

## **Satisfactory Academic Progress Policy for Those in Receipt of US Student Loans**

### **Overview**

The U.S. Department of Education requires institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving Title IV federal student financial assistance. This means that a student is steadily progressing in a positive manner toward the fulfillment of degree requirements. In order to maintain eligibility for financial aid under the Direct Loan Program, a student must meet the minimum requirement for both academic progress and course duration.

SAP will be monitored on a yearly basis. At the conclusion of the winter term (April), the academic record of each student who has received Direct Loan Program funds will be reviewed to determine if the student has met SAP as outlined in this document. Failure to meet SAP means that the student is not eligible to receive further Title IV aid.

At each review of SAP, the college will check the following:

1. Qualitative measure (grade-based or GPA)
2. Quantitative measure (pace of progression)
3. Maximum timeframe

In order to meet SAP and continue on in the Masters of Art in Theological Study, the Masters of Divinity, or the Masters of Theology, the student must:

- Meet the graduating GPA of the program. That GPA is 3.0 for the MA Theo Studies and the MDiv, and a 3.3 for the ThM. All GPAs are cumulative.
- Complete their course at a pace which ensures that they will graduate within the maximum timeframe.
- The maximum timeframe for graduate programs is defined by the college.

The length of time to complete each program is as follows:

Program	Number of Credits	Stated Length of Time	Maximum Timeframe per Regent College	Maximum Timeframe (150%) per US Regulations
MA Christian Studies	42 credits	2-3 years	up to 4 years	63 credits
MA Theo Studies	60 credits	2-3 years	up to 6 years	90 credits
MDiv	90 credits	3-4 years	up to 8 years	135 credits
ThM	24 credits	1-2 years	up to 5 years	36 credits

Regent College's academic year is 2 terms with an optional 3<sup>rd</sup> term. The Fall term is September to December; the Winter term is January to April; the Summer term is May

to August. Regent's Summer School is made up of 2 sessions of 5 weeks each. The courses offered happen on a daily basis and are 1 or 2 week intensives.

### **Transfer Credits**

Transfer Credits are not counted in the determination of the GPA. They are counted towards the number of required credits needed for the degree. To have a course accepted for transfer credit, the student must have received at least a B grade.

### **Appeals and Financial Aid Probation**

Since Regent College assesses SAP at the end of the winter term, students who do not meet it will be notified that they are no longer eligible to receive Title IV financial aid.

They will be eligible to receive Title IV funds for the following Fall term provided they submit an appeal. They will be notified in writing regarding steps they must take to re-establish SAP. These steps may include but are not limited to conditions such as taking 6 credits only, enrolling in specific courses, or retakes. Only one retake of a course is allowed. The previous grade will become an "R" once the retake grade is available. Both will stay on the student's transcript but only the retake grade will be included in the GPA. SAP will be assessed at the end of the term and the student will be notified in writing if they are eligible to receive Title IV funds for the next term.

Where the student can demonstrate academic failure due to exceptional circumstances such as an injury/illness of the student or the death of a relative, a letter of appeal may be submitted to the Financial Aid Office. These appeals should be made to the Financial Aid Officer, Marsha Parkin, by email to [financial.aid@regent-college.edu](mailto:financial.aid@regent-college.edu) within 14 days of notification of Financial Aid Probation. Supporting evidence will be required.

- Student appeals must state the reasons for the failure to make SAP and also state how a change in circumstances will allow the student to make SAP in the future.
- If the appeal is not submitted within the 14 days, Title IV financial aid eligibility will be suspended unless there are extenuating circumstances that existed to prevent the submission within the timeframe; supporting documentation will be required.
- The student will be notified of the decision in writing within 14 days of the submission of all documentation needed for the appeal. This decision is binding.
- If the appeal is successful, the student will retain eligibility for Title IV financial aid funds for one payment period only.

If the student's appeal is successful, they will be placed on Financial Aid Probation and may receive Title IV funds for one payment period only. The student must demonstrate SAP to receive subsequent Title IV fund payments. Students that have exceeded the 150% time limit on the program cannot be reinstated.

If the student's appeal is unsuccessful, the student will cease to be eligible for Title IV financial aid funding until such time as SAP is met.

Please contact the Financial Aid Office if further information is required.