



Regent University Central Financial Aid Office
1000 Regent University Drive, SC 241, Virginia Beach, VA 23464-9832

Satisfactory Academic Progress Appeal for Financial Aid

Name: _____ Student ID: _____

Telephone : _____ E-mail: _____

Semester for which you are appealing ineligible status: (Only check one semester)

- Fall 20_____ Spring 20_____ Summer 20_____
- Communication Divinity Education Global - Business
- Global - Leadership Government Law Psychology & Counseling Undergraduate

SAP APPEAL INSTRUCTIONS:

- 1) Complete the questions on the back of this form and submit to your school of enrollment. Please use additional sheets if necessary.
- 2) Attach any documentation (letters from physicians, employers, etc.) that supports your explanation of extenuating circumstances.

****SUBMIT FORM AND ATTACHMENT(S) TO THE SCHOOL OF ENROLLMENT LISTED ABOVE****

Please review the following items:

- * Financial Aid Satisfactory Academic Progress (SAP) is not the same as academic progress required for graduation.
- * Being declared ineligible for financial aid does not mean you have been academically dismissed from the university.
- * Any appeal approval is good for only one term. SAP must be reviewed each semester.
- * Approval of an appeal will place the student on financial aid probation for the next term of enrollment.
- * No federal aid may pay to your account for a subsequent terms until AFTER grades for your warning or probation term are reviewed.
- * Failure to meet the minimum standards again after an appeal was approved will place a student in ineligible status.
- * The SAP Policy is included with this form and is outlined on the Central Financial Aid website.

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_____ “After review of the student’s appeal, an exception to the standards of satisfactory academic progress for financial aid should be made for the specified term. We believe the student has provided adequate documentation and explanation for failing to meet minimum standards and will proceed at a pace leading toward successful and timely graduation. ***Please attach approved academic plan (if applicable).***”

_____ “After review of the student’s appeal an exception is not warranted at this time.”

Dean or Authorized Signature (SCHOOL)

Date

SATISFACTORY ACADEMIC PROGRESS

A student must be in an admitted/enrolled status as a regular student in a degree program and making satisfactory academic progress toward a degree, in order to be considered for participation in financial aid programs (federal and/or private) administered through the university's Central Financial Aid Office. Making satisfactory academic progress, for these purposes means that a student must maintain a minimum prescribed cumulative grade point average (GPA) defined by the school, as well as proceed through the program at a pace leading to completion in a specified time frame. Satisfactory progress is measured at the end of each academic semester.

Minimum Requirements

A student achieving at least the minimums specified below will be considered to be making satisfactory academic progress.

- Minimum Cumulative GPA of 3.00 in the student's current academic program transcript level. *Exceptions:* students in the JD and Undergraduate programs, which require a 2.00 minimum). Students in MDiv or MA in Practical Theology/Missiology are required to maintain a 2.50 cumulative GPA.
- Successful completion* of 50% of all credits attempted at a particular transcript level of graduate and/or professional programs of study (e.g., general graduate, Law, MDiv, etc.), and 67% of all credits attempted at the undergraduate programs transcript level:
 - * "Successful completion" is defined as credits finished with grades other than an "F," "I," "IP," "W," "WF," "WX," "FX," "NP," "NG," or "AU" at the time grades are posted for the term being reviewed and/or when the satisfactory academic progress review for the prior term is made.
- For students enrolled in a Master's, or the Juris Doctorate program, the student has been enrolled for no more than five calendar years from the beginning of the semester in which the program was initially begun, including periods of non-enrollment.
- For students enrolled in a Doctoral program, the student has been enrolled for no more than seven calendar years from the beginning of the semester in which the program was initially begun (including periods of non-enrollment).
- For students enrolled in an undergraduate degree program the timeframe cannot exceed 150% of the published length of the program, which is measured in attempted credit hours, based upon the number of credits offered at Regent for the program. Therefore, the maximum duration of financial aid eligibility for students in this program is 150 attempted credit hours at Regent counted from the term/period the student originally begins the program, not to exceed five calendar years from the beginning of the initial term/period (including periods of non-enrollment).
- Student must be in otherwise good academic standing with the university (as defined by the university's academic policies). A student placed on academic warning is automatically on financial aid warning.

In the event that a student fails to meet any of the above criteria at the end of an academic semester/term, the student will be placed on "financial aid warning" for the immediately following period of enrollment. That is, a student in this category may receive financial aid for the next term of enrollment, but must meet the above stated minimums by the end of that time period. The second time that a student fails to meet one or more of the requirements, the student will no longer be making satisfactory progress for financial aid purposes. As a result, he or she will be ineligible for financial aid offered through the Central Financial Aid Office, including federal and private loans, scholarships, etc., for the following academic term in which the student may enroll.

Appeal Procedures

If a student is found to be ineligible for financial aid because satisfactory progress requirements were not met, the student may appeal this decision to the Dean of the School through the school's financial aid representative. Appeals must include a detailed description of the extenuating circumstances that occurred during the semester in which the student failed to meet this policy. The appeal must also include all necessary documentation to support the existence of the circumstances described

and evidence that the circumstances have been resolved. The plan must include steps being taken to ensure satisfactory academic performance, including a written plan for academic success in the coming academic term; for juniors and seniors, this plan must include a course program for graduation. Events/circumstances that merit an appeal include, but are not limited to:

- **Personal or family emergency**
- **Unanticipated, serious medical difficulty (excluding chronic conditions – students are responsible for properly balancing school work with known chronic conditions)**
- **Serious psychological difficulty**

The Dean of the School (or designee) will review the appeal and determine whether suspending aid is justified. The student and Central Financial Aid Office will be advised, in writing, of the decision. The Director of Central Financial Aid may consult with the Dean of the School regarding the decision provided before Central Financial Aid clears an ineligible status. Students seeking to re-establish financial aid eligibility remain ineligible to receive financial aid assistance or deferment of payment until the appeal process is complete and a decision has been made by the Financial Aid Office. **Students should be prepared to pay tuition, fees, and other educational expenses until s/he has been approved to receive financial aid.**

Reinstatement

To reestablish satisfactory progress after being terminated from aid eligibility, a student must improve his/her academic standing to meet the designated standards.

Repeated Courses

When a course is repeated, the last grade points and credit hours earned replace the previous grade points and credit hours in computing the grade point average. Please refer to the university catalog for the method in which repeated courses in the School of Law are calculated.

Transfer Students

Courses that transfer students took at previous institutions prior to attending Regent are counted only in the number of hours successfully completed, i.e., they do not show up as hours attempted or in the GPA calculation, per the university's academic policy.

Periods of Non-enrollment

Periods of non-enrollment in a particular degree program have no effect on a student's satisfactory academic progress upon reentering for these purposes, except that the maximum five- to seven-year time limit still applies (as described in "Minimum Requirements" above). Any exceptions to the time limit due to periods of non-enrollment must be appealed to the Dean of the school through the school's financial aid representative. See "Appeal Procedures" above.

Joint Degrees and/or Multiple Degree Programs

A joint degree student or student enrolling in multiple degree programs at different academic transcript levels (e.g., Law and Business, or a Master of Divinity degree program and a master's degree program in Counseling, etc.) will be evaluated for SAP based upon each transcript level. Failure to meet the standards on either academic transcript level will classify the student as not making satisfactory academic progress for financial aid purposes.

Students having academic records in multiple programs at the same transcript level will be evaluated based upon all grades at that level, regardless of current enrollment status in any of the programs. It is vital that students monitor their classification in each academic program to ensure accurate representation of their intended degree plans, especially as it relates to satisfactory academic progress for financial aid purposes.

The maximum time limits as defined under "Minimum Requirements" above are still applicable to students in joint degree and/or concurrent multiple degree programs.

NOTE

The SAP policies are for financial aid purposes. They are required to ensure that recipients of federal student aid and other aid administered by the Central Financial Aid Office are meeting qualitative and quantitative progress toward their degree as required by program regulations and policies. A particular scholarship, grant, etc., offered through your school might have different individual award eligibility requirements unique to that particular award.