

## **Capital University**

### **Satisfactory Academic Progress Policy**

Capital University requires that students maintain satisfactory academic progress (SAP) in order to receive federal and state funds. All periods of enrollment count toward SAP (Fall, Spring and Summer), including periods when a student does not receive federal and/or state aid.

In addition, a minimum GPA is in place for students to remain eligible for their Capital aid, when applicable. There are several components included in the SAP policy. Please be sure to read each component closely as this is directly tied to your eligibility for funding.

#### **BOTH QUALITATIVE AND QUANTITATIVE COMPONENTS OF SAP ARE EVALUATED FOLLOWING THE END OF THE SPRING SEMESTER EACH ACADEMIC YEAR FOR ALL INSTITUTIONAL AID AND FEDERAL AID RECEIPTS**

#### ***Qualitative measure – Minimum GPA:***

In order to remain eligible for CAPITAL AID, students must maintain a minimum cumulative GPA which varies depending on the scholarship:

- Collegiate Fellowship and Brockman scholarships: 3.0
- Global Ambassador and Music Ambassador scholarships: 3.0
- Capital Scholars and Battelle scholarships: 2.5
- All other Capital aid: 1.7 by the end of the 1<sup>st</sup> year, 2.0 by the end of 2<sup>nd</sup> year and beyond

This GPA requirement will be evaluated at the end of each spring semester and eligibility for Capital aid will be immediately terminated should the cumulative GPA not meet the above requirements. Students can appeal this requirement **one time**.

#### Undergraduate Students

Eligibility for federal and state aid is based on achieving a cumulative GPA of 1.7 at the end of the first year and 2.0 at the end of the second year (and beyond) evaluated annually at the end of the spring semester. Transfer students cumulative GPA is also evaluated annually following the end of the spring semester and transfer students must also have earned a cumulative GPA of 2.0 after two years of college enrollment regardless of where he/she attended.

#### Graduate/ABSN/Education Licensure Students

Eligibility for federal and state aid is based on achieving a cumulative GPA of 2.0 evaluated annually at the end of the spring semester during the student's entire program at Capital University.

#### Trinity Lutheran Seminary Students

Students cannot earn one 'Fail' and one 'Marginal', more than one 'Fail', or more than two 'Marginals' in any two successive terms. The May-Term and spring semester are considered one term for this purpose. Students who cannot maintain satisfactory academic progress may be advised to withdraw and, in extreme cases, may be suspended or dismissed. Suspension will be for a specific length of time, usually one year, after which reapplication for admission may be considered by the faculty. Dismissal of a student ordinarily precludes readmission. Seminary students are considered to be making satisfactory academic progress for purposes of financial aid eligibility only if they are in good academic standing with Trinity Lutheran Seminary.

### **Quantitative measure – Pace toward completion:**

Eligibility for federal and state aid is dependent upon students completing 67% of their attempted credits. Withdrawals are considered attempted but not completed credits. For example, if a student attempts 28 credits in his first year at Capital, he must earn at least 18.75 credits ( $28 \times 0.67$ ). If students do not earn enough credits each year, they will immediately lose eligibility for all federal and state aid. This standard is evaluated each year following the spring semester.

Transfer credits accepted by Capital University will be counted as completed credits and calculated in the pace toward completion.

*For example, if a student transferred to Capital and 14 of her credits were accepted, these credits are included in the SAP evaluation as earned and attempted. If she completed only 12 of the first 24 credits attempted at Capital, the calculation would include 14 transfer credits earned out of 14 attempted plus 12 Capital credits earned out of 24 attempted. This would total 26 credits earned (14 transfer + 12 Capital) out of 38 attempted (14 transfer + 24 Capital). This student would have earned 68.4% of her attempted credits and would therefore be making SAP.*

### **Quantitative measure – maximum time frame:**

Capital aid is available for only up to eight semesters. If Capital aid is awarded for a term and the student subsequently withdraws after the first two weeks of the semester, this will count as a full semester of aid used and will count toward the eight semester total.

Students are able to receive federal and state aid for up to 150% of the normal length of their programs. Students enrolled in programs that require 124 credits for graduation are eligible to receive federal and state aid for up to 186 attempted credits. Those enrolled in the programs that are 134 credits in length are eligible to receive federal and state aid for up to 201 attempted credits. Those enrolled in programs that require 89 credits are eligible to receive federal and state aid for up to 134 attempted credits. Students are responsible to know the number of credits required for graduation in their program so they can plan their coursework appropriately.

Students will be evaluated for maximum time frame based on their active program. Should a student change to a program with a different credit requirement, maximum eligibility will be based on 150% of the normal length of the new program but courses attempted/earned in the prior program will still be counted in attempted credits.

Second-major students (ABSN and others) are generally enrolling at Capital with a significant number of credits previously earned. If a student is determined to be at maximum time frame, the student can appeal this status and upon the approval of appeal are required to submit an academic plan. These students must follow this prescribed course plan in order to remain eligible for Title IV aid.

If at any time during an annual SAP evaluation it is mathematically determined that a student is not able to complete a degree program within the 150% timeframe, they are considered ineligible to receive federal and state aid.

### **Appeals process**

Students who fail to meet any of the above components of the SAP policy are ineligible to receive their financial aid. There is **no warning or probation status** unless the student appeals the denial and is

granted one additional semester of eligibility. Students will be notified by e-mail to their Capital e-mail account when they have been denied any form(s) of aid.

When a student loses federal eligibility because they failed to make satisfactory progress, they may appeal that result on the basis of: injury or illness, the death of a relative, or other special circumstances. Students are then given the opportunity to submit a written appeal explaining why they failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation. Students must also collect and submit a letter of support from a Capital employee or a medical provider that is personally aware of the student's situation. If the Appeal Committee grants the appeal, the student is given one additional semester of PROBATION to achieve satisfactory academic progress according to the policy above.

During this semester on probation, a student may continue to receive financial aid while they work to regain good standing either through an improved GPA and/or by successfully completing at least 67% of total attempted credits.

If after one semester of probation (approved appeal semester), a student is still not making satisfactory academic progress but has made improvements, the student may remain eligible for financial aid by being placed on an academic plan. This multi-semester course plan, signed by both the academic adviser and the student, will need to be submitted to the Financial Aid Office. The student will only be able to receive aid if he/she registers for the courses listed in the plan.

***Appeals example:*** *If a student completed their first year at Capital and only passed 16 total credits out of 26 attempted credits, his rate of completion would have been 61.5% (16 divided by 26) and he would be ineligible for federal aid in the subsequent term. This student can appeal the denial and receive aid in the fall of his second year at Capital. If, in the fall semester of his sophomore year (while on probation following his appeal), he completed 11 out of 15 credits, his overall completion rate would be 65.9% and he would no longer be eligible to appeal for any additional consideration. However, if his adviser is willing to help him map out an academic plan and submit this to the Financial Aid Office, this student would be able to continue receiving aid as long as he was following the plan as it was developed.*

### **Further clarification**

**Audited courses (H):** will not count as credits attempted or earned and will not be included in cumulative GPA

**Repeated coursework (R):** the highest grade will count as part of cum GPA and will also count in pace toward completion; students are eligible to receive financial aid for courses repeated one time.

**Pass/fail:** Successful completion will be counted as attempted and earned credits but will not be included in cumulative GPA; failed courses will count as attempted but not earned and will be included in cumulative GPA.

**Withdrawals:** will count as attempted but not earned credits and will not be included in cumulative GPA (if attended beyond the add/drop period and earn a grade of 'W')

**Transfer credits:** will be included as credits earned but will not be included in cumulative GPA

**Incompletes:** If an incomplete is given to a student, this will count as attempted but not earned credits; students should notify the Financial Aid Office when all course requirements have been met and the faculty submits a grade change. SAP will then be reevaluated to determine eligibility.