



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ENM-1101	Policy Title:	Satisfactory Academic Progress: Undergraduate Students in the Schools of Arts & Sciences, Business, and Leadership Studies
Effective:	07/01/2019	Responsible Office:	Office of Financial Aid
Date Approved:	12/06/2018	Approval:	Vice President for Enrollment Management
Replaces Policy Dated:	07/2018	Responsible University Official:	Assistant Vice President & Director of Financial Aid

SCOPE:

This policy applies to undergraduate students enrolled in the School of Arts & Sciences, Robins School of Business, and Jepson School of Leadership Studies at the University of Richmond.

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POLICY STATEMENT:

ENM-1101.1 – Policy

According to federal regulations and University of Richmond (UR) policy, students must maintain Satisfactory Academic Progress (SAP) to receive federal financial aid and institutional financial aid. Some private loan programs also require SAP. Evaluation of students' progress for financial aid purposes is made annually at the end of the spring term to determine financial aid eligibility for the following year (summer term, fall term, and spring term).

The standards of academic progress outlined here are for the purpose of evaluating eligibility to continue receiving financial aid. They do not replace or modify academic standards required for continued enrollment at the University of Richmond nor do they replace or modify NCAA standards for athletic scholarships.

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Institutional Financial Aid

Institutional financial aid is available during the fall and spring terms; institutional aid is generally not awarded for summer term. Some institutional aid programs, such as merit and athletic scholarships, have different academic and/or other requirements than those listed below. Such requirements are conveyed to recipients when they are selected for such programs.

Receipt of institutional financial aid requires all of the following:

- full-time enrollment (3.5 units or more) ,
- a minimum UR cumulative grade point average (GPA) based on term of enrollment (prorated for transfer students) as follows:

<u>At the end of the term</u>	<u>Minimum GPA</u>
2	1.8
4	1.9
6	2.0
8	2.0

- meeting the SAP requirements for federal aid (see below), and
- appropriate progress toward completion of degree requirements by the end of the eighth term of enrollment (prorated for transfer students).

Students may be considered for institutional financial aid through their eighth term of enrollment (prorated for transfer students). Only fall and spring terms are counted toward the eight term limit (prorated for transfer students); summer term is not counted.

The following chart provides suggested benchmarks for the minimum number of units that should be earned at the end of the specified term in order to complete degree requirements by the end of the eighth term of enrollment (prorated for transfer students). Only fall and spring terms are counted. Units earned at UR as well as transfer work accepted toward UR degree requirements are counted. Students should work closely with their advisor to ensure that they are on track for graduation within eight terms (prorated for transfer students):

<u>At the end of the term</u>	<u>Minimum Units Earned</u>
2	8
4	16
6	25
8	35

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Students not meeting the SAP requirements for institutional financial aid at the end of the spring term will not be eligible for any additional institutional financial aid in subsequent terms of enrollment until the standards are met. Denial of aid under this policy may be appealed by the student, in writing, to the Director of Financial Aid within 30 days of notification that the student is no longer eligible for institutional aid. A student's appeal must include at a minimum the following information: why the student is not meeting the SAP requirements for institutional aid, what factors have changed that will allow the student's academic progress to improve by the next evaluation, what is the student's plan to complete degree requirements, and any supporting documentation. The student will be notified of their SAP status based on the merits of the appeal. If the appeal is not granted, the student will be notified of the decision and will be financially responsible for their educational expenses.

Federal Financial Aid

The Higher Education Act requires that colleges and universities establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving federal aid. When assessing SAP for federal financial aid, the University will review all terms of enrollment at UR as well as transfer work accepted toward UR degree requirements, regardless of whether or not the student received financial aid during those terms.

SAP is checked annually at the end of the spring term. Students must meet both of the following requirements to meet the SAP requirements for federal financial aid:

- have completed 67% of all attempted coursework, (including transfer work and pass/fail courses), and
- have achieved a cumulative grade point average based on units earned as follows:

Units Earned	UR Grade Point Average
.25 to 6.86	1.80
6.87 to 14.00	1.90
14.01 or more	2.00

In addition, students must complete the requirements for a bachelor's degree within the 150% maximum timeframe allowed. That is, as the undergraduate degree program requires 35 units to complete, the maximum number of units attempted to complete the program cannot exceed 52.50 units, including transfer work and pass/fail courses. Successful completion of a class means receiving one of the following grades for the class: A, B, C, D, or P.

Incomplete coursework, withdrawals, and course repetitions impact SAP in the following ways:

- Incomplete coursework (grade =Y) is not included in the GPA or in the number of units earned but is counted as attempted units.
- Temporarily incomplete coursework (grade = I) is included in the GPA and in both earned and attempted units.
- Courses from which a student withdraws are not included in the GPA or in the number of units earned but are counted as attempted units.
- Repeated courses are counted only one time as earned units. However, units for each course taken, including all repeated courses, are counted as attempted units. All grades earned in repeated courses will be calculated in the cumulative GPA.

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Students not meeting the SAP requirements for federal financial aid at the end of the spring term will not be eligible for any additional financial aid in subsequent terms of enrollment until the standards are met. Denial of aid under this policy may be appealed by the student, in writing, to the Director of Financial Aid within 30 days of notification that the student is no longer eligible for federal aid. Appeals will be considered for the following circumstances: the death of a relative of the student, an injury or illness to the student, or other special circumstances. A student's appeal must include at a minimum the following information: why the student is not meeting the SAP requirements for federal aid, what factors have changed that will allow the student's academic progress to improve by the next evaluation, student's plan to complete degree requirements, and any supporting documentation.

Successful appeals will lead to one of two SAP statuses: Financial Probation or Eligible for Financial Aid. A student may be placed on 'Financial Probation' for the subsequent enrolled term if it is determined that he/she can regain eligibility after one term. A student may be found 'Eligible for Financial Aid' based on an academic plan that outlines future academic progress for the student as established by the Director of Financial Aid. The student will be notified of their SAP status based on the merits of the appeal. If the appeal is not granted, the student will be notified of the decision and will be financially responsible for their educational expenses.

ENM-1101.2 – Applicable Regulations & Accreditation Standards

Code of Federal Regulations 34 § 668.34

RELATED POLICIES:

N/A

POLICY BACKGROUND:

This policy was reviewed by the academic deans and the President's Cabinet prior to approval on 06/22/2018.

This policy replaces the policy dated July 2015; 2018 revisions enhanced clarity but did not substantively change the standards for SAP.

This policy replaces the policy dated July 2018. GPA requirements for institutional and federal aid were modified, and unit requirements adjusted for federal SAP.

POLICY CONTACTS:

Assistant Vice President & Director of Financial Aid, Office of Financial Aid