual award eligibility requirements unique to that particular award.*

