

## Academic Plan for SAP Appeal

In order for a student to receive financial aid, they must be making Satisfactory Academic Progress (SAP). Standards for making SAP are determined by the federal government. SAP is different from academic standing. Academic Standing is determined **only** by academic performance. To be in good academic standing, students must maintain a cumulative GPA of 2.0.

How is SAP determined? SAP is determined using three different measures:

1. **Grade Point Average (GPA)**- In order to meet the qualitative standard for SAP, students must earn at least the minimum cumulative GPA. The GPA used for determining SAP is the GPA as defined by Centenary's Registrar's Office. To calculate the GPA used for SAP, the FAO will include **all classes** taken at the university. Courses excluded for academic forgiveness will be included in the GPA for SAP. *Please refer to the University Catalog for more information on Academic Forgiveness.* Undergraduate students must earn at least a 2.00 cumulative GPA in their undergraduate coursework and graduate and doctoral students must earn at least a 3.00 cumulative GPA in their graduate coursework.
2. **Pace of Completion**- In order to meet quantitative standard for SAP, students must complete 67% of cumulative attempted credits. Pace is defined as the total number of credits completed divided by the total number of credits attempted.
3. **Maximum Time Frame**- Students may not receive financial aid for credits in excess of 150% of the number of credits required for graduation from their selected program. Certain graduate programs have additional time limitations as set by the university catalog.

If a student is not making SAP, the Financial Aid Office (FAO) will send a letter to their address on file with the university and they will receive an e-mail to their school address. If a student initially does not make SAP, they will be on financial aid warning and will still be eligible to receive financial aid. If a student does not meet SAP after their warning period, they will be on financial aid suspension. They will be required to make an appeal to receive financial aid. **The FAO will send reminder letters and e-mails to active students who have not appealed.** If a student is on financial aid probation, they must follow their academic plan each semester. If there are any changes to the academic plan that has been signed and submitted to the FAO, the FAO must be notified and provided with an updated plan. **If the office is not notified, the student will not be eligible to receive financial aid.**

**NOTE: an academic dismissal appeal and a financial aid appeal are two separate processes.**

Appealing a financial aid suspension:

1. The student must submit a written explanation of why they did not meet SAP as well as what has changed.
2. The student must submit a written academic plan.
  - a. The plan should list the courses to be taken by semester. This should be a one semester plan but can be a full year if the student believes that amount of time will be needed to be back in compliance with SAP regulations.
  - b. The plan should be made **with** the faculty advisor

Note: the plan can be modified or updated during the semester should a student need to make changes but cannot be modified after the semester ends.

Further information on the SAP policy can be found on Centenary University's website

3. The student may need to submit documentation to substantiate the claims in their written explanation. (This likely won't be required for an initial appeal but will be required for a second appeal)

NOTE for advisor:

- Attempt to lay out program as close as possible to Course Sequence recommendations.
- Courses that are typically offered during only one semester (Fall or Spring) should be planned for the appropriate semester.
- Students can take courses in the summer as a part of their academic plan but should be aware of the cost associated with this.

## Academic Plan

Centenary Program: \_\_\_\_\_ Advisor: \_\_\_\_\_

**Semester 1 (Fall/Spring/Summer) - REQUIRED**

Course #	Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Credits: \_\_\_\_\_ Minimum GPA needed: \_\_\_\_\_

**Semester 2 (Fall/Spring/Summer) - IF NEEDED**

Course #	Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Credits: \_\_\_\_\_ Minimum GPA needed: \_\_\_\_\_

**Semester 3 (Fall/Spring/Summer) - IF NEEDED**

Course #	Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Credits: \_\_\_\_\_ Minimum GPA needed: \_\_\_\_\_

Student responsibilities:

I understand that this plan must be followed in order to receive financial aid.

If there are any changes to this plan, I must create a new plan with my advisor and submit to the financial aid office.

Sign:

Date:

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Advisor responsibilities:

I have reviewed SAP requirements with student.

I have completed this plan with the student.

If there are any changes to this plan, I must create a new plan with my advisee for him/her to submit to the financial aid office.

Sign:

Date:

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