

LEHIGH UNIVERSITY
TITLE IV FEDERAL STUDENT ASSISTANCE
SATISFACTORY ACADEMIC PROGRESS POLICY
FOR UNDERGRADUATE STUDENTS

OVERVIEW

All students receiving Title IV financial assistance must maintain *satisfactory academic progress* as defined below. Exceptions are within the purview of the Committee on Undergraduate Financial Aid and/or the Director of Financial Aid (invoking *Professional Judgment*), with recommendations accepted from the Committee on the Standing of Students (SOS).

Title IV financial aid programs include the following:

- Federal ACG Grant
- Federal SMART Grant
- Federal Pell Grant
- Federal Work-Study Program (FWS)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Stafford Loan - Subsidized & Non-subsidized
- Federal Parent Loan for Undergraduate Students (PLUS)

Maintaining *satisfactory academic progress*, for purposes of Title IV assistance, is defined in terms of *grade point average* as set by the faculty and monitored by the Committee on the Standing of Students; and *persistence toward a degree, i.e., advancing classification*. Standards for renewal of University-funded assistance are outlined in Section D. These standards are monitored by the Office of Financial Aid. Failure to meet the scholastic requirements, and/or maintain satisfactory progress, will result in financial aid probation or the eventual loss of funding from all Title IV programs.

These SAP codes are currently in use and explained in The Student Handbook:

- 1 Award aid, making satisfactory progress
- 2 Award aid, financial aid probation
- 3 Award aid, pending completion of incompletes
- 4 Deny aid, academic progress is unacceptable
- 5 Director over-ride

ACADEMIC STANDARDS POLICY

The following sections define the University's academic standards as they relate to eligibility for financial aid. Evaluation of reasonable academic progress for Title IV assistance will be conducted annually, at the end of the Spring semester.

A. **Good Standing**

1. To be in good standing, each student must meet standards (noted below) for qualitative progress, as measured in terms of the cumulative average - i.e., the weighted point average of all grades received in residence or at institutions specifically approved for grade transfer. The cumulative average is computed at the end of each semester and each summer session.

Academic Level	Cum GPA
freshmen (1st semester -- 0 - 6 cr. hr.)	1.60
freshmen (2nd semester -- 7 - 21 cr.hr.)	1.70
sophomore (22 - 51 cr.hr.)	1.80
juniors and seniors (greater than 51 cr.hr.)	2.00

Part-time students will not be reviewed for good standing until the end of the semester in which they have completed at least 24 cumulative hours. Subsequent reviews are conducted at intervals of 24 rostered hours.

B. **Satisfactory Progress**

1. Satisfactory progress, for an undergraduate degree, is based on "*advancing in classification*" as determined by the Registrar's Office.

C. **Probation (Financial Aid)**

1. Any student placed on academic probation will be placed on financial aid probation for the corresponding period.
2. Any student who has not made satisfactory progress, regardless of academic standing, will be placed on financial aid probation.
3. Any student, who after two semesters on financial aid probation has not regained good standing, will be ineligible for Title IV assistance until such time as he or she regains good standing and/or is making satisfactory progress (i.e., has advanced in classification).
4. Any student dropped for poor scholarship, or dropped and subsequently readmitted on academic probation, will be considered ineligible for Title IV assistance until he or she regains good standing (making satisfactory progress) unless an exception is granted on the basis of a recommendation by the Standing of Students Committee (SOS) and the concurrence of the Committee on Undergraduate Financial Aid; or based upon the *professional judgment* of the Director of the Office of Financial Aid.

D. Standards for University-funded Financial Aid

1. Standards governing University-funded financial aid may exceed those for Title IV funds. As it pertains to *satisfactory progress*, the expectation is that each recipient of aid will progress at a minimum of 12 credits per semester, or a minimum of 24 credits per year; maintain a cumulative grade point average of at least a 2.0 (unless otherwise stated on the award notification); and advance in classification per Appendix 1.
2. Standards for University-funded financial aid are set by the Office of Financial Aid with the concurrence of the Committee on Undergraduate Financial Aid.

TIME FRAME FOR DEGREE COMPLETION

The following description is taken from the Lehigh University Student Handbook:

Eight-year Rule: All work to be credited toward a baccalaureate degree must be completed within an eight-year period. If the requirements are not completed within this period, upon petition, the program will be reviewed by the Committee on Standing of Students, which may require a special program.

The University has determined that all work toward a baccalaureate degree should be completed within an eight year period. Extension of the eight year rule is at the discretion of the Committee on the Standing of Students.

The April 29, 1994 federal regulations specify that the maximum time frame may not exceed 150 percent of the published length of the program for full-time students. This maximum time frame can be measured in academic years, academic terms, clock hours or credit hours. [The Federal Student Financial Aid Handbook, 1-10]

Because of the variety of degree hour requirements within the University, this test will be applied against the specific requirement for each student in question within the context of credit hours.

Satisfactory progress, will be governed by Appendix I, with exceptions to be considered by the Office of Financial Aid on the basis of a petition submitted by the student, including faculty recommendations.

Extension of eligibility, for University-funded financial aid, will be determined by the Committee on Undergraduate Financial Aid based on documentation of extenuating circumstances.

UNDERGRADUATE STUDENTS: TREATMENT OF AUDITS, INCOMPLETES. AND OTHER GRADES

Audits

Course *audits* are not reviewed or counted for academic progress purposes since no grades are given and no credits received.

Incomplete (N Grade)

A student who incurs an 'N' grade in any course is required to complete the work for the course by the fifth day of instruction, with the grade submitted to the Registrar by the 10th day of instruction in the next regular semester. Parenthetical grades (for failing to complete the course work) will not be used in the computation of cumulative averages and will not affect a student's qualitative academic record. There could, however, be a negative impact on the quantitative measure of satisfactory progress. Where the number of incomplete credits is sufficient to make satisfactory progress questionable, the Office of Financial Aid *may* require that the student first receive the final grade before Title IV funds are credited.

Absent From the Final Examination (X and XN Grades)

In no case shall the deadline for completion of an 'XN' grade be later than the last day of classes in the first full semester in residence (except summer) following the receipt of the grade - except by petition to the SOS Committee. Parenthetical grades will not affect a student's qualitative academic record. There could, however, be a negative impact on the quantitative measure of satisfactory progress. Where the number of 'X' and 'XN' credits is sufficient to make satisfactory progress questionable, the Office of Financial Aid may require that the student have a final grade before Title IV funds are credited.

Repeating Courses

If a course in which a D+ or lower grade was received, is repeated, the final grade received upon repetition of the course shall be counted in the cumulative average. The original grade and credit hours received will remain on record but be dropped from the cumulative grade point average. (see *Student Handbook*)

Repeats of Passed Courses Where Subsequent Grade is a Failure

Repeats of courses passed with a D-, D or D+, where the new grade is a Failure, will have a negative effect on the Grade Point Average, but will retain any accumulated credit toward his/her degree.

Non-Credit Courses

Non-credit courses are not considered in either the qualitative or quantitative assessment of *satisfactory academic progress*.

APPEALS

Any students not making *satisfactory academic progress* at the end of an academic year, and who would otherwise be ineligible for Title IV or university funded assistance, may appeal to either (1) the Office of Financial Aid acting on behalf of the Committee on Undergraduate Financial Aid, or (2) the Committee itself. Appeals will be evaluated on the basis of the student's academic performance and any extenuating circumstances that may have hampered that performance. If the appeal is approved, the student may be granted financial aid probation for either a semester or a summer session. Normally, a student will be granted financial aid probation as a result of an appeal only once during their undergraduate program.

Additional Information

Questions concerning this *Satisfactory Academic Progress Policy*, may be directed to:

Office of Financial Aid
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Lehigh University
Bethlehem, PA 18015
(610) 758-3181
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