REGENT UNIVERSITY | Financial Aid

Satisfactory Academic Progress (SAP) Appeal & Information

In order to maintain eligibility for federal and/or private financial aid programs, students must be enrolled in an eligible degree program and make satisfactory academic progress. Two general factors contribute to SAP: (1) students must maintain a minimum prescribed cumulative grade point average (GPA) individually defined by each school of enrollment, and (2) proceed through their program at a pace leading to degree completion in a specified time frame. Progress is measured at the conclusion of every semester.

Detailed SAP Requirements:

To meet the standards for SAP, student must maintain all of the following progress minimums:

- Graduate Student, other than M.Div. or M.A. in Practical Theology must maintain a 3.00 GPA or higher.
- M.Div. and M.A. in Practical Theology students must maintain a 2.50 GPA or higher.
- Undergraduate, J.D., and L.L.M. students must maintain a 2.00 GPA or higher.

- Students must remain in good academic standing with the university. Students on academic probation are automatically placed on financial aid warning.

- Students must ***successfully complete**** 67% of all attempted credits (undergraduate) or 50% of all attempted credits (graduate and professional studies) within their degree program.
  - ***Successful completion requires courses be assigned with grades other than F, I, IP, W, WF, WX, FX, NP, NG, or AU at the time of SAP review.***

- Students enrolled in a Masters or Juris Doctor degree program may not enroll in excess of five (5) calendar years from the of the semester in which the program began, including periods of non-enrollment.

- Doctoral students may not enroll in excess of seven (7) calendar years from the beginning of the semester in which the program began, including periods of non-enrollment.

- Undergraduate students may not enroll in excess of 150% of the published length of their program. Attempted hours cannot exceed 150% of the total number of credits required to complete the student's degree program. The maximum duration of financial aid eligibility in a Bachelor program is 150 attempted credit hours at Regent, counted from the semester the student's program begins; however, it cannot exceed five (5) calendar years from the beginning of the initial semester, including periods of non-enrollment.

Appeal Procedures:

A student, ineligible for financial aid for failing to meet SAP requirements, may appeal to his or her school of enrollment. Appeals must contain detailed descriptions of the extenuating circumstances contributing to his or her failure to maintain SAP requirements. Included with the appeal, submission of all supporting documentation as well as evidence of resolution is imperative. Finally, SAP appeals necessitate the submission of an **academic plan**. The plan includes acknowledgment by the student of the steps he or she will take to ensure a return to SAP standards, including a written plan for academic success in the coming academic semester(s). Appeal submitted without an academic plan **will not be approved**. For undergraduate juniors and seniors, the plan must also include a course program for graduation. Events and circumstances that merit an appeal include, but are not limited to:

- Personal or family emergency;
- Unanticipated, serious medical difficulty, which excludes chronic medical conditions; or,
- Serious psychological difficulty.

The Dean of the School (or designee) reviews SAP appeals first and determines whether justification exists to reinstate financial aid; furthermore, the Dean or the School (or designee) will advise the student and the Central Financial Aid (CFA) office in writing. **Note**: *CFA reserves final authority in SAP appeal decisions.*

Students remain ineligible to receive financial aid assistance or deferment of payment until the SAP appeal process concludes and CFA reviews the appeal decision. **Students must plan to pay all tuition, fees, and other educational expenses until they obtain appeal approval.**

Satisfactory Academic Progress (SAP) Appeal & Information

Loan History (Undergraduate Only):

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

At the time of admission, undergraduate students must supply Regent University with all transcripts from their prior college work. Occasionally, reviews of NSLDS records show discrepancies between student-reported enrollment history and enrollment history reported by lenders to the U.S. Department of Education. After a thorough review, and per the discretion of the director of Central Financial Aid, this information may be considered fraudulent and can be grounds for immediate dismissal from Regent University

Reinstatement:

A student must improve his or her academic standing and otherwise return to all SAP standards to re-establish eligibility for federal and private financial aid programs according to the designated academic plan. In cases of SAP appeal denial, a student remains ineligible for federal or private financial aid programs until he or she returns to all SAP standards.

Repeated Coursework:

When retaking courses, most recent grade and credit hours earned replace the previous information when calculating a grade point average, even if a student receives a lower grade after retaking the course. Law students should review the university catalog for more information on repeated coursework in his or her program.

Transfer Students:

Credits earned at prior institutions count as hours successfully completed (i.e., they do not show up as hours attempted as part of cumulative GPA calculation).

Periods of Non-Enrollment:

Periods of non-enrollment have no effect on a student's SAP when re-entering for a subsequent semester except in cases where a student reaches or exceeds the maximum five (5) to seven (7)-year time limit as described above in "*Detailed SAP Requirements*." Any exceptions to the time limit due to periods of non-enrollment must be appealed to the Dean of the School. See "*Appeal Procedures*" above.

Joint Degrees and/or Multiple Degree Programs:

A student enrolled in a joint degree program or seeking multiple degrees simultaneously in different degree levels (e.g., Law and Business, or M.Div. and M.A. in Counseling) is subject to SAP evaluation based on each degree level. Failure to meet SAP standards for either level classifies the student as ineligible for financial aid in all current degree programs.

A student with academic records in multiple programs at the same degree level is subject to SAP evaluation based on all grades at that level, regardless of his or her current enrollment status. It is vital for a student to monitor his or her classification in each program to ensure accurate representation of his or her intended degree plans, especially as it relates to SAP. Furthermore, maximum time limits prescribed in "*Detailed SAP Requirements*" apply to students in joint and/or concurrent multiple degree programs.

NOTE: *SAP policies are for federal and private financial aid purposes. They are federally-mandated and required to ensure that recipients of federal financial aid and other aid administered by CFA meet qualitative and quantitative progress toward their degree. A particular scholarship or grant offered to you through your school of enrollment might have different individual award eligibility requirements unique and separate from the policies herein.*

SAP Appeal Follows

REGENT UNIVERSITY | Financial Aid

2014-15 Satisfactory Academic Progress (SAP) Appeal Form

OFFICE USE ONLY

RH | EXCEPT | EXCSPR | EXCSUM

Initials:_____

Student ID:_____

Personal Information

Name:_____ Student ID: _____

Birth Date:_____ Email: _____

Semester for which you plan to appeal your SAP ineligible status (check one):

☐ Fall ☐ Spring ☐ Summer

What is your primary school of enrollment (check one):

☐ College of Arts & Sciences (Undergrad) ☐ Business & Leadership ☐ Communication ☐ Divinity

☐ Education ☐ Government ☐ Law ☐ Psychology & Counseling

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 extenuating circumstance(s).
3. Navigate to mytg.tgslc.org and follow the directions below:
   a. Click on "*Click Here*" in the Students, Families, and Borrowers box.
   b. Click "*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 receive an email from "*Learning System Administrator.*" Until then, the four required SAP modules will not appear. **Note: this can take up to 24 hours to arrive!**
   h. Once notification arrives, login again, re-launch the Learning Center, and complete the modules listed under "*My Learning Center.*"
   i. After completion of each module, **print the certificate and submit it along with this SAP appeal**. Do not submit the appeal until **after** you complete these modules. Students may also provide their TG Transcript to verify completion instead of the printed certificate.
4. First, submit the SAP appeal form and *all* supporting documents to your school of enrollment selected on this form in "*Personal Information.*"
5. The financial aid office will review your borrowing history from the National Student Loan Data System (NSLDS) - *Undergraduate Only*

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

Office Use Only Office Use Only Office Use Only

____ After review, an approval of the student's SAP appeal is justified. ***Please attached approved academic plan***.

____ After review, an approval of the student's SAP appeal is not justified.

_____ _____
Dean or Authorized School Rep. Signature Date

_____ _____
Authorized Financial Aid Rep. Signature Date

Name: _____ Student ID: _____

Academic Plan & Other Information

Appeals must include a detailed description of the extenuating circumstances that occurred during the semester in which the student failed to meet SAP standards. See extenuating circumstances in "*Appeal Procedure*" in the appeal instructions.

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 mytg.tgslc.org and complete the financial literacy modules referenced in the "SAP Appeal Instructions" section above. You must print and attach certificates of completion.

(2) Please describe, in detail, the unique and extenuating circumstances under which you were unable to fulfill the requirements of the SAP Policy for Financial Aid Eligibility.

(3) What has changed that will make it possible for you to meet SAP standards by the end of this semester and throughout the remainder of your degree program at Regent University?

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

Signature & Verification

My signature certifies and confirms that I read and understood all instructions herein. Furthermore, I provided complete, accurate, and current information to the best of my knowledge.

Student Signature: _____ Date: _____