Satisfactory Academic Progress Requirements and Probation

Satisfactory Academic Progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial aid. The U.S. Department of Education federal regulations require the Adler School of Professional Psychology to establish, publish, and apply standards to monitor student progress toward completion of a certificate or degree program. If a student fails to meet these standards, they will be placed on financial aid warning or suspension. Student academic performance must meet the Satisfactory Academic Progress (SAP) standards below.

There are three parts to the Satisfactory Academic Progress Policy:

- Grade Point Average (GPA)
- Cumulative (Overall) Progress
- Degree Completion: Timely completion of degree

Students need to comply with all requirements to remain eligible for aid, as explained in detail below:

1. **Grade Point Average (GPA)**
   The Satisfactory Academic Progress Policy requires that students maintain a minimum cumulative grade point average (GPA) in order to remain eligible for financial aid. The minimum required cumulative GPA is 3.0 (on a 4.0 scale). If a student drops below a cumulative GPA of 3.0 they will be placed on a financial aid warning status. Once a student is on financial aid warning status, they may continue to receive financial aid, but will be expected to meet the minimum standards (3.0 cumulative) by the end of the warning term in order to continue to receive financial aid. Failure to meet the minimum standards after the warning term will result in financial aid suspension.

2. **Cumulative (Overall) Progress**
   The Satisfactory Academic Progress Policy contains a quantitative component, meaning that students are required to make steady progress toward a degree by completing at least 70% of all attempted credit hours. For example, if a student attempts 10 hours in the fall term they would be expected to satisfactorily complete at least 7 of these hours in order to comply with the minimum quantitative standards. If a student does not successfully complete at least 70% of all credit hours attempted, they will be placed on a financial aid warning status. Once a student is on a financial aid warning status, they may continue to receive financial aid, but they will be expected to meet the minimum standards (70% overall completion rate) by the end of the warning term in order to continue to receive financial aid. Failure to meet the minimum standards after the warning term will result in financial aid suspension.

3. **Degree Completion**
   Psy.D. students must complete all requirements for the Psy.D. degree within seven years of initial registration. Master’s students must complete all requirements for the master's degree within five years of initial registration. Students who do not complete degree requirements by the established deadlines will no longer be eligible for financial aid.
**Financial Aid Appeals**

When a student fails to meet one or more of the Satisfactory Academic Progress requirements, they are placed on financial aid warning status. Once a student is on financial aid warning status, they may continue to receive financial aid, but will be expected to maintain Satisfactory Academic Progress by the end of the warning term in order to continue to receive financial aid. Failure to meet the requirements after the warning term will result in financial aid suspension.

After a student has been placed on financial aid warning status and fails to meet one or more of the Satisfactory Academic Progress requirements a second time, that student is placed on financial aid suspension status. Students on financial aid suspension status will have all financial aid cancelled for future terms and will no longer be eligible to receive financial assistance. Once a student's financial aid eligibility has been suspended, notification will be sent to the student stating the reason aid has been suspended and the procedure for appealing the decision. Financial aid will not be reinstated unless the student’s appeal is granted.

**Appeal Procedure**

To appeal, a student must submit all required documents listed below within ten days of the date of the email notification of warning or suspension status that was sent to the student. If no appeal is filed within the ten-day appeal period, the decision becomes final, and the student is not eligible for future appeal.

1. A signed and dated letter to the Director of Financial Aid describing the specific reason(s), events, or circumstances that prevented the student from meeting the Satisfactory Academic Progress requirements
2. A Corrective Action Plan to improve Satisfactory Academic Progress
3. Documentation of a discussion between the student and the student’s academic advisor regarding the Corrective Action Plan (This documentation must be signed by the academic advisor.)
4. Documentation of an extenuating circumstance (Examples include, but are not limited to, student illness, family illness, or death in the family.)

Once the Financial Aid Appeals Committee has reviewed the appeal and made their determination, the student will be notified via email of the decision. The Financial Aid Appeals Committee’s decision is final. Students may submit multiple appeals, but the reason or rationale of the appeal must be different than previous Satisfactory Academic Progress appeals submitted by the student. If the Financial Aid Appeals Committee approves the appeal, the student will be eligible to receive financial aid for at least one additional term and will be considered to be on financial aid probation. When appeals are approved, the committee will require that the Corrective Action Plan be maintained each term. If at any time the Satisfactory Academic Progress policy is not maintained, the student’s aid will be permanently suspended.

The Satisfactory Academic Progress Policy applies to students receiving federal student aid through the following programs:

- Federal Direct Stafford Loan
- Federal Direct Graduate PLUS Loan
- Federal Work Study
- All state and federal military benefits