

## Satisfactory Academic Progress

Federal regulations require the Adler University Office of Financial Aid to monitor the academic progress of all financial aid recipients toward the completion of their degree or certificate. This process is called Satisfactory Academic Progress (SAP). This SAP policy is enforced in conjunction with all other institutional policies and procedures, including the academic status and satisfactory progress policies of the University. The below criteria are checked at the end of each term (Chicago and Vancouver Campuses, and Online Campus students beginning in August 2017 or later) or course (Online Campus students starting before August 2017), once final grades are in, to determine whether students are maintaining satisfactory academic progress.

## Enforcement

The Office of Financial Aid shall have primary responsibility in enforcing this policy. The Registrar's Office and other University offices that maintain student information relevant to this policy shall provide such information, as requested, by the Office of Financial Aid.

## Graduate Students

SAP for Adler University graduate students is monitored using three factors: maximum time frame measurement, cumulative progress toward completion of the degree or certificate, and cumulative Grade Point Average (GPA).

### Maximum Time Frame Measurement

Students may receive financial assistance for attempted credit hours up to 150 percent of the credits it normally takes to complete the academic program. The total allowable attempted hours are calculated by multiplying the hours required to complete the degree at Adler by 1.5 and rounding down to the nearest whole number. For example, for a program that requires 36 credit hours, a student may attempt up to 54 hours. Please note: non-degree certificate programs are approved by the US Department of Education for financial assistance at a specific number of credit hours. Regardless of a student's actual plan of study, maximum timeframe is calculated using the number of hours for which the program was approved with the US Department of Education.

Additionally, students must satisfactorily complete all degree or certificate requirements within the timeframes listed below, from the date of first registration following admission to the program:

- Certificate students: two years
- M.A. students: five years
- Doctoral students: seven years

Periods of approved leave of absence do not count against the above bulleted timeframes.

### Cumulative Progress toward Completion of the Degree or Certificate

Students must successfully complete at least 70% of the credit hours they attempt. This measure will be measured cumulatively over the course of the student's program. For the purpose of this measurement, all of the following are applicable:

- Successful completion for Chicago Campus, non-PsyD students is defined as a grade of B- or better for letter grade course, or a grade of CR for a credit/no credit course. These credits are counted in both attempted and completed hour totals.



- Successful completion for Chicago Campus, PsyD students is defined as a grade of B or better for letter grade course, or a grade of CR for a credit/no credit course. These credits are counted in both attempted and completed hour totals.
- Successful completion for Global Campus students is defined as a grade of C or better for letter grade course, or a grade of CR for a credit/no credit course. These credits are counted in both attempted and completed hour totals.
- All other grades (including incomplete grades) are counted in the attempted hour total, but not the completed hour total. If an incomplete grade is later converted to a grade that is considered to be a successfully completed grade, the cumulative progress percentage can be recalculated. It is the student's responsibility to notify the Office of Financial Aid when an incomplete grade has been converted.
- Students who drop courses will not have those dropped courses counted in the attempted hours total if they are dropped during the official add/drop period. Dropped courses after the official add/drop period will be counted in the attempted hours total.
- Repeated courses are counted as attempted hours during all attempts.
- Transfer credits that count toward the student's current academic program count as both attempted and completed hours.
- Students who change programs will only have hours that were previously attempted counted in their cumulative totals if they are applicable to the new academic program.
- Audited courses do not count in either the attempted or completed hour totals.

### Cumulative Grade Point Average (GPA)

Graduate students must maintain a minimum cumulative GPA of 3.0.

### Courses in Progress

If a student has any courses in progress on their transcript, this means that no grade was assigned to the course. If a student is missing any grades for any term, SAP cannot be calculated. The Office of Financial Aid may place a hold on all future federal financial aid disbursements and student refund checks in the case when a student has courses in progress at the time that SAP is being reviewed.

### Financial Aid Warning

Graduate students are typically allowed a financial aid warning period. Graduate students who fail to meet the requirements of this satisfactory academic progress policy will be placed on financial aid warning for one additional review period. Students will be allowed to continue on financial assistance during the warning period. Students placed on financial aid warning will be sent notification by hard copy letter (through the US Postal Service) and through their Adler email account. The notification will include SAP requirements, steps necessary to meet SAP in the upcoming term and the consequences for failing to meet SAP requirements the end of the warning period.

Students will be placed on financial aid suspension if they fail to meet the standards of this SAP policy after the one-term/course financial aid warning period.

In the event that it is mathematically impossible for the student to remediate their SAP issues during the next review period, the student will be immediately suspended from federal assistance without a warning period.

### Suspension of Financial Aid Eligibility

Students who are suspended from financial aid eligibility will be notified by hard copy letter (through the US Postal Service) and through their Adler email account. Students who still fail to meet the



requirements of this policy after their single review period on financial aid warning will be placed on financial aid suspension.

### **Appealing Suspension of Financial Aid Eligibility**

A student may appeal the suspension of their financial aid eligibility for extenuating circumstances. Appeals from other parties on behalf of the student will not be accepted. All appeals should be submitted to the Director of Financial Aid in writing. Each appeal must include (1) the reasons why the standards of this policy were not met, (2) what has changed in the student's situation that will allow them to make satisfactory progress during the next evaluation, and (3) an academic plan for the remainder of the student's studies. Documentation of any statements made in the appeal should be included, as appropriate.

*All appeals must be submitted within 10 business days of the receipt of a suspension notice.*

The Director of Financial Aid will review the appeal and will respond to the student within 10 business days from the receipt of the appeal. If the student's appeal is approved, the student will be placed on a financial aid probationary period for one term or for the duration of an academic plan developed by the student's advisor, as appropriate. The probationary period will be defined to include checkpoints that must be achieved in order for the student to remain eligible for financial assistance. Students failing to abide by the terms of their probationary period will be suspended from financial aid after their probationary period.

*The decision of the Director of Student Financial Aid is final, binding and not subject to further appeal.*

### **Reinstatement of Financial Aid Eligibility**

A student's eligibility for financial aid will be reinstated at such time as they successfully meet the standards of the SAP policy. It is the student's responsibility to present evidence to the Office of Financial Aid at the time they meet the requirements for reinstatement.