



Satisfactory Academic Progress Policy and Procedures - Undergraduate

Campbell University has the following Satisfactory Academic Progress (SAP) Policy for students who receive financial aid. These standards require that a student progress toward an undergraduate degree during all periods of enrollment, including periods when a student did not receive financial aid. Campbell University will be consistent in applying the SAP policies to full & part, independent and dependent students.

Minimum Financial Aid SAP Standards

- Maintain required Cumulative Grade Point Average(CGPA) based on matrix below, or higher (a qualitative measure) **and**

Undergraduate Students:

Total Number of Credits Attempted	Minimum Cumulative GPA
1-23	1.4
24-39	1.6
40-63	1.8
64 or more	2.0

- Successfully complete at least 67% of the cumulative attempted credit hours (a quantitative measure) **and**
- Make positive progress toward a program of study **within** 150% of the average published program length.

Financial Aid Eligibility Statuses

- **Eligible** – Student is meeting the minimum academic standards or has no academic history. Fully **eligible** for financial aid.
- **Warning** – Student did not meet minimum standards for CGPA and/or 67% completion rate in the previous evaluation period. Student is still **eligible** for financial aid, but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
- **Ineligible** – Student has had two consecutive evaluation periods below minimum standards for CGPA and/or 67% completion rate. Student is **ineligible** for financial aid.
- **Maximum Timeframe** – Students seeking an AA degree must complete the AA requirements within a maximum number of credits attempted (including transfer credits) of 93. All students seeking a

bachelor's degree, except Engineering, must complete the BA requirements within 186 attempted hours, including transfer hours. Students seeking a bachelor's degree in Engineering must complete the requirements within 200 attempted hours, including transfer hours. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirements; therefore student is **ineligible** for financial aid.

When is SAP evaluated? A student's SAP will be evaluated at the end of each academic semester (i.e., fall, spring and summer semesters).

Successful completion of a class is defined as earning a grade of A, B, C, D, TR, CR, CT, NG or P.

Non-Passing Grades: Unsuccessful grades of F, I, IC, NC, and W will be used in determining completion rate and timeframe.

Repeat courses: All repeat courses will be used in determining completion rate and timeframe. Actual letter grades are not included in the cumulative GPA. Students will only be allowed to retake a course once and receive federal funding.

Audited credit hours: Courses taken on an audit basis are not counted when determining the completion percentage or for purposes of determining your cumulative GPA.

Transfer students and transfer credit hours: Students transferring to Campbell University are required to have all prior college transcripts evaluated for transfer credits. All credit hours accepted by Campbell University will be used to determine 67% completion rate and maximum timeframe of 150%.

New financial aid students with prior academic history: Campbell University students with prior academic history will be evaluated at the time they apply for financial aid. They will receive one of three financial aid statuses:

- **Eligible** – Student is meeting the minimum academic standards or has no academic history. Fully **eligible** for financial aid.
- **Warning** – Student did not meet minimum standards for cumulative GPA and/or 67% completion rate in the previous evaluation period. Student is still **eligible** for financial aid, but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
- **Maximum Timeframe** – Students seeking an AA degree must complete the AA requirements within a maximum number of credits attempted (including transfer credits) of 93. All students seeking a bachelor's degree, except Engineering, must complete the BA requirements within 186 attempted hours, including transfer hours. Students seeking a bachelor's degree in Engineering must complete the requirements within 200 attempted hours, including transfer hours. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirements; therefore student is **ineligible** for financial aid.

How to re-establish eligibility?

- A student must bring his/her GPA and completion rate up to the minimum standards of the required CGPA, per matrix, and 67% completion rate. A student will be **ineligible** for financial aid and cannot be reimbursed during this time.

- **Mitigating Circumstances:** If a student has experienced mitigating circumstances (illness, family death, change of major) during the most recent evaluation period, they may submit an appeal to reinstate financial aid eligibility. Appeals must be received **within 30 days from** the start of class. If the request is granted, the student will be placed on **probation**. The student must include the following in an appeal:
 1. A personal statement explaining the mitigating circumstance and how it hindered you from meeting the established SAP standards.
 2. What has changed and what will you do to ensure you are meeting the SAP standards at the end of the next evaluation period.
 3. Supporting documentation (Ex: death certificate, change of major form, documentation from doctor, etc.).
- **Timeframe Mitigating Circumstances:** if a student has not completed their program of study within the 150% timeframe and there are mitigating circumstances (illness, job related, family illness, change of major), they must submit an appeal **supplemented with a degree audit and personal statement** to reinstate financial aid eligibility for **ONE** semester only. If this application is granted, the student will be placed on probation. **Students are allowed ONE approved appeal for Timeframe Mitigating Circumstances.**

- **Probation** – The student is expected to improve to minimum standards by the end of the next evaluation period. The student is eligible for financial aid, but must meet minimum standards by the next evaluation period.

If the request is not granted, the student will remain **ineligible** for financial aid until they meet all minimum standards.

STUDENTS WILL BE NOTIFIED, OF THEIR SAP STATUS, AT THE END OF EACH SEMESTER

NOTICE TO APPLICANTS Student Financial Assistance Programs Disclosure of Social Security Account Number

Section 7(a) of the Privacy Act of 1974 (5U.S.C.552a) requires that when any federal, state, or local government agency requests an individual to disclose his or her Social Security Account Number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it. Accordingly, applicants are advised that disclosure of the applicant's Social Security Account Number (SSAN) is required as a condition for participation in student financial assistance programs sponsored by the federal government, state, or the local government, in view of the practical administrative difficulties that would be encountered in maintaining adequate program records without the continued use of the SSAN. The SSAN will be used to verify the identity of the applicant and as an account number (identifier) throughout the life of the loan or other type of assistance in order to report necessary data accurately. As an identifier, the SSAN is used in such program activities as determining program eligibility, certifying school attendance and student status, determining eligibility for deferment or repayment of student loans, and for tracing and collecting in cases of defaulted loans. Authority for requiring the disclosure of an applicant's SSAN is grounded on Section 7(a) (2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSAN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required this disclosure under statute or regulation prior to Jan. 1, 1975, in order to verify the identity of an individual.