FEDERAL REQUIREMENTS

Federal regulations require the University of the District of Columbia (UDC) to establish Satisfactory Academic Progress (SAP) standards for students who receive federal financial aid. In general, the federal regulations require a minimum 2.0 Grade Point Average (GPA) and federal financial aid may not be extended to any undergraduate student who exceeds or will exceed 150% of the published length of his or her program of study. Students are required to meet standards of Satisfactory Academic Progress to remain eligible to participate in Federal or State Financial aid. To remain eligible for federal and state financial aid, students are required to maintain Satisfactory Academic Progress toward completing a degree. Any student who fails to meet satisfactory academic progress standards will be ineligible to receive federal or state financial aid.

UDC standards for SAP are designed to measure a student’s performance in the following three areas: course completion rate, maximum timeframe allowed to complete the program of study, and cumulative grade point average. The Office of Financial Aid is responsible for ensuring that all students who receive federal or state financial aid meet these standards. The financial aid programs covered by this policy are the following federal and state programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Perkins Loan
- D.C. Leveraging Educational Assistance Partnership (LEAP)
- Federal Family Education Loan Program (FFELP)
- Parent Loan for Undergraduate Students (PLUS)
- Alternative Loans (at the option of the lender)
Satisfactory Academic Progress will be determined at the end of each semester of enrollment.

I. Course Completion Rate

Students are required to maintain a cumulative course completion rate of 70%. This means that students must complete 70% of all attempted credit hours of study, including transfer credits that have been accepted by the University of the District of Columbia.

II. Maximum Timeframe

Students may not exceed 150% of the timeframe required, to complete his/her program of study. E.g., A student enrolled full-time in a program that normally takes four years or eight semesters to complete and that requires 120 credits will be allowed no more than six years or twelve semesters to finish. The student may not attempt more than 180 credits to still receive financial aid for the program. A half-time student (6-8 credits per semester) may be allowed as many as twelve years to complete the same 120 credits, while attempting no more than 180 credits.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Required Credit Hours to Graduate</th>
<th>Maximum Attempted Credit Hours (150%)</th>
<th>Maximum Years/ Semesters to Complete the Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (min. of 12 credit hours/semester)</td>
<td>120 credit hours (4 years/8 semesters)</td>
<td>180 credit hours</td>
<td>6 years/12 semesters</td>
</tr>
<tr>
<td>Half-time (6-8 credit hours/semester)</td>
<td>120 credit hours (8 years/16 semesters)</td>
<td>180 credit hours</td>
<td>12 years/24 semesters</td>
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</tbody>
</table>

Students will be deemed ineligible for financial aid upon exceeding the maximum timeframe or attempted credits. The student must use his or her own funds to continue their studies. Students will be notified when they have attempted 75% of the maximum credit hours permitted to complete their degree. No exceptions will be made.

To ensure compliance with this federal requirement, by the time a student has attempted 85% of the maximum credit hours allowed for his or her degree program, the student must have earned 85% of the college-level courses to graduate.

Example: Required 85% earned college-level credit hours to graduate by the time attempt 85% of the maximum allowed

- 85% of 180 maximum attempted credit hours allowed = 153 attempted credit hours
- 85% of 120 credit hours to complete degree program = 102 earned college-level credit hours

Students will be notified when they have attempted 75% of the maximum credit hours allowed (135 credit hours)

III. Minimum Cumulative Grade Point Average (CGPA)

A. Undergraduates
The cumulative grade point average (CGPA) for all students will be reviewed at the end of each semester. A 2.0 CGPA is required to remain in good standing, without restrictions.

1. **Freshmen:**

   - If the GPA is below 1.60 after the first semester of enrollment, the student will be placed on financial aid probation and limited to a course load of nine credits during the second semester. However, if the GPA is less than 1.0, the student will be terminated from financial aid eligibility.

   - If the GPA is 1.60 to 2.00 after the first semester, the student is considered to be making satisfactory progress but limited to a course load of 12 credits during the second semester.

   - If the CGPA is below 1.80 after the second semester, the student will be placed on financial aid probation and limited to a course load of nine credit hours during the next semester of enrollment. However, if the CGPA is less than 1.6, the student will be terminated from financial aid eligibility. The student must receive a CGPA to 2.00 during the next semester or face financial aid termination. If the CGPA is between 1.80 and 2.00 after the second semester of enrollment, the student is considered to be making satisfactory progress but limited to a course load of twelve credit hours during the next semester.

2. **Continuing Students:** The following rules apply each semester to all students after the completion of three full-time/six part-time semesters or 30 credits, whichever comes first:

   - The student must maintain a CGPA of 2.00.

   - In the absence of a 2.00 CGPA, the student will be placed on financial aid probation and must achieve a CGPA of 2.00 by the end of the next semester of enrollment or face financial aid termination. However, if the CGPA is less than 1.8, the student will be terminated from financial aid eligibility.

   - A student who has a CGPA of less than 2.00 is limited to a course load of nine credit hours. However, the student may take as many as ten credit hours with permission from the Dean.

3. **Developmental Courses (including ESL courses):** For purposes of graduation, only college-level courses are counted in the CGPA and total credits earned. Additionally, federal regulations require all undergraduate students to maintain a CGPA of at least a “C” at the end of the second full-time year (60 earned credit hours that are countable toward a degree) or have academic standing consistent with the institution’s requirements for graduation. Accordingly, both the letter grade received in Developmental Courses and the credits represented by those courses will be calculated in determining the CGPA until the end of the second full-time year (60 earned credit hours that are countable toward a degree). Thereafter, only college-
level courses and their associated grades will be used to calculate earned credits and the cumulative GPA.

B. Graduate Students

Graduate students are required to maintain a minimum 3.00 CGPA each semester and meet all requirements of the degree program. As with the course completion rate, students whose CGPA falls below the minimum required will be placed on financial aid probation and given one semester to regain eligibility or face financial aid termination.

FINANCIAL AID PROBATION

If a student fails to achieve the minimum cumulative course completion rate of credits attempted and/or the required CGPA, he or she will be notified by the Office of Financial Aid and be placed on financial aid probation for the next term of enrollment. While on financial aid probation, the student may still receive financial aid. To be removed from probation, the student must re-establish the required course completion rate and/or CGPA. The probationary status will be removed at the end of the probationary term if these conditions are met.

FINANCIAL AID TERMINATION

If a student fails to achieve the required cumulative course completion rate and/or achieve the required CGPA while on financial aid probation, the student will be notified of financial aid termination and will not be eligible to receive aid from any federal or state financial aid programs.

REGAINING FINANCIAL AID ELIGIBILITY

Once a student becomes ineligible for federal or state financial aid, the student can regain eligibility only by completing courses at his or her own expense and (1) achieving the required cumulative course completion rate of credits attempted and/or (2) achieving the CGPA required to re-establish Satisfactory Academic Progress. Eligibility cannot be re-established simply by being out of school for a set amount of time or by paying for a certain number of courses with one’s own funds.
ADDITIONAL SATISFACTORY ACADEMIC PROGRESS POLICY REQUIREMENTS

- **Evaluation**
  Although a student may not have received financial aid before, the student’s academic progress must be evaluated for financial aid eligibility on the same basis as students who did receive federal or state financial aid. Thus, at the point of application for aid, a first time aid applicant must be making satisfactory academic progress to be considered eligible to receive federal or state financial aid.

- **Dual Degree Program**
  If a student is enrolled in a dual degree program, the student may request in writing an extension of the maximum timeframe provision of this policy. Such request will be evaluated on an individual basis.

- **Second Degree**
  If a student has completed one degree and is pursuing a second degree, the student will be given the equivalent of six (6) additional full-time semesters to complete the second-degree program, including prerequisite courses.

- **Transfer Student**
  If a student is a transfer, the transfer credits will be placed within the SAP policy’s maximum timeframe based on the number of credits accepted by the University of the District of Columbia.

- **Change of Majors**
  If a student changes his or her major, the credits that do not count toward the student’s new major may be excluded from the total hours attempted and CGPA. Students will be allowed this exclusion only for one change in major.

- **Foreign Institutions**
  Credits earned at foreign institutions are included in the financial aid SAP evaluation if the credits are accepted by the school/college of enrollment.

- **In Progress and Audit Courses**
  Grades listed as “X” (In Progress) or “AU” (Audit) will not be considered in determining SAP.

- **Withdrawals**
  Students may officially withdraw from a class without penalty prior to the dated posted in the current academic calendar. Students who receive a grade of “W” (withdrawal) do not earn credits to meet the academic semester course completion rate and such grades will not be factored into the student’s GPA. However, the “W” will be counted as attempted credits and factored into the maximum timeframe to complete the degree. A student who fails to withdraw in the required manner will receive the grade of “F,” which will be factored into the student’s CGPA for the term during which the course was taken. The student may retake courses from which he or she withdrew, and those credits will again count toward determination of enrollment status and SAP.
• Incompletes
  For courses in which the student receives a grade of “I” (incomplete), the student has one term (exclusive of summer) to complete the required work. If not completed in the next consecutive term, the grade will become an “F.” The course will be counted towards the course completion rate and maximum timeframe for the term during which the course was taken. Upon receiving a final grade, the course will also be factored into the student’s CGPA for the term during which the course was taken.

• Repeating a Course
  If a student repeats a course, both the original and repeat credit hours attempted will count toward determination of enrollment status and maximum timeframe. However, only the highest grade is computed into the CGPA. Similarly, only the credit hours earned for the highest grade are counted toward the course completion rate.

• Developmental Courses (including ESL Courses)
  For purposes of graduation, only college-level courses are counted in the GPA and total credits earned. Additionally, federal regulations require all undergraduate students to maintain a CGPA of at least a “C” at the end of the second full-time year (60 credit hours) or have academic standing consistent with the institution’s requirements for graduation. Accordingly, the letter grade received in Developmental Courses will be calculated into determining the CGPA only until the end of the second full-time year (60 credit hours). Thereafter, only college-level courses will be calculated to determine the semester and cumulative GPA. The credit for developmental courses will count toward determination of enrollment status and maximum timeframe.

• Graduate Student
  If a student enrolls in undergraduate courses, the credits earned do not normally earn graduate credit or influence the graduate GPA, nor will they count toward determining the enrollment status or minimum credits earned, unless the credits are required prerequisites. Such courses must be paid for with other than financial aid dollars.

• Undergraduate and Prerequisite Courses
  All undergraduate and graduate prerequisite courses are included in the SAP maximum timeframe.

• Professional Licensure
  If a student enrolls in courses to earn professional licensure, the student must be admitted to a degree program. Students completing licensure courses and not seeking a bachelor’s or master’s degree are not eligible for financial aid.

• Summer Semesters
  Summer semesters are considered special terms but are still monitored to determine financial aid SAP.