



PROVIDENCE

SATISFACTORY ACADEMIC PROGRESS POLICY **Providence University College and Seminary** **DATED February 6, 2019**

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal aid. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree requirements.

All students applying for or receiving US 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.

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. In order to meet the institutions requirement for graduation the student must obtain the stated grade point averages outlined in the respective catalogues.

A student is considered to be making satisfactory academic progress based on the following criteria:

1. First year students, after the first semester must have a 0.5 GPA to continue to the next semester of study.
2. Successfully complete 12 attempted credit hours each semester for undergraduate studies and 9 attempted credit hours each semester for graduate studies.
3. Meet minimum grade point average requirements each semester/year as applicable and stated in the respective catalogues.
4. Complete their program of study within the maximum allowable time frame.
5. All transferred credits that are accepted into the program coming from another university will have the letter graded entered and be considered as both qualitative and quantitative measure of SAP.
6. 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
7. Withdrawals without academic penalty are considered in the credit hours attempted but are not considered in the GPA calculation
8. Do not repeat any course more than twice and only the better grade will be included in the GPA



PROVIDENCE

Minimum GPA Requirements for Undergraduate Degree Students:

	Number of Attempted Credit Hours Successfully Completed	Semester GPA
<u>3 yr. degree</u>		
First Year	(0-30)	1.5
Second Year	(30-60)	1.8
Third and Subsequent Years	(60-90)	2.0
<u>4 yr. degree</u>		
First Year	(0-30)	1.5
Second Year	(30-60)	1.8
Third Year	(60-90)	2.0
Fourth and Subsequent Years	(90-120)	2.0

Minimum GPA Requirements for Graduate Degree Students:

	Number of Attempted Credit Hours Successfully Completed	Semester GPA
<u>2 Year degree</u>		
First Year	(0-30)	2.0
Second Year	(30-60)	2.5
<u>3 Year degree</u>		
First Year	(0-30)	2.0
Second Year	(30-60)	2.3
Third Year	(60-90)	2.5



PROVIDENCE

Maximum Allowable Time Frame

An undergraduate student must complete 67% of all credits attempted, and must complete their degree within 150% of the published length of your degree completion time, as measured by credit hour. (Ex. Complete a 3 year degree within five years.)

A graduate student must complete their degree within 200% of the published length of the degree completion time, as measured by credit hour or based on the time limit set for the students' academic program as outlined in the respective catalogue.

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

Credit hours attempted	Completed credit hours (passed)	Credit hours attempted	Completed credit hours (passed)
30	21	15	12
27	21	12	9
24	18	9	6
21	15	6	4.5
18	12	3	3

Students may be dismissed by the University College or Seminary at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Students who fail to maintain sufficient academic progress as outlined in the catalog will be dismissed from the respective school. Termination of students will follow policies and procedures outlined in the respective catalog. Students who are re-admitted to the program by decision of the respective Academic Committee may be issued a one-time FA warning, advising them that their payment must be made in order to continue receiving financial aid.

Financial Aid Warning is a temporary, one payment period status which allows a student who failed to achieve Satisfactory Academic Progress (SAP) to continue receiving aid. Failing to achieve SAP after one payment period results in a loss of eligibility.

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) have they taken or will take that whereby they anticipate to meet the SAP requirements going forward.
3. Any other relevant information.



PROVIDENCE

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.

Students who are readmitted to their program may receive one-time FA warning in order to continue receiving financial aid. If the student wishes to make a second appeal, they must submit their appeal in writing to the Financial Aid Officer and if granted, will be placed on FA probation.

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, 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.

Financial Aid Probation—Students whose appeal has been approved will receive an FA Probation status.

1. The student must have an established academic plan on how they will meet SAP requirements.
2. Funding will resume for the current semester.

Providence Seminary evaluates Satisfactory Academic Progress at the end of one semester. Withdrawals and incompletes are not included in the overall grade average. Students must complete all required courses by the end of the degree. 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. There are no noncredit remedial courses. Scheduled awards for the next academic year for students who are not making Satisfactory Academic Progress will be cancelled.

Transfer Students

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. Any courses completed by Letter of Permission will be calculated into the cumulative Grade Point Average and will be used to meet both requirements.



PROVIDENCE

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.