

**AURORA UNIVERSITY**  
**2007-2008**

**SATISFACTORY ACADEMIC PROGRESS PROCEDURES**

A student is required to maintain **Satisfactory Academic Progress (SAP)** in the course of study that he/she is pursuing, according to the standards and practices outlined by the Federal government for the institution.

Schools are required to monitor the SAP of students at least once each academic year. The following guidelines are now in effect. Aurora University reserves the right to review and revise this policy annually.

**1. Qualitative and Quantitative Regulations (Undergraduate)**

Qualitative - Undergraduate students must achieve a minimum total cumulative GPA of 2.0 by the end of the academic year to be eligible for financial aid the following academic year.

Quantitative - To earn a bachelor's degree at Aurora University, a student must complete a minimum of 120 semester hours. Students may receive financial aid for up to 150% of the hours required to complete their programs. Students who have attempted in excess of 150% of their program's required semester hours are ineligible for further Title IV aid. This includes hours earned at another institution and transferred to Aurora University, as well as any hours that may have been completed even if financial aid was not received. If at any time a student chooses to change majors, courses previously completed may be included in the 150% completion rate.

A student must complete at least two-thirds (66.67 %) of all courses attempted in an academic year to maintain quantitative eligibility for financial aid.

(Example) A student was enrolled in 12 semester hours but completes only 7 semester hours. Student completed 58.33% of the courses, but is **NOT** maintaining SAP.

**2. Qualitative and Quantitative Regulations (Graduate)**

Qualitative - Graduate students must achieve a minimum total cumulative GPA of 3.0 by the end of the academic year to be eligible for financial aid the following academic year.

Quantitative - To earn a master's degree at Aurora University a student must complete a minimum of 36 semester hours. Students may receive financial aid for up to 150% of the hours required to complete their program. A student must complete at least two-thirds (66.67 %) of all courses attempted in an academic year to maintain quantitative eligibility for financial aid.

(Example) A student was enrolled in 8 semester hours but completes only 5 semester hours. Student completed 62.5% of the courses, but is **NOT** maintaining SAP.

**3. Policy on Course Incompletes, Audits, Withdrawals, Repetitions**

Aurora University will not allow the following to be considered as credits successfully completed, but will be considered classes attempted:

"NCR" - No Credit Courses	"W" - Withdrawals
"I" - Incomplete Courses	"AU" - Audits
"F" - Failure	"X" - Deferred Grade
"WF" - Withdraw Failing due to non-attendance	

Students who receive an Incomplete or Deferred Grade for a course while on SAP probation will be reviewed on an individual basis. Students are eligible to repeat courses but only the higher grade will be calculated in the GPA and credit towards graduation. Non-credit remedial courses are counted toward the minimum amount of courses required for financial aid eligibility.

#### 4. **Early Warning**

The Financial Aid staff will monitor the student's academic progress throughout the academic year. The student will receive a letter from the Dean of Student Financial Services notifying the student that he/she is in jeopardy of losing their financial aid eligibility for the following reasons:

- ◆ The undergraduate student's cumulative GPA falls below a 2.0
- ◆ The graduate student's cumulative GPA falls below a 3.0
- ◆ The student's cumulative GPA falls below the minimum GPA required for their scholarship
- ◆ The student does not complete at least two-thirds (66.67%) of the courses attempted

During this jeopardy (warning) status, financial aid eligibility may be continued; however, a student who does not remove their warning status by the end of the academic year will lose their financial aid and/or scholarship. Unless they successfully appeal this determination, they shall be ineligible for financial aid until they regain eligibility.

#### 5. **Appeal Process**

If a student does not meet the qualitative and/or quantitative requirements and loses financial aid and/or scholarships, he/she may appeal in writing by completing and submitting the provided form to the Appeals Committee within ten business days of the notification. The appeal process takes into consideration special circumstances.

The Appeals Committee will meet to review the appeal and will be responsible for the final decision regarding financial aid funding for the next academic year. The student will be notified in writing of the Committee's decision. All specifications for continued academic achievement will be included in the letter and will be monitored on a term-by-term basis to determine continued financial aid eligibility.

If the student chooses to enroll in courses over the summer at Aurora University or at another school to improve their cumulative GPA or their completion percentage, he/she must notify the Financial Aid Office in writing upon successful completion of the course work. To transfer course work from another institution, a Prior Approval Form must be completed, submitted and approved by the Registrar prior to enrolling in the course. An official transcript must be received in the Registrar's Office documenting successful completion of the course work. **The student must appeal for a financial aid eligibility review by the Friday two weeks prior to the start of the next academic term.**

#### 6. **Conditions for Scholarships**

Students must obtain a minimum cumulative GPA as determined by each scholarship program by the end of the spring term to renew the scholarship for the next academic year. If the student falls below the cumulative GPA required at the end of their spring term of attendance, they will automatically lose their scholarship for the next academic year. **The student may appeal.** (Refer to the Appeal Process in item five for further explanation.)

If the student's scholarship appeal is denied or they choose not to appeal, they will receive a reduced level of Aurora University monies. Students may receive Federal and/or State aid provided they apply for financial aid by filing the Free Application for Federal Student Aid (FAFSA), and maintain the required cumulative GPA.

