

North Park University
Office of Financial Aid
Satisfactory Progress for Financial Assistance for Teacher Cert and Second Bachelors
Policy Effective with the 21/S1 semester (8/15/2021)

To be eligible for federally funded financial aid programs, all student financial aid recipients must meet Satisfactory Academic Progress (SAP) standards. The Standards of Academic Progress are evaluated annually at the end of the Spring Semester. If a student has not made satisfactory academic progress, he/she will not be eligible for state or federal financial aid in the summer, fall and/or spring semester. If the spring semester is his/her first semester, he/she will also be evaluated after completing the spring semester and then annually that year. A student will be notified by email if they do not meet the satisfactory academic progress standards at the conclusion of the spring semester. North Park University evaluates students' SAP both qualitatively and quantitatively by reviewing the following three areas of performance:

Requirements:

- 1. GPA requirement.**
Students must maintain a 2.0 cumulative GPA
- 2. Pace of Completion Requirement**
Students must progress toward completion of their declared degree while maintaining a minimum 67% completion rate. The completion rate is calculated by dividing the cumulative number of credit hours a student has successfully completed by the cumulative number of credit hours a student has attempted.
- 3. Maximum Time Frame**
Students may receive financial aid until they attempt 150% of the published credit hours required to receive a degree in their teacher certification program or second bachelor's program. This policy will consider all enrollments at North Park and other colleges/ universities whether or not financial aid was received.

Attempted Credits:

- **Failures and Incompletes**
Failures and incompletes are counted toward hours attempted and will be included in computing GPAs
- **Withdrawals**
If a student withdraws from a class (D or W), it is not included when calculating GPA or earned credits. Thus, it does not impact GPA, but it will negatively impact attempted credits and, therefore, negatively impact student's percent of completion.
- **Audits**
Audited courses are not aid eligible and are not included in any financial aid satisfactory academic progress measurement.
All other credit courses, including pass/fail courses that are passed will be counted as credits completed.
- **Repeat Classes**
Repeat credits are credits awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution. For the first three courses, the new grade can replace the initial grade. For additional courses beyond three, the grade will be the average of the two grades. All repeated credits are included in the percent of completion and maximum time frame calculations.
- **Transfer Credits**

When a student transfers into NP, the credits accepted by NP are **not** included in a NP GPA. The credits are counted as attempted credits so they are included in the maximum time frame and counted as credits completed. After a student has matriculated to NP, if he/she takes additional courses t at a different university and wishes to transfer those courses to NP, both the grade and hours attempted will be counted in the NP transcript and SAP calculations.

Procedures:

1. Monitoring SAP

- The Financial Aid office will monitor SAP annually at the end of the spring semester.
- If the spring semester is his/her first semester, he/she will also be evaluated after completing the spring semester and then annually that year.
- Students who meet all of the SAP requirements are considered to be in Good Standing.
- Written notification will be sent to the student's North Park email account notifying students who are not in Good Standing and are placed on Financial Aid Suspension, Financial Aid Probation, or who are returned to Good Standing and placed on Financial Aid Reinstatement.
- Some students on Financial Aid Probation may be required to make an Academic Plan. Those plans will be monitored by the Financial Aid Department in consultation with Student Development.

2. Suspension, Appeal, Probation, Reinstatement Status

Suspension

- Students who have not one or more of the standards will be placed on *Suspension*.
- Without an approved appeal, students who are on *Suspension* are not eligible for federal/state financial aid for their next period of enrollment. Students who have been placed on *Suspension* may appeal to have financial aid reinstated.
- Students wishing to be removed from *Suspension* must complete and submit an Appeal form. (link to form)
- There are 3 possible results from the appeal process
 - Appeal is denied
 - Appeal is granted and student is placed on *Probation*
 - Appeal is granted and student is placed on *Probation with an Academic Plan*.
 - If it is determined prior to the probation term that the student will not meet the requirements of SAP in one academic term, the student will be required to have an approved academic plan on file.

Probation/Probation with Academic Plan

- Students placed on *Probation* and *Probation with Academic Plan* will be eligible for federal/state financial aid.
- Students will be evaluated at the end of the *Probation* semester. To continue to receive financial aid in the next semester of enrollment, students will be expected to have met the SAP standards or met the requirements of their Academic Plan.
- Students on *Probation with an Academic Plan*. If the financial aid committee determines that the student could not meet the SAP standards in one semester while on Probation, the Financial Aid Committee will require the student in consultation with financial aid and Student Development prepare an academic plan that will enable the student to achieve SAP in a prescribed period of time.

Reinstatement

- Students who have met the SAP standards at the end of their probation period will have their financial aid reinstated and are considered to be in Good Standing.

Appeal Procedure for students placed on Suspension:

- For an appeal to be considered the student must either be able to meet the Standards of Satisfactory Progress by the end of the next period of enrollment; or the student must be placed on an academic plan, which, if followed, will ensure that the student will be able to meet SAP at a future date. The Academic Plan will be developed in cooperation with the student, financial aid and academic services.
- A completed Appeal Form needs to document extenuating circumstances such as death of a relative, illness or injury or other special circumstances addressing why the student failed to make SAP and state what has changed in the student's situation that will allow the student to achieve SAP.
- The financial aid committee reviews appeals. Students are informed of the decision via email within seven business days of submitting their appeal.
- The decision of the Financial Aid Committee is final.

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