

JOHN CABOT UNIVERSITY

Satisfactory Academic Progress (SAP) Policy for Title IV Federal Aid Recipients

John Cabot University is required by US Federal Law to evaluate all students receiving US Federal Aid for Satisfactory Academic Progress (SAP) toward completion of a chosen academic program. SAP is measured by three components:

- cumulative grade point average (Cum GPA)
- progress of completion (ratio of credits earned vs. attempted)
- maximum course completion timeframe

Please note that SAP standards are stricter than those of the academic probation and dismissal policy. Students receiving federal aid will be evaluated for SAP after the end of each semester prior to their subsequent disbursement of federal aid. Students will be notified in writing if SAP is not being met.

GPA Requirement

The first component used to measure SAP is the cumulative grade point average. Students must maintain a minimum Cum GPA of 2.0. This GPA is equal to the letter grade C and is consistent with JCU's requirement for graduation.

Progress of Completion Requirement

The second component used to measure SAP is the ratio of credits earned vs. attempted. Students must complete a minimum cumulative rate of 67% of earned credits vs attempted. 67% completion is equal to 2/3 and is consistent with the pace at which a student must progress to ensure completion within max timeframe.

Incompletes, withdraws, repetitions, pass/fail classes, remedial classes, and transfer of credit from other institutions affect Cum GPA and credit calculations.

- Incomplete classes do not earn credit but are included in cumulative GPA and credits earned vs. attempted calculations.
- Withdrawn classes do not influence GPA but are included in the cumulative credits earned vs. attempted calculation.
- Repeated classes are included in cumulative GPA and credits earned vs. attempted calculations.
- Pass/fail classes do not influence GPA but are included in cumulative credits earned vs. attempted calculation.
- Remedial classes are included in cumulative GPA and credits earned vs. attempted calculations.

- Transfer credits do not influence GPA but are included in cumulative credits earned vs. attempted calculation.

Maximum Course Completion Timeframe Requirement

The third component used to measure SAP is the maximum course completion timeframe. Students must complete their educational program within a timeframe no longer than 150% of the published length of the educational program as measured in credit hours. This translates to an attempted credit maximum of 180 credits for an undergraduate degree program of 120 credits, and an attempted credit maximum of 54 for a graduate program of 36 credits.

For students pursuing a second undergraduate degree, only those credits that transfer will count towards the 150% limit. For transfer students, all accepted transfer credits will be factored into the pace of progression of completion as credits attempted and earned.

Failure to Make Satisfactory Academic Progress (SAP)

Federal Aid Warning

If a student fails to achieve SAP, they will be placed on Federal Aid Warning and will receive federal aid for the subsequent semester. If the student meets SAP standards at the end of the subsequent semester, they will regain federal aid eligibility and be taken off Federal Aid Warning. If a student does not meet SAP standards their federal aid eligibility will be withdrawn unless they successfully appeal.

Appeal Process

A student whose federal aid eligibility has been withdrawn due to failure to achieve SAP after the Warning period may appeal that result on the basis of injury or illness, death in the family, or other extenuating circumstances.

The appeal must be a written request to the JCU Financial Aid Office at financialaid@johncabot.edu. The Financial Aid Office will notify the student of the appeal decision within 7 calendar days. If the appeal is unsuccessful, the student will be placed on Federal Aid Withdrawal. If the appeal is successful, the student must enter an Academic Plan with the Dean of Academics and will be placed on Federal Aid Probation for the subsequent semester.

Federal Aid Probation

A student in Federal Aid Probation will receive federal aid for that semester. Students who do not meet SAP standards by the end of the Probation semester may only continue to receive aid if they successfully appeal and revise their Academic Plan with the Dean of Academics.

Academic Plan

Academic Plans are created on a case-by-case basis by the Dean of Academics. The purpose of an Academic Plan is to assist students in meeting SAP standards. The length of the Academic Plan can vary, depending on the time determined that the student needs to regain Federal Aid eligibility. An Academic Plan is specific to each student and requires that they follow the defined terms and conditions. If the student meets the agreed upon terms, they will be reconsidered for federal aid at the end of each semester. If the student fails to comply, they will be placed on Federal Aid Withdrawal.

Federal Aid Withdrawal

In the event a student fails to meet SAP requirements, eligibility to receive Federal Aid will be suspended until they achieve the required standards or successfully appeal. Students who meet SAP standards will be re-instated in normal status with full Federal Aid eligibility for subsequent semesters.

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