

**University of the District of Columbia  
Financial Aid  
2012-13 Satisfactory Academic Progress (SAP) Policy**

Federal regulations require that the Financial Aid Office at the University of the District of Columbia (UDC) ensure financial aid recipients are making measurable academic progress toward their degree or certificate program. In general, UDC financial aid recipients must maintain a minimum cumulative Grade Point Average (GPA), complete 67% of all attempted study and may not exceed 150% of the timeframe required to obtain a degree or certificate. The specific requirements are defined below:

**Qualitative Academic Standard Requirement**

**Requirement # 1:** Financial aid recipients must maintain a cumulative Grade Point Average (GPA) of at least 2.0 for undergraduate students and a 3.0 for graduate students. Coursework completion is as follows:

<b>Courses successfully completed</b>	A, B, C, D, P
<b>Courses not successfully completed</b>	F, W, I, X, AU

**Undergraduate Students:**

Undergraduate students must maintain a cumulative 2.00 GPA. Your GPA will be reviewed at the end of each semester. If at the end of your first semester your GPA is less than 2.00, you will be notified and placed **on Financial Aid Warning Status**. If your GPA falls below a 2.00 at the end of your second semester or the end of the academic year, you will be placed on financial aid suspension.

**Graduate Students:**

Graduate students must maintain a cumulative 3.00 GPA each semester. If at the end of your first semester, your GPA is less than 3.00 you will be notified and placed **on Financial Aid Warning Status**. If your GPA falls below a 3.00 at the end of your second semester or the end of the academic year, you will be placed on financial aid suspension.

**Quantitative Academic Standard Requirement**

**Requirement #2:** Financial aid recipients must complete at least 67% of attempted coursework.

The number of credits a student must complete each semester depends on their enrollment status. Enrollment status is determined by the number of credits attempted each semester. Financial aid recipients that do not complete at least 67% of attempted coursework at the end of their first semester will be placed on **financial aid warning status**. If you do not successfully complete 67% of your coursework at the end of the second semester or academic year, you will be placed on **financial aid suspension**. Below is a chart on the minimum number of credits that must be completed each semester to remain in good standing:

<b>Undergraduate Unit Completion Requirement Chart Fall, Spring, Summer Semesters</b>		
Units Attempted	Enrollment Status	Required to Complete
12 or more	Full Time	9
9 - 11.5	3/4 Time	8
6 - 8.5	1/2 Time	6
1- 5.5	< 1/2 Time	All attempted

**Maximum Timeframe to Complete Program Requirement**

**Requirement #3: Maximum Time frame Requirement**

Federal student aid regulations specify that a student may not exceed 150% of the timeframe required to complete their program of study. Students will be deemed ineligible for financial aid upon exceeding the maximum timeframe or attempted credits as indicated below:

<b>Example: Maximum Time Frame (based on a 120 credit hour program)</b>			
Enrollment Status	Required Credit Hours to Graduate	Maximum Attempted Credit Hours (150%)	Maximum Years/Semesters to Complete the Program
<b>Full-time (min. of 12 credit hours/semester)</b>	<b>120 credit hours (4 years/8 semesters)</b>	<b>180 credit hours</b>	<b>6 years/12 semesters</b>
<b>Half-time (6-8 credit hours/semester)</b>	<b>120 credit hours (8 years/16 semesters)</b>	<b>180 credit hours</b>	<b>12 years/24 semesters</b>

<b>Example: Maximum Time Frame Community College – Associate Degree/Certificate</b>		
<b>Educational Goal</b>	<b>Average number of credits required to achieve Ed. Goal</b>	<b>Maximum number of credits you may attempt is 150% of the program length</b>
<b>Associate degree</b>	<b>60 credits</b>	<b>90 credits</b>
<b>General Education for Transfer</b>	<b>60 credits</b>	<b>90 credits</b>
<b>Certificate Program</b>	<b>30 credits</b>	<b>45 credits</b>

**Please Note:** Effective July 1, 2012, New Federal student aid regulations limit the Federal Pell Grant for up to a maximum of 12 full-time semesters. Students exceeding 12 full-time semesters to complete their undergraduate degree will not be eligible for Federal Pell Grant funding (this includes dual degrees and change of majors).

#### **Additional Satisfactory Academic Progress Requirements**

**Transfer Credits** – Transfer credits (including those from foreign institutions) that apply toward the student’s degree will be placed within the SAP policy quantitative and maximum time frame requirements.

**Change of Major** – A student that changes their major must submit a degree checklist signed by their Department Dean or Academic Advisor outlining the number of credits needed to obtain the changed degree. The maximum time frame will be calculated based upon the submission of the new requirement for graduation. **Students changing their major must be mindful of the max Pell Grant Requirement.**

**Second-Degree** – Students pursuing a second degree must submit a degree plan listing what additional credits are required to obtain the second degree and may only receive funding up to the additional hours required. A written statement on why you are pursuing a second degree may be required as part of your SAP Appeal.

**Dual Degree Program** – Students may request in writing an extension of the maximum time frame policy if they are pursuing a dual degree and their reasons for pursuing one. An academic plan must be provided stating what coursework is required and the total number of credits needed to complete the dual degree program. **Students in a dual degree program must be mindful of the max Pell Grant Requirement.**

**Repeating a Course** – Students may only repeat a failed course. Please note that the repeat course will count toward quantitative and maximum time frame requirements. **Students may not receive financial aid funding to repeat a course that has been successfully completed.**

**Developmental coursework** – Students may receive financial aid for up to 30 credit hours of developmental/remedial coursework. Developmental courses will count toward quantitative and maximum time frame requirements of this SAP policy.

**Graduate students enrolled for undergraduate coursework** – Graduate students **may not** receive financial aid to take undergraduate coursework as these credits and hours will not apply toward their graduate degree program.

**Professional Licensure** – Students pursuing professional licensure are not eligible for financial aid unless they are admitted in a degree program.

#### **Financial Aid Satisfactory Academic Progress Status Categories**

##### **GOOD Status**

The aid recipient has maintained a minimum cumulative 2.0 GPA for undergraduates and 3.0 GPA for graduates, has completed at least 67% of all attempted coursework and has not exceeded the 150% maximum time-frame required to obtain their degree or certificate.

##### **WARNING Status**

At the end of the first semester of study, the aid recipient has not maintained a cumulative 2.0 GPA for undergraduates and 3.0 GPA for graduates, or has not completed at least 67% of all attempted coursework or is near the 150% maximum time-frame required to obtain their degree or certificate.

Students who meet the GPA and quantitative credit completion rate requirements at the end of the warning semester may return to an academic status of **“Good” Satisfactory Academic Progress.**

## SUSPENSION Status

Financial aid recipients placed on suspension are not eligible for financial aid. Students in any of the following three categories are considered to have an academic status of financial aid suspension:

- Students who are on financial aid **warning** and do not maintain a minimum 2.0 GPA (3.0 for graduates) at the end of the second semester will be placed on suspension.
- Students who are on financial aid **warning** and who do not complete at least 67% of their coursework at the end of the second semester will be placed on suspension.
- Students who reach or exceed the **Maximum 150% Time-frame** of their program will be placed on suspension and are no longer eligible for Federal student aid. The student must use their own funds to continue and complete their program.

## PROBATION Status

Students that submit an Appeal Application that have their appeal approved are placed on One-Term Probation. Students must meet all SAP requirements while on probation to return to good standing. Should they fail to do so after the end of the probation period, they will be placed back on suspension and no longer eligible for financial aid or eligible to re-appeal.

### Financial Aid Notification and Suspension Appeal Process

Students who are placed on financial aid warning and suspension will be notified via email and their My.UDC student portal. Any student on suspension may appeal their status by completing a Financial Aid Satisfactory Academic Progress Appeal Application. The Appeal Application MUST include the following:

1. **SAP Appeal Application** – The student must understand the terms and requirements of the Appeal.
2. **Personal Statement Explaining Circumstance** – The TYPED statement must explain why you failed to make satisfactory academic progress and what has changed that will allow you to make academic progress for the next period of study.
3. **Supporting Documentation** – The student must submit documentation to support the personal statement
4. **Academic and Success Strategies Plan** – The student must complete an Academic Plan and Success Strategies Plan. The plan must outline coursework and academic services the student will utilize to ensure academic success.

### Appeal Review and Decision

The Financial Aid Appeal will be reviewed and the student will be notified in writing via email and their My.UDC student portal of the appeal decision. **APPEAL REVIEWS MAY TAKE UP TO TWO WEEKS BEFORE A DECISION IS RENDERED.** Hence, students are encouraged to submit their appeal as early as possible should they wish to be reconsidered for aid prior to the start of their next semester of enrollment.

### Appeals that are Approved

#### **SUBMISSION OF AN APPEAL DOES NOT GUARANTEE APPROVAL!**

If your appeal is approved, you will be placed on **ONE-TERM FINANCIAL AID PROBATION** and will be allowed one enrollment period/semester of funding to bring your status up to the required minimum standards. Eligibility is not retroactive to previous semesters in the award year. Approved appeals will move a student from suspension to probation status. Students who make progress after their probationary semester may return to “good satisfactory academic progress” status.

Students that fail to meet satisfactory academic progress requirements after their probation period will be placed back on suspension and will no longer be eligible for financial aid. **Students may not re-appeal, for any reason, should they fail to meet SAP requirements during their probation period.**

### Appeals that are Denied and Regaining Eligibility

Students that are denied their appeal will be placed on financial aid suspension and no longer eligible for financial aid at UDC. Once a student becomes ineligible for financial aid, the student can regain eligibility by completing the following:

- Achieve the required 67% quantitative cumulative course completion rate as described in this policy
- Achieve the minimum 2.0 GPA (3.0 for graduates) required to reestablish satisfactory academic progress

Students denied their appeal must meet these requirements at their own expense and complete a new Appeal Application should they wish to be reconsidered for financial aid. Eligibility cannot be re-established simply by being out of school for a set period of time or by paying for a certain number of courses with one's own funds.

For additional information or questions about the UDC Financial Aid Satisfactory Academic Progress Policy please visit the Office of Financial Aid, 4200 Connecticut Avenue, NW, Building 39, Room 101, Washington, DC 20008