



PROVIDENCE

SATISFACTORY ACADEMIC PROGRESS POLICY

Providence University College and Theological Seminary

Rev. 2021-01-12

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal Student aid. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree requirements. Students must meet both the qualitative and the quantitative standards to continue receiving financial aid. All students applying for or receiving U.S. Federal Aid (Subsidized/Unsubsidized Direct Loans, Parent Plus Loans and Grad Plus Loans) at Providence must make satisfactory academic progress towards completion of their chosen academic program.

Qualitative Standard

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain at Providence. The Financial Aid Office in cooperation with the Registrar's Office will conduct a review at the end of each academic semester to determine the students successful progress toward obtaining a degree by comparing the cumulative grade point average to hours earned. A student must maintain the overall minimum stated in the University College and Seminary catalogs to remain enrolled in the program or to continue receiving aid.

MEET MINIMUM CUMULATIVE GPA REQUIREMENTS, in addition, check the catalog for specific requirements for your degree program.

Minimum GPA Requirements for Undergraduate Degree Students:		
	Number of Attempted Credit Hours Successfully Completed	Cumulative GPA
1 Year Non-Degree		
First Semester	0-15	--
Second Semester	15-30	2.0
3 Year Degree		
First Year	0-30	1.5
Second Year	30-60	1.8
Third Year/Subsequent Yrs	60-90	2.0
4 Year Degree		

First Year	0-30	1.5
Second Year	30-60	1.8
Third Year	60-90	2.0
Fourth/Subsequent Yrs	90-120	2.0
Minimum GPA Requirements for Graduate Degree Students:		
	Number of Attempted Credit Hours Successfully Completed	Semester GPA
1 Year Non-Degree		
First Semester	0-15	2.0
Second Semester	15-30	2.5
2 Year Degree		
First Year	0-30	2.0
Second Year	30-60	2.5
3 Year Degree		
First Year	0-30	2.0
Second Year	30-60	2.3
Third Year	60-90	2.5

Quantitative Standard:

In order to maintain eligibility for financial aid with the quantitative standard, an undergraduate student must complete 67% of all credits attempted, and must complete their degree within 150% of the published length of the degree completion time, as measured by credit hours. (Ex. Complete a 3-year degree within 4.5 years)

	Cumulative Credit Hours Attempted	Cumulative Number of Credit Hours a Student MUST Successfully Complete	Completed Rate (Pace)
YEAR 1			
1 st Semester	15	10	67%
2 nd Semester	30	20	67%
YEAR 2			
1 st Semester	45	30	67%
2 nd Semester	60	40	67%
YEAR 3			
1 st Semester	75	50	67%
2 nd Semester	90	60	67%
YEAR 4			
1 st Semester	105	70	67%
2 nd Semester	120	80	67%

YEAR 4.5			
1 st Semester	135	90	67%

Completed Rate (Pace) = Total credit hours completed (passed) / Total credit hours attempted, including transfer of credits, in each semester.

Qualitative Standard for Graduate Programs

In order to maintain eligibility for financial aid with the quantitative standard, a graduate student must complete 50% of all credits attempted, and must complete their degree within 200% of the published length of the degree completion time, as measured by credit hours or based on the time limit set for the students' academic program as outlined in the respective catalogue. (Ex. Complete a 3-year degree within 6 years)

Credit Hours Attempted	Credit Hours Successfully Completed
30	15
27	13.5
24	12
21	10.5
18	9
15	7.5
12	6
09	4.5
06	3

Factors Impacting SAP

Course Withdrawals: Withdrawals without academic penalty are considered in the credit hours attempted but are not considered in the GPA calculation.

Incompletes: Incomplete courses are considered in the credit hours attempted but are not included in the GPA calculations until the course has been completed and a grade has been assigned.

Repeated Courses: Students who achieve a passing grade may be able to repeat a course with permission of the Academic Committee. Students who fail a required course must repeat the course and obtain a passing grade before completion of their degree. When a student repeats a course and achieves a passing grade, the original grade will not be counted in the cumulative or semester grade average. All course attempts are included in the quantitative component of SAP.

Transferred Credit: While the student is studying at Providence, all transferred credits that are accepted into the program coming from another university will have the letter grade entered and be considered as both qualitative and quantitative measure of SAP. Transfer students' transcripts will be evaluated by the Registrar. Those courses which are applicable to the degree requirement will be accepted and will be used to measure the quantitative SAP requirement. Only those grades earned at Providence University College & Seminary will be used to compute the qualitative requirement.

Remedial Courses: Providence does not offer any non-credit, remedial courses.

Students failing to meet minimum satisfactory academic progress, as outlined above, are subject to the following sanctions:

Financial Aid Warning

Students who fail to maintain sufficient academic progress to warrant continuance of study will be placed on Financial Aid Warning status. Financial Aid Warning status is a temporary, one payment period status which allows a student who failed to achieve SAP to continue receiving aid. Failing to achieve SAP at the end of the Financial Aid Warning period will result in the loss of Title IV eligibility unless the student successfully appeals the SAP determination.

Reestablish Eligibility

In order to reestablish Title IV eligibility, a student must:

- Successfully meet the above SAP requirements without Title IV aid, or
- Successfully appeal the SAP determination and be placed on Financial Aid Probation

Financial Aid Probation

Students who successfully appeal and are issued a one-time Financial Aid Probation status by decision of the respective Academic Committee may continue to receive Title IV aid for one semester. Students must provide an established academic plan on how they will meet SAP requirements by the end of the Financial Aid Probation semester.

Appeals and Waivers of SAP

Students not meeting the SAP requirements will receive email notification through their MyProv email account. Upon receiving notification, student may appeal. The appeal must include:

1. The student's circumstances/reason(s) for not meeting SAP requirements (death, injury, illness or special circumstances).
2. What action(s) has the student taken or will take whereby they anticipate to meet the SAP requirements going forward.
3. Any other relevant information.

Students must submit their appeal in writing to the Financial Aid Officer. Providence Dismissal by the University College or Seminary may be appealed to the Academic

Committee after all other avenues of appeal have been exhausted.

Each case will be individually reviewed and the Financial Aid Officer will use the Appeal Policy to determine if the student can reasonably be expected to succeed. If the student still does not make satisfactory progress by the end of the Financial Aid Probation period, then he or she will be ineligible for future aid.

The decision of the Financial Aid Officer may differ from that of the Academic Committee in that a student may be readmitted to the program but may not be eligible for financial aid.

Students must complete all required courses by the end of the degree. Scheduled awards for the next academic year for students who are not making Satisfactory Academic Progress will be cancelled.

Change of Program or Degree

Students who decide to change their degree or program will be evaluated similarly to Transfer Students with the exception that the grades previously earned at Providence will be used to measure the qualitative requirements.

Concurrent Degrees

Although it is uncommon, students may pursue two degrees concurrently. They are charged the tuition for each program and the Cost of Attendance for one degree will be adjusted to reflect the two tuition charges. Students must meet the Satisfactory Progress requirements for both programs to retain eligibility. The two sets of courses will be viewed as one program. Loans will be processed to the maximum yearly eligibility for students.

Additional Degrees

Students who have completed a degree program in the University College or Seminary and wish to pursue another degree must apply for admission to that program as would any other applicant and meet the admission requirements for the new program. Federal loan eligibility will be limited to the aggregate program maximums under Federal Regulations.