

Undergraduate Satisfactory Academic Progress (SAP) Standards and Procedures

The Office of Financial Aid has developed the following standards and procedures regarding Satisfactory Academic Performance (SAP) as it pertains to undergraduate students' financial aid eligibility. The following policy is applicable to all undergraduate candidates uniformly regardless of their program of study or enrollment level (fulltime, part-time).

A candidate's SAP status is reviewed annually at the end of each academic year (at the conclusion of the Spring semester) to determine their financial aid eligibility for the following academic year. Federal regulations require a student's entire Reach University academic program record be reviewed for SAP, including semesters in which they did not apply for or receive financial aid. Failure to maintain all three of the required SAP standards outlined below will result in suspension of financial aid eligibility.

The following standards will measure the student's qualitative and quantitative progress towards degree completion. Furthermore, a student's maximum timeframe will also be measured.

SAP Standard 1 – Qualitative: Cumulative Grade Point Average (GPA)

To successfully maintain the qualitative standard of SAP, an undergraduate student must maintain a cumulative GPA of 2.0 (or higher) on a 4.0 scale. Please refer to the *Grading, GPA, and correlation to SAP standards* chart below for further details.

Grading, GPA, and correlation to SAP standards

Reach University employs the following grading system, based on a 4.00 scale:

Letter Grade	Description	GPA	SAP Correlation
A	Exceptional	4.00	Qualitative/Quantitative
A-		3.67	Qualitative/Quantitative
B+		3.33	Qualitative/Quantitative
B	Good	3.00	Qualitative/Quantitative
B-		2.67	Qualitative/Quantitative
C+		2.33	Qualitative/Quantitative
C	Satisfactory	2.00	Qualitative/Quantitative
C-		1.67	Qualitative/Quantitative
D+		1.33	Qualitative/Quantitative

D	Passing, but unsatisfactory	1.00	Qualitative/Quantitative
D-		0.67	Qualitative/Quantitative
F	Failure	0.00	Qualitative/Quantitative
I	Incomplete	-	-
NG	No grade reported	-	-
AU	Audit	-	-
S	Satisfactory (Pass)	-	Quantitative
U	Unsatisfactory (Fail)	-	Quantitative
W	Withdrawal	-	Quantitative
WF	Withdrawal Failing	0.00	Qualitative/Quantitative
WP	Withdrawal Passing	-	Quantitative
CR	Advanced placement & departmental credit	-	Quantitative

SAP Standard 2 – Quantitative: Completion Rate

To successfully maintain the quantitative standard of SAP, the student must maintain a cumulative completion rate/pace of 67% (or two-thirds). This can be calculated by dividing the total credit hours earned by the total credit hours attempted.

- Courses completed with grades of A, B, and C (including +'s and -'s) count toward earned credit hours.
- Courses completed with grades of D, F, W, and I (or any other grade that does not result in credit hours completed) are not considered as credit hours earned.

SAP Standard 3 – Maximum Timeframe: Duration

To successfully maintain the maximum timeframe/duration standard of SAP, the student must be able to complete their degree program without having attempted more than 150% of the number of credits required for the degree.

- Bachelor of Arts (BA) in Global Education
 - Credit hours required for degree completion: 124 (127 AR)
 - Maximum Timeframe/Duration allowed: 186 (190.5 AR)
- Bachelor of Arts (BA) in Liberal Studies
 - Credit hours required for degree completion: 120
 - Maximum Timeframe/Duration allowed: 180

SAP Terminology/Glossary

Withdrawals (W): Courses that are recorded on the student's permanent academic transcript will be included as credit hours attempted. These will have an adverse effect on the student's ability to meet the requirements of the credit hour progression schedule for financial aid.

Incomplete grades (I): Courses that are assigned an incomplete grade are included in the cumulative credit hours attempted. These cannot be used as credit hours earned in the progress standard until a successful grade is assigned.

Repeated Courses: Retaking courses in which the student either received a passing or failing grade, adversely affects the student's ability to meet the progress requirements. All attempted credit hours are counted in the quantitative standard. Students are allowed only one time to repeat a course in which they achieved a passing grade. After one allowable time, the student will not earn federal financial assistance for future repeats.

Transfer Credits: Only transfer credit hours officially accepted will be counted in the maximum number of attempted (and completed) credit hours for financial aid eligibility. If the student is required to take additional hours that would exceed the maximum cumulative allowable hours, the student must submit a written appeal to the Office of Financial Aid. If the appeal is approved, the student may continue to receive financial aid.

SAP Suspension

A student for whom financial aid eligibility has been suspended may appeal this determination to the Director of Financial Aid.

The appeal must include the SAP Appeal Form and a signed personal statement. Supporting documentation may be requested by the Director of Financial Aid. Reasons that may be acceptable for an appeal may include but are not limited to: (1) serious illness or accident on the part of the student; (2) death, accident or serious illness in the immediate family; and (3) other extenuating circumstances.

The signed personal statement must include the following:

1. A detailed description of the circumstances which led to the student not meeting the required SAP standard(s), and
2. A detail description of changes in their circumstances that will now allow the student to restore their SAP standing following a SAP Probationary semester.

Please note: Merely filing an appeal does NOT guarantee continued eligibility for Federal aid, as an appeal may be denied. Notification of the appeal results will take place within ten business days from the receipt of the appeal.

SAP Probationary Semester

If an appeal is approved, the candidate will be placed on SAP Probation for one semester. An Academic Plan will be implemented to measure the candidate's progress and the candidate will be considered eligible for Federal aid during the SAP Probationary semester. The candidate's academic progress will be evaluated by the Office of Financial Aid at the end of the probationary semester to determine if the candidate is meeting the requirements established in their academic plan. As long as the candidate continues to meet the conditions of their academic plan, they will remain in SAP Probationary Status and continue to receive federal student aid until they once again meet the three SAP standards outlined above.

Failure to adhere to and/or meet the conditions of the academic plan will result in immediate termination of the candidate's federal student aid eligibility until such time as the candidate meets the three SAP standards outlined above and regains federal student aid eligibility.

Denied Appeals

If an appeal is denied, the suspension decision is final. The student may re-establish eligibility for a subsequent semester by taking action that brings them into compliance with the SAP standards. Suspension from receiving financial aid does not prevent students from enrolling if they are otherwise able to continue their enrollment.

Regaining Eligibility

Students who failed to meet the SAP standards and who choose to enroll without benefit of financial aid may request a review of their academic record after any term in which they are enrolled without the receipt of financial aid. If the standards are met at the time of review, eligibility may be regained for the subsequent term of enrollment.