SATISFACTORY ACADEMIC PROGRESS PROCEDURES

A student is required to maintain Satisfactory Academic Progress (SAP) in the course of study that he/she is pursuing, according to the standards and practices regulated by federal and state governments for the institution. Schools are required to monitor the SAP of students at least once annually. Aurora University reviews SAP after the spring semester for all programs. Once the Office of the Registrar notifies the Office of Financial Aid that all grades are in the system, financial aid staff will identify students whose academic records do not meet SAP. These students will be notified by a letter and email to their AU email account. A student has the right to appeal this decision. The appeal form is available at aurora.edu/financialaidforms (http://www.aurora.edu/financialaidforms/).

All periods of enrollment count toward SAP (Fall, Spring, and Summer), including when a student does not receive Title IV aid. The following guidelines are now in effect. These SAP policies and procedures are subject to change without prior notice.

a. **Qualitative Regulations – GPA**
Undergraduate Students: Undergraduate students must achieve a minimum total cumulative GPA of 2.0 by the end of the spring semester to be eligible for financial aid for any subsequent semesters.

Graduate Students: Graduate students must achieve a minimum total cumulative GPA of 3.0 by the end of the spring semester to be eligible for financial aid for any subsequent semesters.

b. **Quantitative Regulations - Pace of Completion**
Students must complete at least two-thirds (66.67%) of all courses attempted to maintain quantitative eligibility for aid.
*Example: A student was enrolled in 12 semester hours but completes only 7 semester hours. This student completed 58.33% of the courses and is therefore **NOT** maintaining SAP.*

c. **Academic Program Completion**
Maximum Timeframe: To earn a bachelor's degree at Aurora University, students must complete a minimum of 120 semester hours. Students may receive financial aid for up to 150% of the hours required to complete their programs. This includes hours earned at another institution and transferred to Aurora University, as well as any hours that may have been completed even if financial aid was not received. If at any time a student chooses to change majors, courses previously completed may be included in the 150% completion rate.

Timely Completion of Degree: Students enrolled in a graduate or aid-eligible nondegree program must complete the requirements for the program in the specified timeframe. Students who exceed the timeframe may not be eligible for aid and can appeal.

Degree Completion Requirement: Federal and state financial aid is limited to a student's degree requirements. Once degree requirements have been met, students can no longer receive federal or state aid with restrictions on institutional funds. This is accurate even if a student has not applied for graduation or the degree has not been officially conferred. Undergraduate students who are pursuing a double major or minor cannot receive aid once all degree requirements have been met for one undergraduate degree.

Transfer Programs

All courses accepted for transfer from another institution are counted toward the 150% maximum time frame eligibility. The transfer credits received will not be included in the calculation of the student's GPA.

Policy on Incompletes, Audits, Non-Credit Remedials, and Withdrawals

Aurora University will not allow incompletes, audits, non-credit remedial, and withdrawal courses to be considered as credits successfully completed, but will consider them as courses attempted and therefore are counted in the maximum timeframe.

Students who receive an Incomplete or Deferred Grade for a course while on SAP probation will be reviewed on an individual basis. Students in this situation are monitored in conjunction with the Office of the Registrar for final grades and then the files are evaluated as to progress. If needed, any required adjustment to their financial aid is made upon notification of the final grade.

Non-credit remedial courses are counted toward the minimum amount of courses required for financial aid eligibility.

Aurora University does not offer withdrawal pass and withdrawal fail courses.

Changing Programs of Study

As outlined in the academic catalog, students wishing to change programs of study (majors) need to complete a Declaration of Major form. The student is encouraged to meet with a student success/academic advisor and a financial aid counselor. The student is expected to complete their program within the maximum timeframe. In limited circumstances appeals will be considered.

Double Majors

As outlined in the academic catalog, students may pursue multiple majors. The student would need to complete the Declaration of Major form for both programs and if approved, the student is encouraged to meet with a student success/academic advisor and a financial aid counselor. The student is expected to complete the multiple majors within the maximum timeframe.

A student's financial aid eligibility ends once all requirements for a first undergraduate degree are met, even if the requirements for the second or additional program/degree/major, at the student's current academic level, have not been met.

Second Undergraduate Degree

Students pursuing a second undergraduate degree are eligible only for federal student loans at the undergraduate level. Students seeking a second undergraduate degree are subject to the maximum timeframe limit for undergraduate study.

Retaking Coursework

Students are eligible to repeat courses, but only the higher grade will be calculated in the GPA and credit towards graduation. If a student completes and passes a course, he/she may only receive Federal Title

IV And State aid for one repeated course should he/she decide to retake the same course to earn a higher grade. If a student withdraws from or fails a course, he/she may receive Federal Title IV aid if he/she retakes the course.

Impact of Dropping/Failing Courses

Though a student may receive Federal Title IV aid for retaking a course that had previously been dropped or failed, both the first and second attempts are counted toward the quantitative (Pace of Completion) requirement. This means that repeatedly withdrawing from and/or failing courses may negatively impact a student's quantitative progress over the long term and result in the student failing to meet SAP requirements.

Financial Aid Appeal Process

If a student does not meet the SAP requirements, resulting in a loss of federal and state financial aid eligibility, he/she may appeal this determination in writing by completing and submitting the necessary documentation to the Office of Financial Aid within the designated deadline. The student will be provided with detailed instructions regarding the appeal process at that time. This process requires submitting the Appeal for All Aid form located at aurora.edu/financialaidforms (http://www.aurora.edu/financialaidforms/). The appeal process takes into consideration special circumstances.

University officials will review the appeal and supporting documentation and will be responsible for the final decision regarding financial aid eligibility for the next semester/academic year. The student will be notified in writing of the decision. If approved, the student will be placed on financial aid probation and an academic plan will be prescribed for continued financial aid eligibility. All specifications for the academic plan will be provided to the student in writing and will be monitored on a semester-by-semester basis to determine continued financial aid eligibility.

If a student enrolls in a course(s) over the summer at Aurora University or at another school, he/she must notify the Office of Financial Aid, in writing, upon successful completion of the coursework in order for it to be considered as part of the appeal. To transfer coursework from another institution, a Prior Approval Form must be completed, submitted, and approved by the University Registrar prior to enrolling in the course. An official transcript must be received in the Office of the Registrar documenting successful completion of the coursework.