



Ambrose University College – Satisfactory Academic Progress (SAP)

For Students participating in US Direct Loans

Academic Standards and Grading

Guidelines and policies as listed in the Academic Calendar published annually by Ambrose University College apply to every student. For financial aid purposes, students must be enrolled full time and are required to maintain a satisfactory cumulative grade point average (CGPA). Satisfactory Academic Progress is determined at the end of each semester when final grades are made available.

Cumulative Grade Point Average (CGPA) Requirement

Students must attain/maintain a minimum 2.0 CGPA at the end of each semester in order to attain SAP. In the event that a student fails to maintain the minimum requirements for CPGA, he or she will only be allowed to take 60% of a 100% course load the following semester. This student will also be placed on financial aid warning. If CGPA requirements are not met when SAP is reevaluated, the student will be placed on Academic Suspension and will be asked to withdraw from the Academic Institution and placed on financial aid probation. Students that wish to appeal their academic status must do so within 30 days of being advised.

Please note that students on financial aid warning will continue to receive aid. Students on financial aid probation will not be eligible for aid.

Maximum Time Allowed

To be considered a full-time student, students must be enrolled in a minimum of 9 credit hours. Students not meeting this requirement will be considered part-time and will not be eligible for financial aid. To be eligible for financial aid, the maximum allowable time to complete a program cannot exceed 150% of the total length of the program as measured in credit hours.

Time Frame (Schedule of Work)			
	<u>Credit hours per semester</u>	<u>Credit hours per year</u>	<u>Cumulative Credit hours</u>
<i>4 year program (120 credit hours) – regular time allowable (100%)</i>			
Year 1	15	30	30
Year 2	15	30	60
Year 3	15	30	90
Year 4	15	30	120
<i>4 year program (120 credit hours) – extended time allowable (125%)</i>			
Year 1	12	24	24
Year 2	12	24	48
Year 3	12	24	72
Year 4	12	24	96
Year 5	12	24	120
<i>4 year program (120 credit hours) – maximum allowable time (150%)</i>			
Year 1	9	18	18
Year 2	9	18	36
Year 3	9	18	54
Year 4	9	18	72
Year 5	9	18	90
Year 6	15	30	120

In addition, when a student chooses not to receive Title IV aid, these credits will also count towards maximum time allowed.

Transfer Credit

Students who have received credit from other institutions must submit Official Transcripts from their previous institution. If transfer credits are awarded by the Office of the Registrar, these credits will count towards the student's maximum time allowed.

Changes in Degrees/Majors and Addition of Degree/Major

Financial Aid will be awarded provided that additional time needed to complete credits does not exceed maximum time allowed.

Repeated Courses

Repeated courses will count towards the cumulative time needed to complete a degree. Financial aid will be available to those students provided they fall within the maximum time allowed.

Withdrawals

Courses dropped by a student before the registration revision deadline will not count towards his or her maximum time allowed nor will it affect his or her CGPA. However, if a student chooses to drop a course after this posted deadline but before the withdrawal deadline, the course will count towards his or her maximum time allowed, but will not affect his or her CGPA. Courses dropped after the withdrawal deadline will also count towards a student's maximum time allowed and will affect his or her CGPA.

Appeals

Appeals can be made under the following circumstances:

- There is evidence available that was not considered in the decision;
- There is evidence of prejudicial treatment in the decision;
- The appropriate process, as outlined in the Academic Calendar, was not followed.

Appeals of a decision must be made within seven days of notification. Final grades can be appealed within thirty days of notification by completing the Student Appeal Application along with a written letter submitted to the Registrar's office.

When a student does not meet SAP and is asked to withdraw from their program, he or she can choose to reapply for their program after a year. In such cases, the student can reapply to continue and receive financial aid. Cases are reviewed by the VP Finance and the Registrar and students must prove that the situation has been resolved. If the student fails to meet SAP in subsequent semesters, he or she will be ineligible for future aid.