

**VIRGINIA BAPTIST COLLEGE**  
**Satisfactory Academic Progress**  
**Undergraduate Program**

**SAP Standards**

Virginia Baptist College's Standards of Satisfactory Academic Progress (SAP) measures a student's academic performance in the following three areas: completion rate, cumulative grade point average (GPA), and maximum time frame (Pace). The Financial Aid Office is responsible for ensuring that all students who receive federal financial aid are meeting these standards. The Standards of SAP apply to all federal, state, institutional financial assistance programs. Progress will be measured at the end of each payment period (semester, summer, or module) that a student is taking classes.

- 1. Completion Rate:** At the end of each payment period, a student's academic progress will be measured by comparing the number of attempted credit hours with the earned credit hours (i.e., received a grade of A, B, C, D or P). This includes any course for which the student has remained enrolled past the Drop/Add period. A student must earn 70 percent of credits attempted to maintain SAP.
- 2. Cumulative GPA (Qualitative):** All students must meet the following standards of academic achievement. The qualitative standard requires the student to achieve a minimum grade point average of 2.0 and must maintain a cumulative grade point average of at least 2.0 for the remainder of the program.
- 3. Max Time Frame (Quantitative):** The student is not eligible to receive financial aid once 150 percent of the normal credits required for a degree or certificate program have been attempted or it becomes academically impossible for the student to complete the degree or certificate within pace. For example, a student in a program requiring 128 credit hours for graduation will be eligible for financial aid during the first 192 attempted hours as an undergraduate. All attempted hours are counted, including accepted transfer hours, whether or not financial aid was received or the course work was successfully completed.

**Satisfactory Academic Progress**  
**Graduate Program**

- 1. Cumulative GPA (Qualitative):** All students must meet the following standards of academic achievement. The qualitative standard requires the student to achieve a minimum grade point average of 3.0 and must maintain a cumulative grade point average of at least 3.0 for the remainder of the program.
- 2. Max Time Frame (Quantitative):** Students are not eligible to receive financial aid after the max time frame of 6 years (5.5 credits per year) for the MMin program and 10 years (6 credits per year) for the MBS program.

### **SAP Assessments**

Academic progress will be reviewed at the end of each payment period. Those students not meeting the standards stated above will be placed on Financial Aid Warning during the next payment period and will receive notification from the Financial Aid Office.

### **Financial Aid Warning**

- The student is placed on Financial Aid Warning for the payment period following the payment period in which SAP standards were not met.
- The student is eligible to receive financial aid funds during this payment period but must meet the SAP standards by the end of the payment period
- At the end of the Warning period, a student not meeting the SAP standards will be notified of ineligibility (unable to receive financial aid for the next payment period)

### **Financial Aid Probation**

- The student will be placed on Financial Aid Probation and will be eligible to receive financial aid for the next payment period IF...
  - The student appeals the determination of ineligibility AND
  - It is determined that the student should be able to meet the SAP standards by the end of the probation period
- The student will not receive financial aid funds for the subsequent payment period unless the SAP standards are met by the end of the Probation period or a new appeal is submitted and approved.
- A denied appeal indicates that students will be ineligible to receive federal financial aid.
- Ineligible status may not be appealed more than three times.

### **Financial Aid Ineligible**

- A student will be considered Ineligible IF
  - at the end of the Warning period the student does not meet SAP standards and does not appeal the ineligible status
  - the appeal for probation is denied
  - at the end of the probation period the SAP standards were not met and the student does not submit a new appeal to remain on probation status
- If SAP standards are met at the end of the period of ineligibility, financial aid eligibility will be reinstated.
- A student in ineligible status may not receive federal financial aid.

### **Appeals**

To appeal an Ineligible status, the student must, within 15 calendar days of notification of the status, submit to the Financial Aid Director a signed and dated letter of appeal. The appeal must include the reason the student failed to meet the SAP standards and an explanation of what has changed that will allow the student to meet the standards by the next evaluation. Reasons for an appeal may include, but is not limited to the following: health, family, catastrophe, etc. Documentation verifying the situation may be requested. After all requested information is received, the Appeal Committee will make a determination on the appeal. The student will be then be notified of the approval or disapproval of the appeal and of his or her financial aid status

for the next payment period. This notification will be sent by the Director of Financial Aid within a reasonable time frame

**Reinstatement**

A student may be reinstated to a “qualified for financial aid” status after meeting the SAP standards.