

## **Satisfactory Academic Progress Policy**

Federal regulations require that institutions participating in Title IV student financial aid programs to establish, publish, and apply reasonable standards for measuring whether a student has maintained Satisfactory Academic Progress (SAP) in his or her course of study.

The University of North Dakota has published academic standards which all students are required to meet in order to maintain satisfactory standing and to continue enrollment at the University. The academic record of all students will be monitored to ensure compliance of SAP requirements.

SAP regulations apply to all semesters and to all undergraduate, graduate, and law students. SAP will be evaluated at the end of each payment period (fall, spring, summer), and will be evaluated once per academic year for Medical Students. Students who fail to make satisfactory progress will be notified of their SAP Information, Warning, or Disqualification status via UND email. Students who fail to meet the following minimum standards will be ineligible for federal financial assistance until eligibility has been reinstated.

### **DEFINITIONS:**

|                                       |  |
|---------------------------------------|--|
| <b>SAP</b>                            | Satisfactory Academic Progress   |
| <b>SF</b>                             | Student Finance  |
| <b>Qualitative Standard</b>           | Academic Standard  |
| <b>Quantitative Standard</b>          | Rate of Progress Standard  |
| <b>GPA</b>                            | Grade Point Average  |
| <b>Completion Rate</b>                | Percentage of successfully completed credits   |
| <b>Cumulative Grade Point Average</b> | Calculation of earned institutional and transfer credits   |
| <b>Maximum Time Frame</b>             | Students must complete 150% of the published credits needed to complete their program of study                               |
| <b>POS</b>                            | Plan of Study  |
| <b>Financial Aid Information</b>      | Student is close to not meeting one or more SAP conditions   |
| <b>Financial Aid Warning</b>          | Student does not meet completion rate or GPA and has one payment period to meet SAP conditions, before they are disqualified |
| <b>Financial Aid Disqualification</b> | Student does not meet one for more SAP conditions and ineligible for all aid that requires the student to meet SAP           |
| <b>Census Date</b>                    | Last day to add/drop a course without academic impact  |

### **Measures of Satisfactory Progress:**

- A. Minimum Grade Point Average** (Qualitative)
- B. Completion Rate of Credits** (Quantitative)
- C. Maximum Time Frame** (Quantitative)

### Types of Aid Affected by Financial Aid Disqualification

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Students who are disqualified are ineligible to receive federal financial assistance until eligibility has been reestablished. Federal financial assistance includes: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, State Student Incentive Grant, Federal Work Study, Federal Perkins Loan, Federal Nursing Loan, Federal Direct loans, Federal PLUS Loan, Federal GradPLUS Loan, Health Profession Student Loans, and Primary Care Loans

### Academic Standard (Qualitative)

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#### **A. Minimum Grade Point Average (GPA)**

The student's cumulative GPA will be reviewed at the end of each semester (fall/spring/summer). Undergraduate student's GPA calculation is based on all successfully completed institutional and undergraduate transfer credits.

1. Undergraduate: minimum cumulative GPA of 2.0
2. Graduate: minimum cumulative GPA of 3.0
3. Law: minimum cumulative GPA of 2.0
4. Medical: students do not receive grades; therefore, they do not have a GPA. Students who meet the Medical School's academic standards defined in the Medical School Bulletin and who are eligible to re-enroll in the next term are determined meeting this standard.

#### **Successfully Earned Credit Hours:**

Earned credits used to calculate a student's cumulative GPA

- Successfully completed credit hours with a grade of A, B, C, D, F are evaluated when calculating the cumulative GPA.
- Medical students: Do not have a GPA

#### **Not Successfully Completed Credit Hours:**

The following grades are not used when calculating a student's GPA to measure their academic standard.

Undergraduate & Graduate:

- Grades of Incomplete (I), CD (EHD only), CD (EHD only), NR, UP, withdrawal (W), and F

Law:

- Grades of I, NR, W, F

Medical:

- Grades of W and NR

#### **Repeated Courses:**

These courses are included as attempted credits when calculating the GPA. The highest grade earned in a repeated course will be counted in the GPA calculation.

\*After UND Census Date an Incomplete, Dropped, or Withdrawn course are considered attempted credits when evaluating Satisfactory Academic Progress.

\*The cumulative total of credit hours attempted and completed will be used to determine satisfactory rate of academic progress.

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## Rate of Progress Standard (Quantitative)

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The Student Finance will review the maximum time frame and completion rate of attempted credits. Credit hours recorded on a student's transcript are subject to review. This includes transfer credits, repeated courses, remedial courses, incomplete courses, and any other courses that are assigned a credit value.

### Not Successfully Completed:

- Credits enrolled in as of the day after financial aid census are considered attempted.
- Credits dropped after census are considered attempted but not completed when determining the percentage of completed hours and maximum time frame standards.
- Grades of U and F, I are not earned.

### Completed Credits:

- Successfully completed credits (including transfer) are those in which a student receives a passing grade (A,B,C,D) . Completed credits are used when calculating the Qualitative and Quantitative standards.

## **B. Completion of Attempted Credits**

Students are required to successfully complete two-thirds (66.667%) of the cumulative credit hours attempted.

### **1. Undergraduate/ Graduate/ Law / Medical Students**

- To earn enough credits to graduate within the above maximum number of attempted hours, students are required to successfully complete two-thirds (66.667%) of the cumulative credit hours attempted.

## **C. Maximum Time Frame**

Students must successfully complete their degree within 150% of the published number of credits needed to complete their program of study.

### **1. Undergraduate Students**

- Undergraduate students shall be making satisfactory progress for financial aid purposes if their program of study is completed within 180 attempted credits.
- Post-baccalaureate students (not admitted to graduate, law, or medical programs of study) enrolled in an educational program that leads to an undergraduate degree or teacher certification are also subject to the undergraduate maximum time frame standard.

### **2. Graduate Students**

- Graduate students admitted to the Graduate School shall be making satisfactory progress for financial aid purposes if their program of study is completed within 135 attempted credits.

### **3. Law Students**

- Law students admitted to the School of Law shall be making satisfactory progress for financial aid purposes if their program of study is completed within 135 attempted credits.

### **4. Medical Students**

- Medical Students enrolled in the MD program at the School of Medicine and Health Sciences shall be making satisfactory progress for financial aid purposes if their program of study is completed within 264 attempted credits.

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## **Not Meeting SAP**

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Students will be notified of their SAP status via UND email. Students with the status of; Information, Warning, Disqualification, and POS will receive an email communication, along with a service indicator on their Campus Connection.

Students who choose to complete a SAP Petition will have the decision communicated via their UND email.

SAP Petition and additional forms can be found on the UND Website  
<https://und.edu/one-stop/financial-aid/eligibility/sap.html>

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## **SAP Status and Terms**

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### **Financial Aid Information:**

When a student is close to not meeting one or more of the Satisfactory Academic Progress conditions.

### **Exception Fail:**

When a student has been granted an exception of maximum credits and has exceeded the increased credits. The student is ineligible for all aid requiring SAP to be met.

### **Financial Aid Warning:**

When a student does not meet the completion rate and/or GPA conditions of Satisfactory Academic Progress but did meet all conditions at the beginning of the previous semester. The student is eligible for an additional semester of all aid requiring SAP to be met.

### **Financial Aid Disqualification:**

When a student does not meet one or more of the conditions of Satisfactory Academic Progress and is ineligible for all aid requiring SAP to be met.

### **Financial Aid Plan of Study (POS):**

When the student has successfully petitioned the Student Financial Aid Office and has been given additional eligibility of all aid that requires students to meet SAP. Certain stipulations must be met each semester to continue meeting SAP.

### **Undetermined:**

When a student's SAP is unable to be determined by the PeopleSoft system and must be manually evaluated.

**Meets:**

When a student meets all Satisfactory Academic Progress conditions

## SAP Petition Process

<https://und.edu/one-stop/financial-aid/eligibility/sap.html>

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Students who have been placed on Financial Aid Disqualification may appeal their status if they had a mitigating circumstance that negatively impacted their academic performance. Examples of situations that are acceptable include documented medical problems, impaired emotional health, death of a family member, or extreme financial hardship. Specific documentation must be submitted to support the appeal and submission of an appeal does not guarantee approval and reinstatement of financial aid eligibility. Consecutive appeals based on the same or similar extenuating circumstances will not be approved.

The Petition form and supporting documentation must be submitted by the deadline or prior to the last day of the semester in which the student is enrolled and petitioning eligibility.

Successful appeals may result in the student being placed on a Plan of Study. Students assigned a POS must meet all specifically outlined requirements in their Plan of Study to continue receiving aid in subsequent semesters.

Students petitioning for maximum credits, completion rate, and GPA must have mitigating circumstances to be approved.

- These circumstances include but are not limited to: death or illness of family member or significant person in student's life, illness or injury of student, familial or personal issues, mental health or emotional problems, and legal issues. Changing majors/degrees or pursuing multiple degrees may also be considered mitigating circumstances on a case-by-case basis as determined by the evaluator of the petition.
- Chronic or long-term medical conditions of the student or student's family that were known by the student prior to accepting financial aid may not be considered mitigating circumstances. However, if previously controlled chronic or long-term medical conditions have reemerged, they may be considered mitigating circumstances on a case-by-case basis.

Mitigating circumstances **do not include**: simply working too much, not understanding the satisfactory academic progress policy, not knowing important academic and financial dates of the university and being advised by your academic advisor or other university professional.

### **Petition Appeal Procedure**

Appeal of a petition which has been denied by the Office of Student Finance may be made in writing to the Director of Student Finance by the deadline in the notification (exceptions may be made on a case-by-case basis). The student must set up an appointment to meet with the Director of Student Finance regarding his/her appeal of the initial decision. The decision of the Director shall be final.

### **Criteria to Reestablish Satisfactory Progress**

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Students who have failed to meet the academic standard and/or rate of progress standard will be contacted by financial aid staff once their satisfactory academic progress has been evaluated. Students may reestablish a determination of maintaining satisfactory progress through the following procedures.

#### **Academic Standard (Qualitative Determination)**

- A. Failure to Maintain the Required Cumulative GPA
  - Students may reestablish satisfactory academic standing by successfully bringing their cumulative grade point average up to the required minimum.

#### **Rate of Progress Standard (Quantitative Determination)**

- B. Failure to Complete Minimum Percentage of Completed Hours
  - Students may reestablish a satisfactory rate of progress by successfully completing two-thirds of the cumulative credits attempted.
- C. Failure to Complete Degree within Maximum Time Frame
  - Students may reestablish a satisfactory rate of progress by advancing to a new career level (eg. undergraduate to graduate/law/medical).

### **SAP Communications**

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UND email is the official form of communications to students regarding their SAP status. Students with the status of; Information, Warning, Disqualification, and POS will receive an email communication, along with a service indicator on their Campus Connection.

Students who choose to complete a SAP Petition will have the approval/denial communicated via their UND email.

### **Deadlines**

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Deadlines to submit a Petition are applicable each semester and are provided on the academic calendar. All petitions submitted will be reviewed even if submission is past the established deadline.

### Treatment of Non-Standard Credits

The chart below indicates how non-standard credits are used measuring the satisfactory progress.

| Type of Credit           | Included in GPA Calculation | Included in Completion Rate Calculation (66.67%) | Included in Max. Time Frame Calculation |
|--------------------------|-----------------------------|--|---|
| Audit                    | No                          | No   | No                                      |
| ESL                      | Yes                         | Yes  | Yes                                     |
| Correspondence           | Yes                         | Yes  | Yes                                     |
| S/U                      | No                          | Yes  | Yes                                     |
| Transfer                 | Yes                         | Yes  | Yes                                     |
| Consortium/Collaborative | Yes                         | Yes  | Yes                                     |
| Repeated Courses         | Yes (best grade)            | Yes (each attempt)                               | Yes (each attempt)                      |
| Remedial                 | No                          | Yes  | Yes                                     |
| Study Abroad             | Yes                         | Yes  | Yes                                     |

#### Repeated Courses

- These courses are included as attempted credits when calculating the GPA, the best grade earned in a repeated course will be counted in the GPA calculation. There is no limit to the number of times a student can repeat a course, but there are limits regarding the number of times financial aid can be used for a repeated course.
- Repeated courses are included as attempted credits each time the course is taken when calculating the minimum completion rate and maximum time frame.

#### Grade Changes/Missing Grades

- If a student receives a grade change for an incomplete, the SAP status will not be recalculated. The grade change will be evaluated when the next SAP evaluation is performed; at the end of each semester or annually for medical students. Manual calculation will be performed on a case by case basis if there is a grade change or submitted grade.

#### Remedial Courses

- Credits taken at the University of North Dakota or transferred remedial credits will be included in completion rate and max credit calculations.
- GPA is not used to evaluate cum. GPA.
- Placement exams for Remedial courses will not be calculated in the students cu, GPA, and will not be used to calculate completion rate or maximum credits.

#### Second Degrees

- Students pursuing a second degree who have previously received a degree and have successfully petitioned for maximum credits may have their maximum credits increased by 150% of the credits they have remaining to complete their degree requirements, or through submission of an advisor approved semester by semester plan of remaining required courses have their enrollment and course completion monitored until graduation.

### **Major Changes**

- Students who have changed their major or are pursuing a second degree are more likely to reach the maximum time frame. Through the appeal process Student Finance can adjust the maximum number of credits they are allowed to attempt in the pursuit of their degree. If a student changes majors, the credits earned under all majors will be included in the calculation of attempted, earned, and maximum time frame.

**Amendments to the Policy: This policy will be amended whenever applicable federal regulations are changed or when institutional changes in policy are deemed necessary.**

**Responsibility for awareness of and adherence to these guidelines' rests with the student.**