

Bachelor of Arts
Union Institute & University
Financial Aid Satisfactory Academic Progress Policy
Revised: April 2010

Federal regulations require that all financial aid recipients make satisfactory academic progress (SAP) toward achieving a certificate or degree. This requirement applies to all terms of attendance regardless of whether the learner received financial aid. Satisfactory academic progress is reviewed annually at the end of each academic term and is determined by both qualitative and quantitative components.

Qualitative Component

The cumulative grade point average (CGPA) requirements to meet the qualitative component and achieve satisfactory academic progress are as follows:

The Bachelor of Arts program provides a narrative faculty evaluation for each term and grades on a Satisfactory/Unsatisfactory (“S”/“U”) grading system.

- A grade point average is not calculated with an “S”/“U” grading option.
- In the BA Program, a Satisfactory (“S”) grade is considered equivalent to a “C” or above letter grade.

If a learner makes a grade of “U” for any given term, s/he will be placed on probation. Two consecutive unsatisfactory terms will result in termination of their financial aid.

Quantitative Component

Maximum timeframe: The Bachelor’s of Art is a four- year 120 credit hour degree program. The maximum timeframe for completion of the degree program is six years or 150% of the four year program length.

Transfer credits: All transfer credits that are accepted toward these degree programs are used to determine the remaining maximum timeframe. The remaining timeframe is determined by subtracting the accepted transfer credits from the 120 credit hour program length; deriving the percentage of credit hours that remain (credit hours that remain divided by 120); multiplied by the maximum timeframe of six years.

Repeated courses: Credit hours for a repeated course are included in earned credit hours and the GPA divisor only once and the quality points associated with only the best grade is included in the GPA numerator. Note: Credit hours for financial aid enrollment status may only include the first time a course is repeated.

Incomplete grades: Credit hours for incomplete courses are counted in attempted credit hours.

Dropped/withdrawn courses: Credit hours for dropped or withdrawn courses before the expiration of the drop/add period **are not** counted in attempted credit hours. Credit hours for dropped or withdrawn courses **after** the expiration of the drop/add period are counted in attempted credit hours.

Remedial and ESL Courses: Remedial and ESL courses are not offered at Union Institute & University.

Additional Degrees: A learner may receive financial aid for an additional degree, if so desired. All home (UI&U) credit hours will be counted towards the new degree along with any transfer hours applicable to the new program. The learner's GPA will be that which is on record at Union Institute & University.

Financial Aid Probation

Learners who do not meet the requirements of the satisfactory academic progress qualitative and quantitative components by the end of the academic term will automatically be placed on financial aid probation for the following term. A learner remains eligible for financial aid during a probationary term. A learner placed on financial aid probation will be notified in writing by the financial aid office of their status and the requirements to prevent termination of their financial aid eligibility. The requirements are: (1) A learner who fails the Qualitative standard must successfully complete the probationary term to remain eligible, and (2) A learner who fails the Quantitative standard will not be eligible to receive financial aid. Financial aid for terms subsequent to the probation term is placed on hold until the learner's eligibility status can be determined based on final grades/ratings which must be posted to the learner's transcript for the probationary period.

- (1) A learner who is making satisfactory academic progress by the end of the probation term will be removed from financial aid probation.
- (2) A learner who is not making satisfactory academic progress by the end of the probation term but **has met the requirements for the probation term** as set forth in writing by the financial aid office will be continued on financial aid probation and remain eligible for financial aid on a term by term basis in accordance with the financial aid probation procedure.

Financial Aid Termination

Financial aid will be terminated for a learner who is not making satisfactory academic progress and/or who has not met the requirements for the probation term as set forth in writing to the learner by the financial aid office. The financial aid office will notify a learner in writing if their financial aid eligibility is terminated. All grades for the probation term must be recorded on the learner's official university transcript in order for this determination to be made. A learner may appeal his or her financial aid termination to the financial aid office.

Financial Aid Termination Appeal

Learners who believe they have mitigating circumstances which contributed to their not making satisfactory academic progress may appeal the termination of their financial aid eligibility. Appeals must be in writing and submitted to the financial aid office within 30 days of the date of the written termination. Written appeals should include a description of the mitigating circumstances which must be of a personal nature. A learner should also submit appropriate documentation to support their appeal. The financial aid office may request additional information and/or documentation to verify the circumstances of the learner's appeal. **A learner is not eligible for financial aid during the appeal process.**

The financial aid office will consider all written appeals and render a decision in writing to the learner within 30 days of receipt of the learner's appeal and all requested supporting documentation. Possible decisions resulting from the appeal are restoration of financial aid eligibility and the granting of an additional financial aid probation term(s) or confirmation of financial aid termination. When financial aid eligibility is restored it is generally made retroactive to the beginning of the applicable term in which financial aid was terminated. Any conditions for the restoration of financial aid eligibility will be stipulated in writing to the learner by the financial aid office.