



## Satisfactory Academic Progress Policy

In accordance with U.S. Department of Education regulations, all students applying for federal and/or state financial assistance must maintain satisfactory progress in their course of study to receive financial aid. A student who does not meet these standards is not eligible to receive federal, state, and/or institutional financial aid. All semesters of attendance are considered for satisfactory progress regardless of whether the student received aid at Peirce College. Student's progress will be evaluated according to this policy before aid is disbursed each semester.

### Satisfactory Academic Progress Standards

#### Qualitative Measurement (Grade Point Average - GPA):

- Undergraduate Degrees & Certificate programs students must maintain a 2.0 cumulative GPA.
- Graduate Degrees & Certificate programs students must maintain a 3.0 GPA.

*\*GPA requirements for institutional scholarships may be higher. Graduation requirements for GPA may also differ depending on program/degree. See Peirce College catalog for academic policies regarding the treatment of repeated courses and GPA.*

#### Quantitative Measurement/Pace of Progression (Credit Hours):

- Complete at least 67% of cumulative credit hours attempted (i.e., earned divided by attempted)
- 9 credit hours earned divided by 12 credit hours attempted =  $9/12 = 75\%$ , Pace Met
- 9 credit hours earned divided by 15 credit hours attempted =  $9/15 = 60\%$ , Pace **Not** Met
- Course grades of "W", "F", "I", or "NG" will be considered as attempted and not completed. Audited courses are not considered credits attempted or earned.
- If/when a student completes a course previously graded as an "I", they must notify Student Financial Services of the completion if they wish to have a review of their Pace after the grade has been updated. Peirce will not review completion of "I" courses after the initial SAP Review has been completed.
- Courses completed at Peirce, as well as courses transferred and accepted by Peirce for the students' program are considered in the Pace of Progression completion rate.
- Repeat courses are considered as attempted and earned in the Pace of Progress completion rate. See Peirce College catalog for academic policies regarding the treatment of repeated courses.

#### Maximum Timeframe:

Degree requirements must be completed within a 150% of the programs published timeframe. Hours earned at Peirce, as well as hours transferred and accepted by Peirce are considered in this timeframe. Any student who has exceeded the maximum timeframe and/or who mathematically cannot finish the program within this period will be considered ineligible for financial aid.

*Table below represents potential timeframe calculations for standard program per degree type, actual credit amount(s) will vary depending on student's specific program/degree requirements.*

	Certificate Program	Associate's Degree	Bachelor's Degree	Master's Degree
Credits required	18-30	60-63	121-123	30-36
150% of Length	27-45	90-94	181-184	45-54



*If a student changes degree program(s) or graduates and requests another degree program, his/her coursework will be evaluated to determine the credits that count toward the new program. Students that are enrolled in multiple programs, SAP standards will be measured on the longest active degree-seeking program. If there is no active degree-seeking program, the longest active certificate program will be used. After a degree audit has been evaluated, the count of credits attempted will be reset based upon the credits completed that satisfy requirements in the new degree program. For example, if a student has attempted 60 credits but only 30 (including transfer credits) will satisfy requirements in the new degree program, then the count of the attempted credits will be reset from 60 to 30. The student in this example would have a new maximum of 60 additional credits to complete the new associate degree program. Further, this student would have a new maximum of 151 credits to complete a new bachelor's degree. However, if the student does not meet the minimum standard requirements, the student may appeal based on a change in program/degree.*

\*\*Credits earned by examination or testing are counted in the calculation of all three standards, and treated as both

### **Satisfactory Academic Progress Monitoring**

At the end of each semester (Fall, Spring, & Summer), students will be reviewed to assess their SAP status according to the standards of this policy. Students pursuing a second/multiple degree(s) are subject to the same requirements as those students pursuing their initial degree.

### **Satisfactory Academic Progress Status**

**Good Standing-** A student that is meeting all SAP standards, for their program/degree.

**Warning-** A student will be placed on Financial Aid **warning** if:

- The cumulative GPA is less than the stated requirement in the Qualitative Measurement section.  
**AND/OR**
- The student is not meeting the Pace of Progression of 67% as outlined in the Quantitative Measurement section.

A student is placed on **warning** after the 1st semester of failed SAP standards. By the end of the **warning** semester, the student must meet the standards to regain eligibility/return to normal progress. A student is still eligible for financial aid while on **warning**.

**Suspension-** A student will be placed on Financial Aid **Suspension** after the **warning** semester if:

- The cumulative GPA is less than the stated requirement in the Qualitative Measurement section.  
**AND/OR**
- The student is not meeting the Pace of Progression of 67% as outlined in the Quantitative Measurement section **AND/OR**
- The student has reached or exceeded timeframe cumulative credit hours and will not successfully complete the degree requirements.

A student is placed on **Suspension** after their 2nd consecutive semester of failed SAP Standards or reached Timeframe. Students on **Suspension are NOT eligible for Financial Aid**. Students in **Suspension** status can appeal their **Suspension** status by completing a SAP Appeal (instructions for SAP Appeal provided below) or attending without Financial Aid until SAP standards are met and the student returns to Good Standing at the end of a semester.



**Probation (EDP)**- A student is placed on Financial Aid **Probation**, when their appeal is approved by the Satisfactory Academic Progress Committee. This status will be reviewed at the end of each semester. Students that are on **Probation (EDP)** that are unable to reach SAP in a single semester following their initial Suspension status, can continue to eligible for aid if they follow their EDP and show academic growth/progress through the following each semester:

- The Qualitative Measurement (GPA) and Pace of Progression (67% of attempted hours completed) must be achieved each **semester** based on their approved EDP. Semester GPA and Pace will be reviewed to determine if the student met this measurement at the end of the semester.
- Students on EDP must complete all courses with an above average grade (C or better for UG or B or better for GR) and have semester GPA higher than the previous semester.
- Students that wish to change their EDP and/or major must notify their Advisor and Student Financial Services in writing for approval prior to the changes to remain in probation status. A new EDP must be submitted and a letter that addresses the changes needed, describe reasonable rationale for major/schedule change(s), and the progression the student expects to achieve with the updated EDP.
- Students can submit three adjustments to their EDP during a single probationary period.

If either or both measurements are not achieved, the student will return to Financial Aid **Suspension** and loss of financial aid eligibility. Students that are placed on **Suspension** more than once may appeal up to a maximum of three times during their academic career at Peirce College. Subsequent appeals may not present the same extenuating or mitigating circumstances as previous approved appeals.

### Satisfactory Academic Progress Appeal

A student who has been placed on **Suspension** may complete and submit a **Satisfactory Academic Progress Appeal and Educational Development Plan**, as a request for reinstatement. Appeal forms are available online via Student's PCFast portal. Appeals and the Educational Development Plan are due as soon as possible and must be submitted before the 100% add/drop period of the next period of enrollment. If there are extenuating or mitigating circumstances contributing to their inability to meet the SAP requirements, students may appeal for one of the following reasons:

Circumstance(s) that apply:	Documentation needed (must include dates)
Severe illness, medical condition or injury	Signed & dated letter from physician on official/office letterhead; legible copy of accident report
Death of a family member	Death certificate and/or official obituary
Traumatic life-altering event such as fire, hurricane, Covid-19, etc.	Evidence of such event such as an insurance claim or FEMA application
Other circumstances beyond the control of the student (must explain in detail the nature of the circumstance and dates of the unexpected circumstance)	Appropriate documentation which will verify the situation



The following scenarios are examples of NON-extenuating circumstances and are not an acceptable justification for appealing; Youthfulness, immaturity, or lack of focus; Difficult coursework or attempted too many credits and couldn't handle the workload; Student / Instructor conflicts; Transportation issues; Poor time management; Financial aid processing late or delayed; Medical reasons that were known to you prior to the start of the semester, unless you can document unforeseeable complications; Work Conflicts, unless you can document an unexpected, unavoidable, and involuntary change to your work schedule that directly hindered your academic success.

### **Reestablishing Aid Eligibility**

Students who are not making SAP can restore their eligibility for Financial Aid by taking action that brings them into compliance with the SAP Standards. These actions include Successfully completing the appeal process and being placed on probation (EDP) or meeting all minimum SAP standards through continued enrollment.

A student who has been placed on **Suspension** from financial aid for academic reasons and has not had an appeal approved, may be eligible for reinstatement if they enroll in courses at their own expense and meet the criteria listed for Satisfactory Academic Progress. Students that are enrolled and placed on **Suspension** will be reviewed at the end of each semester. Once they have successfully maintained Satisfactory Academic Progress, they will have their financial aid reinstated. A student cannot reestablish eligibility by taking a semester off and then returning from a break and/or reapplying to Peirce College.

If a student chooses to attend another college to increase academic performance before returning to Peirce, the student can request reinstatement by completing a **Satisfactory Academic Progress Appeal**, where they use the school's transcripts as part of their documentation for the appeal. The request for reinstatement will be reviewed by the Satisfactory Academic Progress Committee. The student will be notified whether their financial aid has been reinstated or denied.

*By submitting your appeal after the term begins you are responsible for all charges that may be accrued without the eligibility for aid. A student that was on suspension, or on probation then reaches normal progress by meeting SAP requirements, then fails to meet SAP again will go back in **warning**, then **suspension** progression. A student can then appeal for a second or third time, only if their reasoning for failing the policy is different than before, and new documentation can be provided in lieu of original appeal. Any student who has not previously received financial aid may not be notified of their status until they apply for financial aid.*

### **Disclosures**

*Student Financial Services will attempt to notify students via Peirce email address any student currently receiving financial aid who is placed on Financial Aid Warning and/or Suspension. However, failure to receive such notification does not relieve the student of the requirement to read, understand and follow the Satisfactory Academic Progress Requirements for Financial Aid Recipients. A student who completes all the academic requirements for a certificate or degree but does not yet have a certificate or degree (or has not applied for graduation) is not eligible for further financial assistance for that certificate or degree.*

*The Pennsylvania Higher Education Assistance Agency (PHEAA) has a separate policy regarding state grant funds and satisfactory academic progress.*

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