



Student Financial Aid
580 East Main Street
Spartanburg, SC 29302-1931
direct 864.596.9019
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www.converse.edu
FinancialAid@Converse.edu

Satisfactory Academic Progress

PURPOSE:

To satisfy federal requirements that the University establish minimum standards of “Satisfactory Academic Progress” for potential and current financial aid recipients.

POLICY:

It is the policy of Converse University to develop standards of Satisfactory Academic Progress (SAP) in accordance with federal requirements. The University's Satisfactory Academic Progress Policy (SAP) measures quantity (number of credits completed vs. those attempted) and quality (grade point average), maximum time frames for completion and measures progress incrementally.

Financial Aid applicants must comply with the Satisfactory Academic Progress (SAP) Policy as a condition of initial or continued eligibility. The Student Financial Aid Office will review SAP at the end of each Spring semester. The SAP policy for financial aid is administered separately and independently of the University's Academic Progress Policy administered by the Registrar's Office. Please note that your prior academic progress will be measured to determine your eligibility.

Financial aid programs which are affected by the SAP Policy include: Federal Pell Grant, Federal SEOG, Federal Workstudy, Federal Direct Loans (Stafford and/or PLUS), some college administered grants and state aid along with any other programs which require the monitoring of satisfactory academic progress.

PROCEDURES:

For financial aid purposes, a student is considered to be making satisfactory academic progress if the following criteria are met:

Undergraduates

This policy is applied consistently, fairly, and equitably to all undergraduate programs (full-time, part-time, and programs of study).

Minimum Cumulative Grade Point Average

Undergraduate students must maintain the required cumulative grade point average necessary for continued eligibility for financial aid at Converse University.



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Therefore, they must maintain an academic standing consistent with the undergraduate scholastic standards as outlined below:

Credits Attempted Toward a Degree Minimum Converse Cumulative GPA (attempted credits include transfer credits)

24 or fewer hours attempted	1.50
25 – 56 hours attempted	1.75
57 or greater hours attempted	2.00

Minimum Credit Requirement

All undergraduate students must have successfully completed at least **67%** of all credits attempted at Converse University.

Maximum Timeframe

Undergraduate students seeking their first bachelor’s degree must earn their degree, regardless of their program of study, within their first 180 attempted credits. Students who have not earned a degree within their first 180 attempted credits, whether they have previously received financial assistance or not, will lose their financial aid eligibility. Accepted transfer hours are added to the total hours attempted at the University to assess the length of eligibility.

Evaluation Period

Satisfactory Academic Progress is calculated and reviewed at the end of each Spring term of the academic year. There is no warning period. Students who are not meeting the requirements of this policy will have their financial aid suspended at the end of the academic year. Students who complete summer courses may request to have their eligibility reevaluated.



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Graduate Students

This policy is applied consistently, fairly, and equitably to all graduate programs (full-time, part-time, and programs of study).

Minimum Cumulative Grade Point Average

Graduate students must maintain a minimum cumulative grade point average of 3.00 at all times for continued eligibility for financial aid at Converse University.

Minimum Credit Requirement

All graduate students must have successfully completed at least **80%** of all credits attempted at Converse University for continued eligibility for financial aid.

Maximum Timeframe

Graduate students must earn their degree within 150% of the published required hours of their program of study. For example, if a student's graduate degree requires 39 earned credit hours, the student may attempt a maximum of 59 credit hours before suspension. Students who have not earned their degree within 150% of the published required hours for their program of study, whether they have previously received financial assistance or not, will lose their financial aid eligibility. Accepted transfer hours are added to the total hours attempted at Converse to assess the length of eligibility. Please refer to the academic calendar and/or your program advisor for the total number of credits required to complete your degree.

Evaluation Period

Satisfactory Academic Progress is calculated and reviewed at the end of each Spring term of the academic year. There is no warning period. Students who are not meeting the requirements of this policy will have their financial aid suspended at the end of the academic year. Students who complete summer courses may request to have their eligibility reevaluated.



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What counts as attempted credits?

An attempted credit includes all graded courses (A, B, C, D, F), non-graded courses (i.e., W, I, advanced placement, CLEP, International Baccalaureate Exams, Military Education Credits); and all transfer credits accepted by Converse University.

To calculate the percentage of credits you have completed, total all attempted credits and all completed credits (NOTE: Repeated courses count as separate attempts for financial aid satisfactory academic progress purposes). Then, divide the number of completed credits by the number of attempted credits.

Total Completed Credits / Total Attempted Credits = Percentage Completed

Example: Student A has 30 transfer hours accepted by Converse and has registered for 15 credits at Converse for the Fall semester and completes those 15 credits (credits earned are now 45); student registers for 15 credits for the spring semester but only completes 3 of those credits at the conclusion of the Spring semester (credits earned are now 48). Student A's attempted credits at the end of the Spring semester are 60 and completed hours are 48. Percentage completed is $48/60 = 80.0\%$.

Note: ALL incompletes, failures, withdrawals, and repeats are included as attempts when determining SAP for financial aid.

Effects of Changing Major/Double Major

A change of academic major or the pursuit of a double major does not extend the eligibility for financial assistance.

Failure to meet minimum SAP Requirements

Any student who fails to meet minimum SAP requirements will be placed on **financial aid suspension**. There is no warning period.

Reinstatement of Financial Aid Eligibility

Financial Aid may be reinstated on a probationary basis by meeting the minimum requirements of SAP or by an approved appeal. A student whose financial aid is suspended for failure to meet minimum SAP standards has the right to make a written appeal if extenuating circumstances exist and can be **documented**. If an appeal is denied, the financial aid suspension remains in effect. Non-enrollment at Converse does not restore eligibility (i.e. – enrollment at another institution or “sitting out” a semester).

Appeals

Students who wish to appeal the determination that SAP has not been maintained may do so by submitting a **Student Financial Aid Appeal Form** (available at: <http://www.converse.edu/wp->



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content/uploads/2016/01/FIN_SAPAppealForm.pdf) and all supporting documentation to the Student Financial Aid Office within fourteen (14) business days of the date of notification that aid has been suspended.

Additional information concerning appeals:

- Appeals for suspension of financial aid are reviewed by the Financial Aid Appeals Committee.
- The number of appeals will be limited to two (2) per student. The Student Financial Aid Appeal Form may be obtained from the Student Financial Aid Office.
- Appeals must include an academic plan signed by the Director of Student Success (for undergraduate students) or the Dean of the School of Humanities, Sciences and Education (for graduate students) detailing the requirements the student must meet to ensure SAP standards are met by a specific time or to ensure graduation. Appeals for length of eligibility should include the remaining classes need to graduate and the anticipated graduation date.
- Appeals must include a Student Financial Aid Appeal Form and a *typewritten* explanation from the student detailing why satisfactory progress was not made and what has changed that will make it possible to meet the standards. Explanations and extenuating circumstances must be thoroughly documented. **Please note:** Handwritten appeals and appeals without documentation will not be considered. Examples of acceptable extenuating circumstances may include but are not limited to:
 - Prolonged hospitalization or illness during the academic year
 - Death in the family during the academic year
 - Change in work hours that conflicted with class schedule during the year
 - Other extenuating circumstances that directly affected academic performance.
- If the Financial Aid Appeals Committee determines that justifiable evidence of extenuating circumstances exists, the student may receive an extension of financial aid eligibility and be placed on *financial aid probation*. The decision of the Financial Aid Appeals Committee *is final*.

Financial Aid Probation

- During the probationary period, the student must take at least six (6) credit hours, complete 100% of the attempted credit hours and have at least a 2.0 semester GPA (undergraduate) or a 3.0 semester GPA (graduate) and follow the documented academic plan. Failure to meet these stipulations will result in financial aid suspension (See Suspension for Failing to Meet Probationary Stipulations below).
- If, at the end of the probationary period, the student has met the probationary stipulations but does not have the required minimum GPA or completion rate, the student will remain on financial aid probation and must continue to meet probationary stipulations and follow the academic plan.
- If the student meets the probationary stipulations and has a minimum cumulative GPA and completion rate that meets SAP requirements and has not attempted 150% of the hours required to graduate, the student will be removed from financial aid probation and must continue to meet minimum SAP standards.



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Suspension for Failure to Meet Probationary Stipulations

If a student fails to meet the minimum probationary stipulations, financial aid will be immediately suspended.

To reestablish eligibility, the student must submit and have an approved appeal *after* completing a semester at Converse University *without financial assistance*. During the semester of attendance without financial assistance, the student must take a minimum of six (6) credit hours, complete 100% of the attempted hours and have at least a 2.0 semester GPA (undergraduate) or 3.0 semester GPA (graduate).

Exceptions to this policy will only be allowed if the student encountered some type of extenuating circumstance(s) during the probationary period that hindered the student from meeting probationary stipulations. ***Please note:*** You may not submit the identical extenuating circumstances which led to the initial appeal approval. Examples of extenuating circumstances are outlined in this policy above in the Appeals section).

Because you are aware prior to the probationary period that you must meet minimum stipulations, extenuating circumstances do not include being a single parent or working full-time while attending school. You are advised to solve any personal or academic difficulties prior to registering for a probationary period.

Additional Information

- Academic dismissal or disciplinary suspension from Converse University will result in the automatic suspension of financial aid eligibility.
- Student ceasing to attend Converse University, either officially by withdrawing through the Registrar's Office or unofficially by ceasing to attend, will have their financial aid adjusted in accordance with the Return of Title IV Funds Policy.