To maintain eligibility for federal and private financial aid programs, students must enroll in an eligible degree program and make satisfactory academic progress. Two general factors contribute to SAP: (1) students must maintain a minimum prescribed cumulative grade point average (GPA) individually defined by each school of enrollment and (2) proceed through their program at a pace leading to degree completion in a specified time frame. Progress is measured at the conclusion of every semester.

**Detailed SAP Requirements**

To meet SAP standards, students must maintain all of the following progress minimums:

- Graduate student, other than M.Div. or M.A. in Practical Theology must maintain a 3.00 GPA or higher.
- M.Div. and M.A. in Practical Theology students must maintain a 2.50 GPA or higher.
- Undergraduate, J.D., an LL.M. students must maintain a 2.00 GPA or higher.
- Students must remain in good academic standing with the university. Students on academic probation are automatically placed on financial aid warning. **EXCEPTION:** Students who exceed 150 percent of the published length of their program will not be given a Financial Aid Warning semester; they will go immediately into financial aid ineligibility and must complete a SAP appeal.
- Students must **successfully complete** 67% of all attempted credits (undergraduate) or 50% of all attempted credits (graduate and professional studies) within their degree program.
  - *Successful completion requires courses be assigned with grades other than F, I, IP, W, WF,WX, FX, NP, NG, or AU.*
- Students enrolled in a Master’s or Juris Doctor program may not enroll in excess of five (5) calendar years from the beginning of the semester in which the program began, including periods of non-enrollment.
- Doctoral students may not enroll in excess of seven (7) calendar years from the beginning of the semester in which the program began, including periods of non-enrollment.
- Undergraduate students may not exceed 150% of the published length of their program. Attempted hours cannot exceed 150% of the total number of credits required to complete the student’s degree program. The maximum duration of financial aid eligibility in a Bachelor’s program is 150 attempted credit hours at Regent, counted from the semester the student’s program begins; however, it cannot exceed five (5) calendar years from the beginning of the initial semester, including periods of non-enrollment.

**Appeal Procedures:**

A student, ineligible for financial aid for failing to meet SAP requirements, may appeal to his or her school of enrollment. Appeals must contain detailed descriptions of extenuating circumstances contributing to the failure to maintain SAP requirements. Included with the appeal, submission of all supporting documentation, as well as evidence of resolution, is imperative. Finally, SAP appeals necessitate an academic plan. The plan includes student acknowledgment of steps he or she will take to ensure a return to SAP standards, including a written plan for academic success in the coming semester(s). Appeals submitted without an academic plan will not be approved. For undergraduate juniors and seniors, the plan must include a course plan for graduation. Events and circumstances that merit an appeal include, but are not limited to:

- Personal or family emergency;
- Unanticipated, serious medical difficulty, which excludes chronic medical conditions; or,
- Serious psychological difficulty

*DO NOT SUBMIT THE APPEAL TO THE FINANCIAL AID OFFICE.* The Dean of the School (or designee) reviews SAP appeals first and determines whether justification exists to reinstate financial aid; furthermore, the Dean of the School (or designee) will advise the student and the Central Financial Aid (CFA) office in writing. **NOTE:** CFA reserves final authority in SAP appeal decisions.

Students remain ineligible to receive financial aid assistance or deferment of payment until the SAP process concludes and CFA reviews the appeal decision. Students must plan to pay all tuition, fees, and other educational expenses prior to appeal approval.
Satisfactory Academic Progress (SAP) Appeal & Information

Loan History (Undergraduate Only):
Part of the SAP appeal process includes a review of undergraduate students’ borrowing histories. This information is housed on the National Student Loan Data System (NSLDS). Students can access this information at nslds.ed.gov, and CFA strongly encourages students to review the information therein.

At the time of admission, undergraduate students must supply Regent University with all transcripts from their prior college work. Occasionally, reviews of NSLDS records show discrepancies between student-reported enrollment history and that reported by lenders to the U.S. Department of Education. After thorough review, and per the discretion of the director of CFA, this information may be considered fraudulent and can be grounds for immediate dismissal from Regent University.

Reinstatement:
A student must improve his or her academic standing and return to all SAP standard minimums to re-establish eligibility for federal and private financial aid programs according to the designated academic plan. In cases of SAP appeal denial, a student remains ineligible for federal or private financial aid until he or she returns to SAP standard minimums.

Repeated Coursework:
When retaking courses, most recent grades and credit hours earned replace the previous information, even if a student receives a lower grade after retaking a course. Law students should review the university catalog for information on repeated coursework.

Transfer Students:
Credits earned at prior institutions count as hours successfully completed (i.e., they do not show up as hours attempted as part of cumulative GPA calculations).

Periods of Non-enrollment:
Periods of non-enrollment do not affect a student’s SAP when re-entering for subsequent semesters, except when a student reaches or exceeds the maximum five (5) to seven (7)-year time limit described in “Detailed SAP Requirements” above. Any exceptions to the time limit due to periods of non-enrollment must be appealed to the Dean of the School. See “Appeal Procedures” above.

Joint Degrees and/or Multiple Degree Programs:
A student enrolled in a joint degree program, or seeking multiple degrees simultaneously in different degree levels (e.g., Law and Business, or M.Div. and M.A. in Counseling), is subject to SAP evaluation based on each degree level. Failure to meet SAP standards for either level classifies the student as ineligible for financial aid in all current degree programs.

A student with academic records in multiple programs at the same degree level is subject to SAP evaluation based on all grades at that level, regardless of his or her current enrollment status. It is vital for students to monitor classifications in each program to ensure accurate representation of intended degree plans, especially as it relates to SAP. Furthermore, maximum time limits prescribed in “Detailed SAP Requirements” apply to students in joint and/or concurrent multiple degree programs.

Note: SAP policies are for federal and private financial aid purposes. They are federally-mandated and required to ensure that recipients of federal and private financial aid administered by CFA meet qualitative and quantitative progress toward a degree. Institutional aid offered through the various schools of enrollment might have different individual award eligibility requirements unique and separate from the policies herein.

SAP Appeal Follows
2014-2015 SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

PERSONAL INFORMATION
Name: _______________________________ Student ID: _______________________________
Birth date: ___________________________ Emails: _________________________________

Semester for which you plan to appeal your SAP ineligible status (check one):
☐ Fall  ☐ Spring  ☐ Summer

What is your primary school of enrollment (check one):
☐ College of Arts & Sciences (Undergrad)  ☐ Business & Leadership  ☐ Communication  ☐ Divinity
☐ Education  ☐ Government  ☐ Law  ☐ Psychology & Counseling

SAP APPEAL INSTRUCTIONS
1. Complete all sections on this form and submit it to your school of enrollment.
2. Attach any documentation (letters from physicians, employers, etc.) that supports your extenuating circumstance(s).
3. Navigate to mytg.tgslc.org and follow the directions below:
   a. Select “Click Here” in the Students, Families, and Borrowers box.
   b. Click “Register” under “New User” and complete the registration process.
   c. Login with your newly created User ID and Password.
   d. Click “Launch Learning Center” under the “Learning Center” heading.
   e. Complete your “Learning Center Profile,” enter “CUREGENTUSAP” in the Special Access Code text box and hit “Submit.”
   f. STOP! Do not take any further action until you receive an email from “Learning System Administrator.” Until then, the four required SAP modules will not appear. Note: this can take up to 24 hours to arrive!
   g. Once notification arrives, login and re-launch the Learning Center. Complete the modules listed under “My Learning Center.”
   h. After completion of each module, print the certificate and submit it with this SAP appeal to your School of Enrollment.

4. Submit the SAP form and all supporting documents to your school of enrollment. Do not submit this form to CFA.
5. CFA will review your borrowing history from the National Student Loan Data System (NSLDS) – Undergraduate only.

PLEASE REVIEW THE FOLLOWING ITEMS:
• SAP is not the same as academic progress required for graduation.
• Being declared ineligible for financial aid does not mean that you have been academically dismissed from the university.
• An appeal approval is effective for a single semester. SAP status will be reviewed again after each semester.
• Appeal approvals place students on financial aid probation for their next semester of enrollment.
• Federal aid will not disburse until after grades are reviewed from your warning or probation semester.
• Failure to meet the requirements of an approved academic plan will result in federal aid ineligibility for subsequent semesters.
• CFA works with your school of enrollment, but CFA reserves final authority in SAP appeal decisions.

OFFICE USE ONLY

After review, an approval of the student’s SAP appeal is justified. Please attach approved academic plan.

After review, an approval of the student’s SAP is not justified.

Authorized School Rep or Dean Signature _______________________________ Date _________________

Authorized Financial Aid Rep Signature _______________________________ Date _________________
ACADEMIC PLAN & OTHER INFORMATION

Appeals must include a detailed description of extenuating circumstances that occurred during the semester in which the student failed to meet SAP standards. See extenuating circumstances in “Appeal Procedure” in the appeal instructions.

Please complete the financial literacy modules and answer the following questions. Attach any additional documentation as needed. Use additional sheets, if necessary.

1) Navigate to mytg.tgslc.org and complete the financial literacy modules referenced in the “SAP Appeal Instructions” above. You must print and attach certificates of completion to this appeal.

2) Please describe, in detail, the unique and extenuating circumstances under which you were unable to fulfill the requirements of the SAP Policy for Financial Aid Eligibility.

3) What has changed that will make it possible for you to meet SAP standards by the end of this semester and throughout the remainder of your degree program at Regent University?

4) What is your proposed academic plan to comply with the minimum academic standards for financial aid eligibility (e.g., "In the fall, I will take Biblical Studies 100, Theology 101, and New Testament 102, and I will attain an A and two Bs to achieve or increase my cumulative GPA to 2.5.")? Be as thorough and detailed as possible.

SIGNATURE & VERIFICATION

My signature certifies and confirms that I read and understood all instructions herein. Furthermore, I provided complete, accurate, and current information to the best of my knowledge.

Student Signature: ___________________________________________ Date: ____________________

Do not submit this document to financial aid; submit your appeal packet to your school of enrollment.