



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ENM-1105	Policy Title:	Satisfactory Academic Progress: School of Professional and Continuing Studies
Effective:	07/01/2018	Responsible Office:	Office of Financial Aid
Date Approved:	06/22/2018	Approval:	Vice President for Enrollment Management
Replaces Policy Dated:	07/2015	Responsible University Official:	Assistant Vice President & Director of Financial Aid

SCOPE:

This policy applies to all students enrolled as undergraduates or graduate students in the School of Continuing and Professional Studies.

INDEX:

ENM-1105.1Policy statement

ENM 1105.2.....Applicable Regulations and Accreditation Standards

POLICY STATEMENT:

ENM 1105.1 – Policy

According to federal regulations and University of Richmond (UR) policy, students must maintain Satisfactory Academic Progress (SAP) to receive federal and institutional financial aid. Some private loan programs also require SAP. Evaluation of students' progress for financial aid purposes is made annually at the end of the spring term to determine financial aid eligibility for the following year (summer term, fall term, and spring term). When assessing SAP, the University will review all terms of enrollment at UR as well as transfer work accepted toward UR degree requirements, whether or not the student received financial aid during those terms.

The standards of academic progress outlined here are for the purpose of evaluating eligibility to continue receiving financial aid. They do not replace or modify academic standards required for continued enrollment at the University of Richmond nor do they replace or modify NCAA standards for athletic scholarships.

The SAP requirements for SPCS Undergraduate students and Graduate students are as follows:

1111 – Satisfactory Academic Progress: School of Professional and Continuing Studies

Undergraduate Students

SAP is checked annually at the end of the spring term. Students must meet both of the following requirements:

- have completed 67% of all attempted coursework, (including transfer work and pass/fail courses), and
- have achieved a cumulative grade point average of at least a 2.0

In addition, students must complete degree requirements within the 150% maximum timeframe allowed. For example, if the program requires 120 hours to complete, the maximum number of hours attempted to complete the program cannot exceed 180 hours, including transfer work and pass/fail courses.

Successful completion of a class means receiving one of the following grades for the class: A, B, C, D or P.

Graduate Students

SAP is checked annually at the end of the spring term. Students must meet both of the following requirements:

- have completed 67% of all attempted coursework, (including transfer work and pass/fail courses), and
- have achieved a cumulative grade point average of at least a 3.0

In addition, students must complete degree requirements within the 150% maximum timeframe allowed. For example, if the program requires 30 hours to complete, the maximum number of hours attempted to complete the program cannot exceed 45 hours, including transfer work and pass/fail courses. Successful completion of a class means receiving one of the following grades for the class: A, B, C, D, or P.

Incomplete coursework, withdrawals, and course repetitions impact SAP in the following ways:

- Incomplete coursework (grade = Y) is not included in the GPA or in the number of credits earned but is counted as attempted credit. Temporarily incomplete coursework (grade = I) is included in the GPA and in both earned and attempted credit.
- Courses from which a student withdraws are not included in the GPA or in the number of credits earned but are counted as attempted credit.
- Repeated courses are counted only one time as earned credits. However, credits for each course taken, including all repeated courses, are counted as attempted credit. All grades in repeated courses will be calculated in the cumulative GPA.

Students not meeting the SAP requirements for financial aid at the end of the spring term will not be eligible for any additional financial aid until the standards are met. Denial of aid under this policy may be appealed by the student, in writing, to the Director of Financial Aid within 30 days of notification that the student is no longer eligible for aid. Appeals will be considered for the following circumstances: the death of a relative of the student; an injury or illness to the student; or other special circumstances. A student's appeal must include information regarding why the student is not meeting the SAP standards and what factors have changed that will allow the student's academic progress to improve by the next evaluation.

Successful appeals will lead to one of two SAP statuses: Financial Probation or Eligible for Financial Aid. A student may be placed on 'Financial Probation' for the subsequent enrolled term if it is determined that he/she can regain eligibility after one term. A student may be found 'Eligible for Financial Aid' based on an academic

1111 – Satisfactory Academic Progress: School of Professional and Continuing Studies

plan that outlines future academic progress for the student as established by the Director of Financial Aid. The student will be notified of their SAP status based on the merits of the appeal. If the appeal is not granted, the student will be notified of the decision and will be financially responsible for their educational expenses.

ENM-1105.2 – Applicable Regulations & Accreditation Standards

Code of Federal Regulations 34§ 668.32

RELATED POLICIES:

POLICY BACKGROUND:

This policy was reviewed by the academic deans and President's Cabinet before approval on 06/22/2018

This policy replaces the policy that became effective July 2015; 2018 revisions enhanced clarity but did not substantively change the standards for SAP.

POLICY CONTACTS:

Assistant Vice President & Director of Financial Aid, Financial Aid Office