SATISFACTORY ACADEMIC PROGRESS (SAP)
GUIDELINES FOR FINANCIAL AID
Based on Federal Code of Regulations §668.34:

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div8&view=text&node=34:3.1.3.1.1.1.23.2&idno=34

EFFECTIVE JULY 1, 2011

The Higher Education Act and state government require that in order to received any Title IV Aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Direct Stafford Loan, Federal Direct Parent Plus Loan for Undergraduate Students (PLUS) and State Student Incentive Grant), ***a student must maintain satisfactory academic progress towards a degree.*** All academic semesters are utilized to determine Satisfactory Academic Progress (SAP) eligibility regardless of whether Federal financial aid was received.

In order to receive an undergraduate degree from Virginia Union University, the student must have a minimum of 120 credit hours towards a degree, including the general education core requirements. ***Full time students are expected to enroll in twelve (12) hours or more each semester. A full time undergraduate student will be allowed five (5) years to complete a four (4) year program.***

Part-time students are expected to enroll in at least six (6) credit hours each semester to be eligible For consideration for federal aid. Students should contact the financial aid office if they plan to enroll for less than six (6) hours.

At the end of each academic semester a full-time students must have earned at least 12 credit hours and part-time students must have earned at least 6 credit hours with a cumulative GPA of 2.0 or higher in while matriculating at Virginia Union University See Satisfactory Academic Progress Chart.

NEW! All students are required to meet both cumulative grade point average (CGPA) and cumulative hours earned to demonstrate satisfactory academic progress for financial aid. A review will be made at the end of each semester to determine if the student meets the criteria. Failure to meet both the cumulative grade point average and the cumulative hours earned will result in the student being ineligible to receive federal financial aid.

If a student is suspended or expelled from the University for any reason, the student will not be eligible for Federal aid until the minimum standards are met.

FINANCIAL AID WARNING

NEW! Full time students who have earned at least 12 credit hours but do not have a 2.0 GPA; or, have a 2.0 GPA but have not earned 12 credit hours will be placed on Financial Aid Warning for one semester. Part time students who have earned at least 6 credit hours but do not have a 2.0 GPA; or, have a 2.0 GPA but have not earned 6 credit hours will be placed on Financial Aid Warning for one semester. (See attached chart). The student will be encouraged to meet with their Academic Advisor to develop a success plan

for meeting SAP at the end of the semester. At the end of the semester, if the student has not met the requirements of SAP, the student will become ineligible to receive Federal financial aid.

If the student becomes ineligible for Federal Financial Aid, the student can appeal the decision by following the guidelines as set forth in the Financial Aid Appeal Process.

FINANCIAL AID APPEAL PROCESS

Waivers for satisfactory academic progress will be considered if the student has suffered undue hardship such as death of an immediate family member, injury or illness of the student, or other special circumstances as determined by the financial aid administrator or designee. Students requesting an appeal must submit a letter requesting reinstatement to the Financial Aid Office explaining the circumstances which affected the student's academic performance.

All appeals should be submitted, **via US Postal** mail and addressed to the attention of the Financial Aid Director: 1500 N Lombardy St., Richmond, VA 23220. Appeal letters must be received by the Office of Financial Aid no later than **July 31st for the Fall semester**, and**, January 3rd for the Spring semester**. All appeals will be reviewed on a case-by-case basis. In some instances an interview may be scheduled to meet with the committee that is reviewing the appeal to answer any questions concerning the appeal letter. (Please note that any information mentioned in the appeal is subject to verification and all information will be taken into consideration including the grammatical structure in the appeal letter).

The financial aid appeal letter should:

- be properly addressed and grammatically correct
- include the student's name, address, phone number, student ID number and Major
- clearly state why the student was not able to make SAP (Satisfactory Academic Progress)
- state what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.
- detail why the student wants to attend VUU
- detail what the student will do differently academically if they are allowed Federal aid to continue their matriculation at VUU

As part of the appeal process, the letter of appeal will be sent to the appropriate academic school to be reviewed. If the academic school recommends approval, an Academic Success Plan must be devised, signed, and agreed upon by the University Official and student. **If the appeal is granted, the original signed copy of the Academic Success Plan must be filed in the Office of Financial Aid prior to any aid being disbursed.**

If the appeal is **approved, the student will be placed on Financial Aid Probation for one semester. During the student's matriculation, the student will not be allowed to appeal more than two (2) times.** Once a decision has been rendered, no further information will be considered.

FINANCIAL AID PROBATION

Only students who have been granted an appeal will be placed on Financial Aid Probation. Financial Aid Probation ***is for only one academic semester***. At the end of the academic semester, the student's academic record will be reviewed to determine if the student has met the requirements specified in the academic plan.

DECLARATION OF MAJOR

Virginia Union University requires that all students declare a major by the time they have earned a minimum of 36 credit hours or more toward a degree to be eligible for federal financial aid.

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS
Any student whose financial aid has been terminated may reestablish satisfactory progress by any of the following methods:

- Taking courses during the Summer Session
- Repeating and passing failed courses
- Removing incomplete grades

Cumulative grade point average can only be increased by attendance at Virginia Union University.

WITHDRAWALS (W GRADES), which are recorded on the student's transcript, will be included as credits attempted and will have an adverse effect on the student's ability to maintain satisfactory academic progress. Students who officially withdraw from the University must make up the deficit hours and are encouraged to attend Summer School to remove the deficient hours.

The successful completion of a course is defined as receiving one of the following grades: A, B, C, or D. Courses with grades of F, I, and W will not qualify in meeting the minimum standard.

REPEATED COURSES will be counted as hours completed **only once**, provided the student meets all other criteria for satisfactory academic progress.

CHANGE OF MAJOR – A student may change from one major to another during attendance at the University. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the course work within the time frame or hours limitation stated unless an appeal is approved.

SUMMER SCHOOL
Satisfactory Academic Progress for Summer School will be based on the student's current eligibility status. Students who are suspended from financial aid must attend Summer School at Virginia Union University to remove their academic deficiencies. Financial aid for summer school is not available to students who failed to maintain satisfactory academic progress. Evaluation of financial aid for Summer School is not an automatic process; therefore, students should contact the Financial Aid Office.

CLASS LOAD
The number of hours in which a student is enrolled on the day following the published last day to add or drop a class or the University's census date whichever is later will be used as the official enrollment date for financial aid purposes. Full-time status is 12 hours or more.

TRANSFER STUDENTS will be evaluated on the number of semester hours earned and the grade point average while in attendance at Virginia Union University.

ACADEMICALLY SUSPENDED STUDENTS who return to the University must attend two semesters and meet the Satisfactory Academic Progress outline based on the number of semesters enrolled.

INCOMPLETE GRADES – FINANCIAL AID
A student who has incomplete grades must remove them within sixty (60) days of enrollment (i.e., If classes start on August 15, grade must be in Registrar's Office by October 15.) to be considered for financial aid eligibility for the year. Work for the incomplete grade must be completed 60 days into the next term of residency or it will be converted to a grade of "F".

NON-MATRICULATING STUDENTS are not eligible for federal and state aid.

Satisfactory Academic Progress Chart

NEW!

At the end of each academic semester a full-time students must have earned at least 12 credit hours and part-time students must have earned at least 6 credit hours with a cumulative GPA of 2.0 or higher in while matriculating at Virginia Union University.

Full-Time Student

Number of Semesters	Cumulative Credit Hours	Cumulative GPA
1	**12**	2.0 or higher
2	**24** or more	2.0 or higher
3	**36** or more	2.0 or higher
4	**48** or more	2.0 or higher
5	**60** or more	2.0 or higher
6	**72** or more	2.0 or higher
7	**84** or more	2.0 or higher
8	**96** or more	2.0 or higher
9	**108** or more	2.0 or higher
10	**120** or more	2.0 or higher

Part-Time Student

Number of Semesters	Cumulative Credit Hours	Cumulative GPA
1	**6**	2.0 or higher
2	**12** or more	2.0 or higher
3	**18** or more	2.0 or higher
4	**24** or more	2.0 or higher
5	**30** or more	2.0 or higher
6	**36** or more	2.0 or higher
7	**42** or more	2.0 or higher
8	**48** or more	2.0 or higher
9	**54** or more	2.0 or higher
10	**60** or more	2.0 or higher
11	**66** or more	2.0 or higher
12	**72** or more	2.0 or higher
13	**78** or more	2.0 or higher
14	**84** or more	2.0 or higher
15	**90** or more	2.0 or higher
16	**96** or more	2.0 or higher
17	**102** or more	2.0 or higher
18	**108** or more	2.0 or higher
19	**114** or more	2.0 or higher
20	**120** or more	2.0 or higher