STUDENT FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Division of Financial Aid is required by federal regulation to monitor and determine whether a student is enrolled in a degree-seeking program and is meeting satisfactory academic progress requirements. The student’s official academic record maintained by the Office of the Registrar is reviewed to determine student compliance with this policy. This policy applies to all periods of enrollment whether or not students receive aid.

**Grade Point Average Requirements**
Purdue students in academic standing codes other than DR (dropped) and SD (STIP Drop) are meeting the grade point average (GPA) requirement. Purdue University maintains information about academic regulations, grade definitions, and grade point average definitions at www.purdue.edu/studentregulations/regulations_procedures/scholdeficiency.html

**Credit Completion Pace Requirement**
Purdue students must complete at least 67% (two thirds) of the institution’s total cumulative credit hours attempted including any accepted transferred hours. For example, a student who has attempted a cumulative total of 60 credit hours must have successfully completed at least 40 credit hours to meet the requirement (60 x .67 = 40.20; rounded decimals to whole numbers). Note that repeating courses that have already been passed with a grade of D or better will decrease the credit completion pace rate. A review of credit completion pace is conducted at the end of the spring semester.

**Maximum Time Frame Requirement**
A review of overall cumulative attempted credit hours is conducted at the end of the spring semester. Students may not exceed a maximum time frame measured by attempted credit hours, equal to 150% of the length of their primary degree program (See examples in Table A). Once the maximum attempted credit hours are reached, or it becomes mathematically impossible for the student to finish the degree objective in the remaining hours, financial aid eligibility is denied for the subsequent credit hours of enrollment. Students are notified as they approach the maximum time frame requirement. Prior degree credits, all transfer credits and even courses attempted toward a minor or second major that appear on the Purdue transcript are counted in the calculation of cumulative attempted hours.

**Maximum Time Frame and Multiple Degrees or Majors**
Students seeking a second degree at the same level as their first degree must complete the subsequent degree within the maximum time frame for that degree. Any credits from the prior degree program that are fully accepted for credit in the new program will count as both attempted and earned credits in the SAP calculation. These credits will appear on the Purdue transcript. In addition, a student seeking multiple majors must complete the primary degree within the maximum time frame.

<table>
<thead>
<tr>
<th>Maximum Time Frame Examples:</th>
<th>Degree Programs</th>
<th>Maximum Hours</th>
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</thead>
<tbody>
<tr>
<td>Associate’s (71 hour program)</td>
<td></td>
<td>107</td>
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<tr>
<td>Bachelor’s (120 hour program)</td>
<td></td>
<td>180</td>
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<tr>
<td>Master’s</td>
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<td>79</td>
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<tr>
<td>Doctor of Philosophy</td>
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<td>Doctor of Pharmacy</td>
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<td>396</td>
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<tr>
<td>Doctor of Veterinary Medicine</td>
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<td>318</td>
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Course and Grades Used in Determining Satisfactory Academic Progress
All coursework attempted, including repeated, reprieved, English as a second language (ESL) courses, remedial courses or withdrawals recorded on the academic record at the time of the progress check is considered when determining if the student meets satisfactory academic progress standards. Transfer credits on the student’s academic record are considered for maximum time frame and credit completion pace. Courses that are retaken to improve a grade are counted in attempted hours but only one passing grade is counted toward the credit completion pace rate. Courses that have been “red-lined” in the academic record are counted in attempted hours but not completed hours. Grades of "A+", "B+", "C+", "D+", "S," or "P" are considered successful completion of a course. Grades of "E," "F," "WF," "IF," "I," "PI," "SI," “U,” "W,” "WN,” "WU,” "IN,” "IU,” "N”, are not considered successful completion. Courses with a status of “NS” or “AU” are not considered successfully completed. Students taking Indiana College Network Distance Education courses receive grades that are considered in determining satisfactory academic progress standing (including “I” grades if coursework not completed). Audit courses are not counted in the total hours attempted or as successful completion of a course. Correspondence courses may count toward successful completion of hours attempted if they are completed and posted to the academic record by the last day of the semester.

Appeal Process
A student denied financial aid based on satisfactory academic progress policy may submit a written appeal with an academic plan of study to the Division of Financial Aid, Schleman Hall, Room 305. The letter of appeal should address in detail any extenuating circumstances that have affected the student’s academic performance. The student must work with his/her academic advisor to complete an academic plan as part of the appeal process. The SAP Appeal form is available by contacting the Division of Financial Aid. A student paying for their own classes or sitting out for an enrollment period does not necessarily re-establish aid eligibility, but the student may appeal.

A student whose financial aid has been denied for reasons other than exceeding the maximum time frame component may receive financial aid reinstatement by successful appeal or by meeting both of the criteria: (1) receive an academic standing code other than DR or SD and (2) successfully complete 67% of the total cumulative credit hours attempted.

Action taken on a financial aid appeal is transmitted to the student in writing, via myPurdue, or via email. Depending on the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student withdraw from classes. In other word, a student who enrolls and attends class whose appeal is subsequently denied will be eligible for a refund of charges based solely on the schedule in the “Withdrawal from the University Policy” in the Purdue University General Information Bulletin.

Students who have a SAP appeal approved will be placed on financial aid probation status for the subsequent semester(s). While on financial aid probation status students must maintain a specified percentage of semester coursework, graduate as planned, and meet the academic probation and deficiency or aid eligibility will be denied. A review of the student’s record will be conducted at the end of each semester while on financial aid probation.

*This policy pertains only to applicants for federal, state of Indiana, and Purdue-controlled aid programs, including most student loan programs. If you have questions about the monitoring of satisfactory academic progress not addressed on this information sheet, please contact the Division of Financial Aid.

FM704A — SAP Policy
Updated Nov. 23, 2020