
Vetting Channel: This policy was created by the Director of Financial Aid with oversight from both the Enrollment and Provost Offices. The enforcement area for this policy is a collaboration between the Office of Financial Aid, the Office of the Registrar, and Academic Affairs.

History of Edits:

Adopted Date: 08-06-2026 Effective Date or Semester of Amended Change: Fall 2026

Amended Date: 08-14-2026 Effective Date or Semester of Amended Change: Fall 2026

Related Policies: - Academic Warning, Probation and Dismissal

Additional References: 34 CFR 668.34

I. Purpose

This Satisfactory Academic Progress Policy (SAP) is designed to ensure that students receiving Federal Student Aid (FSA) meet the minimum academic standards required to continue their eligibility for financial aid. This policy complies with the regulations set by the U.S. Department of Education (ED). The Satisfactory Academic Progress Policy is a separate policy from the Academic Standing Policy through Academic Affairs.

II. Scope

This policy applies to all students who receive Student Financial Aid at Neumann University. Students should also review the Academic Programs Policy to ensure that they understand the difference between the two standards. It is possible that a student can meet SAP standards for financial aid but not meet the academic standard needed to be academically successful at Neumann University or vice versa.

III. Definitions

SAP Status definitions starting in Fall 2026

- Satisfactory – student is in good standing and eligible for financial aid for one semester.
- WARN – student has been placed on warning and is eligible for financial aid for one semester.
- Unsatisfactory – student has not met the qualitative and/or quantitative SAP standards and is not eligible for financial aid until they return to a PASS status or receive an approval on an SAP appeal.

- **PROB** – student has been approved for a SAP appeal and is eligible to receive financial aid for one semester.
- **Max Timeframe** – student has attempted at least 120 credits or up to the maximum of 180 credit hours without graduating from the university.

IV. Policy Statement

To be eligible for both Title IV and all Institutional aid, a student must maintain satisfactory academic progress (SAP). The SAP policy includes quantitative and qualitative measures reviewed at the end of each semester, including the summer term. Students who are not making SAP are not eligible for both Title IV and all Institutional aid, unless they are approved for an appeal. If a student receiving financial aid is academically dismissed from the University, all financial aid will be immediately cancelled for the next semester. The student's SAP status remains in place for any subsequent semester even when the student is readmitted to the University.

Process Overview & Responsibilities

At the end of each semester, after grades have been posted in Ellucian Colleague by the Registrar's Office, SAP is run by the Financial Aid Office. The SAP process is run at the end of each semester per SAP eligibility requirements through Colleague. Students who do not make SAP will have a letter sent via email that informs the student of their SAP status. In addition, the SAP status is entered into SAPD form in Colleague. Beginning in 2026-2027, both the SAP status and the academic standing will be noted in Colleague for the Fall 2026 semester and all subsequent semesters.

Qualitative & Quantitative Measures

The SAP standards below apply to all students seeking both Title IV and all Institutional aid, regardless of whether the students received both Title IV and Institutional aid in the past. Students must meet all three measures to be eligible for both Title IV and all Institutional aid.

1. **Qualitative Measure – Cumulative Neumann grade point average (GPA)**
 - **Traditional Undergraduate/Adult and Online Learner students:** Must achieve a minimum cumulative GPA at the end of each semester based on the cumulative credits attempted. The chart below indicates the required minimum GPA based on attempted credits.
 - **Graduate students:** Must achieve a minimum cumulative GPA of 3.0 at the end of each semester.

Minimum Cumulative GPA	Cumulative Attempted Credits
Undergraduate Student Programs	
1.50	1-24.99 credit hours
1.60	25-36.99 credit hours
1.75	37-48.99 credit hours
1.85	49-59.99 credit hours
2.00	60 credit hours and over (until graduation)
Graduate Student Programs	
3.00	1 credit hour and over (until graduation)

Neumann does not round GPA or attempted credits when calculating SAP. For example, if a student has attempted 48.5 credit hours and the GPA is 1.80, this student would be placed in the 1.75 GPA and 37-48.99 Cumulative Attempted Hours for SAP.

Academic credits with the following grades will be included in the GPA calculation: A, B, C, D and F. Courses transferred into Neumann will not have the grade calculated into the GPA. Grades earned in courses taken at another institution may not be included in determining a student's GPA since only grades earned at Neumann University or taken through the Non-Matriculated Program will affect the GPA. This includes courses given a final grade of "TR" or "T."

2. Quantitative Measure – Cumulative Pace of Completion

- All Undergraduate students must complete a percentage of the total cumulative attempted credits. Pace of completion is calculated by dividing the number of cumulative credit hours

$$\frac{\text{Cumulative Credit Hours Successfully Completed}}{\text{Cumulative Attempted Credit Hours}}$$

successfully completed by the cumulative number of attempted credit hours.

- Credits are considered successfully completed when a grade of A, B, C, or D is earned.
- Transfer credits with a TR or CR are also included as successfully completed and included in the attempted credits.
- Credits taken through the Non-Matriculated Program are counted as

- completed and attempted credits.
- Credits with the following grades will be included in attempted credits: F (Fail), I (Incomplete), IW (Institutional Withdraw), W (Withdraw), TR and T (Transfer Credit), and NG (No Grade Recorded), N (Academic Amnesty).
 - All Graduate students must complete 67% of the total cumulative attempted credits. Pace of completion is calculated by dividing the number of cumulative credit hours successfully completed by the cumulative number of attempted credit hours.

$$\frac{\text{Cumulative Credit Hours Successfully Completed}}{\text{Cumulative Attempted Credit Hours}}$$

The Pace percentage will be graduated for all students enrolled as of the Fall 2024 semester at Neumann. The following chart will show the pace percentage required at the end of the first semester or until the student has attempted 24.99 credits. Once the student has attempted 25 credits or more, the student must always maintain a cumulative completion minimum of 67% each semester.

Minimum Required Completion Percentage	GPA Credit Hours Cumulative Attempted
Undergraduate Student Programs	
50%	1-12.99 credit hours
60%	13-24.99 credit hours
67%	25 credit hours and over (until graduation)
Graduate Student Programs	
67%	1 credit hour and over (until graduation)

Evaluation Periods

The Office of Financial Aid evaluates SAP at the end of the fall, spring, and summer semesters for all students. Neumann provides a financial aid warning period for students who are not making SAP for the first time during which they remain eligible for financial aid for one payment period. Students may not receive more than 2 warning periods in their academic career and must return to good standing in the semester before being eligible for the second warning period.

Students are not required to file an appeal to be eligible for financial aid in a warning period.

All students who are determined to be in a FAIL status may submit a SAP Appeal to determine eligibility for the next semester of enrollment. An appeal may be filed if the student has experienced an extenuating circumstance that prevented the student from being academically successful during the semester.

A student who is not making SAP and is not eligible for a second warning period but has been granted an appeal approval by the Office of Financial Aid will be placed on probation for one payment period during which they may receive financial aid assistance.

Students placed on Warning or Probation will be referred to the Student Success Center (SSC) to work with the Success Coaches. The SSC will evaluate and recommend services to assist students with improving their academic performance. A student that chooses to appeal must submit an Academic Success Plan created with their Success Coach to be submitted with the SAP to appeal. If the appeal is approved, the student will be placed on probation status.

Appeals

Students who are not making SAP may submit an appeal if they have experienced extenuating circumstances that have affected their ability to meet the SAP requirements. In general, extenuating circumstances can include, but are not limited to, illness, injury, death of relative or friend, difficulties with accommodations for students with disabilities and adversity due to unforeseen events. The appeal must document what contributed to the student's inability to meet the minimum standards of academic progress and what has changed to allow the student to reestablish SAP.

Students should submit the appeal **by the priority deadline for each academic semester to be considered for all available financial aid programs. The deadline of August 1 for the Fall Semester, January 10 for the Spring Semester, and May 20 for the Summer.** Any complete appeals received after the priority deadline may still be reviewed; however, awards in the SEOG and FWS programs may be limited due to funding constraints. Any appeals started/submitted after the semester priority deadline are considered late and are subject to consideration due to a significant increase in enrollment which limited classes and housing options.

Effective Fall 2026, the appeal will need to include the following:

- Satisfactory Academic Appeal Form (*see Appendix*);
- A signed statement explaining the extenuating circumstances.
- Supporting documentation of the extenuating circumstances based on the following chart;

Type of extenuating circumstance	Required documentation
Personal illness, surgery, or treatment	Documentation from a doctor's office outlining the illness and recovery time for extended absences, if needed.
Illness of a family member that requires assistance from the student	Documentation from a doctor's office which indicates the illness of the family member. Statement from the student on the assistance that they will provide to the family member that interfered with their courses.

Death of a family member	Death certificate for the family member or the published obituary for the family member. <i>Letter from the clergy or funeral home attesting to the relationship of the student to the deceased.</i>
Death of a close friend	Obituary for a close friend. Statement from the student on how the death interfered with their ability to complete coursework. If the student is in counseling, a statement from the attending professional (counselor, therapist, spiritual leader) who supports the student's statement. The letter must be on an official letterhead and include contact information for the supporting professional.
Disability accommodations that are not meeting needs	Statement from the student on the lack of services and the type of accommodation missing that was needed for the successful completion of their coursework. Documentation regarding where the student made the request for the accommodation and the response or lack of response from that office.
Other adverse situation that caused the inability to attend classes and achieve GPA or Pace	Statement from the student describing the adverse situation and how it affected them. Documentation to support the student's statement. The documentation must be specific to the semester where the SAP calculation was completed.
Additional Opportunities to Appeal the SAP FAIL status not caused by extenuating circumstances	Required Documentation
Students have taken summer courses to improve their GPA or Pace percentage.	Statement from the student that they have taken summer courses based on their advisor's advice. A statement from the student's advisor that the student worked with them to enroll in summer coursework. A copy of their summer course schedule. Summer course completion will be validated by the office against the student's academic transcript.
Courses taken at another school after FAIL SAP status at Neumann	Student statement, academic transcript, or proof of obtained credential
Maximum timeframe threshold has been reached for attempted credits	Student provides a statement and degree completion plan obtained through the Success Coaches.

The Office of Financial Aid will collect the appeal and update the Tracking communication screen on CRI to add SAP Appeal Document to the Neumann shared secure file. The Office of Financial Aid staff are required to review the SAP documents prior to uploading the SAP documents to the shared secure file. The staff must ensure that the files are complete and have the appropriate signatures and dates required.

The Financial Aid SAP Appeal Committee will review the documentation and determine if the appeal is substantiated by the documentation provided. This document is shared and confirmed by the Office of Financial Aid liaison.

If the appeal is denied, the student will receive a denial letter with recommendations

of steps to take to achieve academic success. The Office of Financial Aid will email the letter to the student and make appropriate comments in STCM/FA Student Comments. This same process will be used for letters of appeal approval.

Counseling students on denial appeals is handled by the Office of Financial Aid staff. A student may appeal a SAP denial to the FA SAP Appeal Committee to determine if a reconsideration is warranted. Students that provide additional valid documentation or provide any missing documentation can be reconsidered.

- For example, a denial would be given but not limited to:
 - A student provides an obituary that does not substantiate the relationship between the student and the deceased or
 - The student stated a medical reason, but the documentation provided did not support the reason.

The Office of Financial Aid staff will collect any additional documentation needed and upload the denial appeal through the same process mentioned above to the Committee shared drive. The Office of Financial Aid staff will recommend either approval or denial based on the additional documentation collected. The FA SAP Appeal Committee will review and make the final decision.

Denial appeals must be requested by the student within 5 working days of the denial notification. Students denied a SAP appeal are responsible for all billed charges on their student account.

Academic Success Improvement Plan for Students in FAIL Status:

Students who have a status of FAIL will submit the following items with appeal.

- The SAP appeal form.
- Academic Success Plan – part of the SAP appeal form that shows details from the ASC Representative which outlines the courses and steps a student must take to return to PASS standing.
- A signed student statement outlining the reason they have not met the SAP standard
- All required documentation to support the reason provided.

Academic Success Plan for Students with a Maximum Timeframe status

Maximum (Max) Timeframe

The maximum period is established as 150% of the time needed to complete a four-year degree at Neumann University. A student may not attempt more than 180 credit hours and remain eligible for financial aid.

Neumann University will monitor students throughout their enrollment to measure total attempted credit hours to determine if the student is going to exceed 180 credit hours before completing their degree or have reached a point that is mathematically

impossible for the student to complete within the 150% timeframe based on the pace evaluations.

The Office of Financial Aid staff will monitor students who are close to the max timeframe and provide a notice to the students explaining the max timeframe rules and potential SAP issues. Students placed on Maximum Timeframe SAP status may choose to appeal their status following the appeal instructions contained within this policy.

Students who have either reached the 150% point of the attempted credit maximum for their degree program of study or will mathematically reach maximum timeframe within the academic year can choose to file a SAP appeal and will be required to file an academic plan along with their appeal. To continue their financial aid eligibility, students will be required to submit:

- The SAP appeal form.
- Academic Success Plan – part of the SAP appeal form that shows details from the ASC Representative.
- A signed student statement outlining the reason they have not completed their degree in the maximum timeframe. The completion of a minor is not a valid appeal status as the maximum timeframe status applies only to the student's degree major.
- An approved academic plan from their Success Coach outlining how the student will complete the courses needed to complete their degree major within a reasonable number of semesters not to exceed two (2) semesters. Only courses needed to complete the major will be allowed in the academic plan.

Once the student has filed the appeal form with an approved academic success plan and if the appeal is approved, the student's progress will be reviewed at the end of each payment period by the Office of Financial Aid. Failure to submit the approved academic success plan will prevent the approval of the SAP appeal. Failure to adhere to the academic plan, for maximum timeframe, created for the student and achieving the required GPA will result in termination of both Title IV and all Institutional aid. The Office of Financial Aid will handle the notification to students regarding the failure to meet the academic plan.

Regaining Eligibility

Students who do not meet the satisfactory academic progress standards and do not have an approved SAP appeal will not be eligible for both Title IV and all Institutional aid.

Once both Title IV and all Institutional aid has been discontinued, it may be considered for reinstatement provided:

- The student has successfully achieved the qualitative and quantitative requirements for SAP based on subsequent non-federal aid funded enrollment attendance and future semester eligibility calculations, OR
- The student has requested reinstatement in writing and has been readmitted to the institution after successful completion of a semester(s) at another higher education institution. A college transcript must be submitted with the SAP appeal for review.

Summer course enrollment

If a student is deficient in credits and/or GPA at the end of the academic year, summer course(s) may be used to eliminate the deficiency. However, the student would not be eligible for financial aid for the summer course(s) unless the student had an approved SAP appeal.

If a student has a GPA deficiency, courses taken elsewhere may not be used to improve this deficiency. Only courses taken at Neumann University or through the Non-Matriculated Program will count towards the cumulative GPA. Courses taken through the Non-Matriculated Program may not be used for repeating courses.

Grade Change

It is the student's responsibility to notify the Office of Financial Aid of any grade changes that can impact the calculation of the SAP status after the semester review is completed. The student must file a SAP Appeal form and provide a letter explaining the course(s) that had the grade change and request a re-evaluation of their SAP status. Students can review their status with the NU staff to determine if an appeal is needed.

Once a student meets the minimum SAP standards, their financial aid will be reinstated. Awards cannot be paid retroactively for any payment period(s) during which eligibility was lost.

Treatment of Special Grades

- I Incomplete Grades - given for courses taken and not completed within the semester due to illness or a grave emergency. Students will have a maximum of 12 months after receiving the incomplete to finish all coursework and receive a change of grade. After 12 months, the grade will automatically convert to an "F".

T/TR	Accepted/Transfer credits; count in attempted and earned credits, not calculated in the GPA
W	Official Course/Semester Withdrawal - official withdrawal from a course/semester given after the end of the drop period and used for total semester withdraw; counts as attempted credits.
AUD	Audit- courses taken for audit; grades are not calculated in GPA nor counted as attempted credits.
NG	No Grade Recorded- These credits count as attempted credits.
IW	Institutional Withdrawal- the university determines that a student needs to be withdrawn from their course(s) due to an extenuating circumstance that prevents the student from continuing their enrollment.

Repeat Coursework – a course that is repeated in a semester after the semester it was originally taken. All courses are included in attempted credits, but only the last grade earned is used in the calculation of cumulative GPA. Any failed course with an “F” grade may not be repeated more than 3 times. A previously passed course with an A, B, C, or D may only be repeated once and be counted as aid eligible.

NOTE: Any program pre-requisite course grade that did not meet the departmental programs passing grade requirements will be considered “failing” and continued program enrollment will be reviewed, evaluated, and communicated to the students outside of the Financial Aid SAP eligibility review process by the Student Success Center.

Readmit Students – a student is readmitted to the University; SAP will be based on the student’s previous attempted credits and GPA at Neumann, and all credits and GPA transferred unless the student has been separated from Neumann and is returning without successful attendance at another institution.

Consortium Coursework – if permitted by the Registrar’s office, courses will be treated as T or TR credits, and corresponding grades will be recorded and included in the cumulative calculated GPA. The grade will be counted for both aided and un-aided students. The credits will be counted as both attempted and completed.

Change of Major – all credits are counted towards the maximum timeframe for degree completion; SAP is not reset.

Second Degree – SAP status is reset for the first semester. Undergraduate students who have not borrowed the maximum aggregate amount of loans may have remaining loan eligibility but will not be eligible for Pell or FSEOG as they have graduated from their first bachelor's degree.

Grade Definitions - used on the calculation of the cumulative GPA

- A : 4.0 quality points
- A- : 3.7 quality points
- B+ : 3.5 quality points
- B : 3.0 quality points
- B- : 2.7 quality points
- C+ : 2.5 quality points
- C : 2.0 quality points
- C- : 1.7 quality points
- D+ : 1.5 quality points
- D : 1.0 quality points
- D- : 0.7 quality points
- F : 0.0 quality points

For example, receiving an “A” in a three-credit course calculates as 12 quality points. (4 points x 3 credits = 12 quality points)

Course in Program of Study (CPOS)

To remain eligible for financial aid, a student must only take courses that count toward their degree plan. Most degree plans have electives built into the plan, but once those electives are filled, a student must only take courses that will move them toward graduation. Therefore, it is important for students to work with their faculty advisor to ensure they can register for courses when they are offered.

Once a student has completed graduation requirements for their major, a student is not eligible for financial aid even if they have not formally applied for graduation. Financial aid can be used to pay for courses in a minor but only when those courses fit into the degree plan. Taking a minor requires a good plan to complete the minor while the major is completed for graduation.

For Example: If a student is enrolled in 15 credits but only 9 credits count in the degree plan, the student would not be able to be paid for the 6 credits with financial aid funds. The student can take the 6 credits but will be responsible for paying the tuition and fee cost out of their own personal funds.

Reference Documents:

- Appendix L – SAP Appeal and Academic Plan Form**
- Appendix M – SAP 150% Notification Letter (UG)**
- Appendix N – SAP 150% Notification Letter (GR)**
- Appendix O– SAP Satisfactory Notification Letter (UG)**
- Appendix P– SAP Satisfactory Notification Letter (GR)**
- Appendix R – SAP Warning Notification Letter (UG)**
- Appendix S – SAP Warning Notification Letter (GR)**
- Appendix T – SAP Unsatisfactory Notification Letter (UG)**
- Appendix U – SAP Unsatisfactory Notification Letter (GR)**