



SATISFACTORY ACADEMIC PROGRESS POLICY

The Higher education Act of 1965, as amended, requires students to maintain satisfactory progress toward their degree in order to receive financial aid. At Lawrence Technological University, these standards are established for students who are receiving or applying for financial aid from one or more of the various federal, state, or institutional grant, scholarship, work, or loan programs.

The Lawrence Technological University Satisfactory Academic Progress (SAP) Policy for Financial Aid applies to all students who wish to establish or maintain financial aid eligibility. This policy applies separately to each degree program the student pursues, in its entirety, including semesters in which financial aid was not applied for or disbursed.

These standards require that students complete a specific number of credit hours each academic year and maintain the minimum GPA as defined by the standards. These are minimum standards that must be completed. Specific aid programs, college or department standards may vary and/or require more than these minimum standards.

The academic progress of financial aid recipients will be monitored a minimum of once each academic year. All terms, including Summer, are equal and used in the SAP calculation. Students should contact the Office of Financial Aid for questions regarding the intent and interpretation of this policy.

EVALUATION PROCESS

The Office of Financial Aid will evaluate the progress of each student according to these standards on an annual basis, at the end of the Spring semester. Students will only be notified if they are **not** meeting satisfactory academic progress standards. Notifications will be sent via email to the student's LTU email account as well as via the US Postal Service to the physical street address we have on file for the student.

REQUIRED COURSE COMPLETION RATE

1. Full- and part-time students must progress toward completion of their degree within a specified time frame. To meet this requirement, a student must successfully complete, with a grade of D or better, at least two-thirds (67%) of their cumulative credit hours attempted, based on the following schedule, or they will be denied aid until the deficient credits are earned at their own expense. Requirements may be satisfied on a cumulative total basis with eligibility terminating upon successful completion of all degree requirements, or when a student has attempted credit hours totaling 150% of the required credit hours for the student's program of study.

Examples

Attempted	Minimum Completion Requirement
6 credits	4 credits
12 credits	8 credits
15 credits	10 credits
18 credits	12 credits
66 credits	44 credits
100 credits	66 credits
132 credits	87 credits
198 credits	132 credits

‘Attempted credits’ are defined as any credits you remain enrolled in after the add/drop period each semester, grade include the following

A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	Not applicable to graduate students

D	1.0	Not applicable to graduate students
D-	0.7	Not applicable to graduate students
F	0.0	
WF	0.0	Failure due to non-attendance
W	Withdrawal	
CR	Credit	
NC	No Credit	
P	Pass	
WN	No credit due to non-attendance	

Grades of 'I' for incomplete, 'IP' in progress (dissertation courses only), 'DG' deferred grade, and 'X' for audited classes will not count toward your minimum satisfactory academic requirement of 67% of credits completed. Please refer to the section titled 'Grade Changes' to see our policy on changes of grade after final grades have processed.

DURATION OF PROGRAM AND FINANCIAL AID ELIGIBILITY

Financial aid eligibility is suspended when credits required for a degree/program are earned or when the student has attempted credit hours totaling 150% of the required credit hours for the student's program of study.

Examples

Program Length	Maximum Attempted Hours Allowed
10 credits	15 credits
15 credits	22 credits
30 credits	45 credits
45 credits	67 credits

120 credits	180 credits
131 credits	196 credits
132 credits	198 credits

GRADE POINT AVERAGE (GPA) REQUIREMENTS (Qualitative Requirement)

Undergraduate students must maintain a minimum cumulative GPA of 2.00. Failure to achieve this standard will result in the suspension of eligibility until the cumulative GPA is 2.00. Please note that a college or department may require more than a 2.00 GPA to remain in good academic standing with in your program.

Graduate students must maintain a minimum cumulative GPA of 2.75. Failure to achieve this standard will result in the suspension of eligibility until the cumulative GPA is 2.75. Please note that a college or department may require more than a 2.75 GPA to remain good academic standing with in your program.

Withdrawal Grades

All withdrawal grades are considered ‘attempted hours’ but not completed, this includes official withdrawal grades W and WN, which are not calculated in the grade point average. This also includes withdrawal failure grades, ‘WF’, which **is** calculated in the grade point average as an F.

The following grades are not computed in the GPA:

W - Withdrawal

X - Audit

CR - Credit

NC - No Credit

I - Incomplete

DG - Deferred Grade

NR - No Report

TR - Transfer Credit

IP - In Progress

ZZ - Transfer Courses in Progress

WN - No credit due to non-attendance

GPA CALCULATOR

Desired GPA Calculator

Under the Financial Aid Policies tab, click on GPA Calculator

NEW STUDENTS WITH TRANSFER CREDITS

Upon admission to the University, all transfer students are considered to be making satisfactory academic progress. Transfer credit from the previous school that applies to the transfer student's program (major) will be counted towards the student's maximum-time frame (counted as both hours attempted and hours completed for measurement).

However, transfer credit hours are not included in the calculation of a student's grade point average.

After admission to the university, courses successfully completed in subsequent terms at another institution that fulfill degree requirements at Lawrence Technological University may be used to achieve satisfactory academic progress compliance. Students must provide documentation to the Office of Financial Aid regarding such credit. This strictly pertains to Satisfactory Academic Progress (SAP) Policy for Financial Aid and is not in regards to the University Guest or Additional Credit Policy (refer to the Office of the Registrar for more information on these policies).

SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

When a determination is made by Lawrence Tech that a student has failed to make satisfactory academic progress, the student's financial aid eligibility will be suspended.

Students who have had their aid suspended because of unsatisfactory academic progress and who have documentable mitigating or other special circumstances, such as a death in the family or an illness may appeal their aid suspension. To appeal, students must submit the **Satisfactory Academic Progress Appeal Form**, with an appeal letter and non-returnable supporting documentation; this may include a doctor's statement, copy of hospital/urgent care/physician's bill, obituary, funeral notice or death certificate. Appeals must include:

- (1) Reason why the student failed to make satisfactory academic progress
- (2) Explain what has changed in the student's life that would allow the student to make satisfactory academic progress by the next SAP evaluation period.

Appeals are reviewed on an individual, case-by-case basis.

Students are notified of the appeal decision within 30 calendar days of the receipt of the appeal. Notices are sent to the student's LTU email account and a hard copy is sent via US Postal Service to the physical street address in our system.

If your appeal request is **denied**, the student remains on Financial Aid Suspension until he or she meets the requirements for reinstatement. The notification letter will include information on how to cover your educational related expenses for the semester, what steps you need to take to regain Financial Aid eligibility, and information on when you may submit your next appeal.

If your appeal request is **approved**, the student must meet with his/her academic advisor to develop an Academic Performance Improvement Plan. The student will be placed on Financial Aid Probation and may receive aid for one (1) semester. At the end of that semester, the student's progress will be reviewed. The student must be making satisfactory academic progress and/or successfully following the Academic Performance Improvement Plan in order to continue receiving aid. This includes meeting all GPA (qualitative) and maximum timeframe/pace (quantitative) standards. If the student has failed to make academic progress by the end of the semester for which probation is approved, the student's aid will again be suspended. To regain eligibility, the student must repeat the requirements for reinstatement as described above.

Students are not restricted to the number of appeals they can file during their educational program. However, appeals cannot be approved multiple times for the same reasons or circumstances.

PROGRAM (MAJOR) CHANGE (RESET)/ TRANSFER CREDITS

Students may change their major within another College (i.e. moving from the College of Engineering to the College of Architecture) and have the one-time opportunity to reset their grade point average to 0.00. This option will allow students to begin a new SAP status from the semester the GPA was reset in the new program of study.

Transfer credit from the previous program (major) that applies to the new program (major) will be counted towards the student's maximum-time (counted as both hours attempted and hours completed for measurement).

SECOND DEGREE

Students interested obtaining a second degree, will need to have a degree audit performed by the academic department to determine the number of credits needed to complete the second degree. The Office of Financial Aid will then establish a new Maximum Time-frame based off the degree audit.

GRADE CHANGES

After final grades are issued, it is the student's responsibility to notify the financial aid office of any official grade changes.

REPETITIONS

Students may repeat a course in which a passing grade was previously earned to improve their grade, however, each repeat will count towards the number of credit hours attempted. **Students should be aware that the most recent grade will be the grade of record whether or not it is the highest grade earned.**

Students may repeat a course as many times as necessary to receive a passing grade and receive federal funding for that course. The federal definition of a passing grade is anything above an F. Once the student has taken the course, completed it (not withdrawn) and received a grade above failing (anything above an F), the student may repeat the course only one additional time to try to earn a higher grade and receive federal financial aid funds. Any subsequent repeats of that course cannot be covered by federal financial aid funds. Although LTU has courses that require at least

a C grade, the university policy does not affect federal eligibility. The student may only retake this course once after receiving a grade above an F and receive federal funding.

All attempted grades in a course will appear on the transcript, computed into the GPA and counted in the course completion rate and 150% maximum attempted credit hours. In order for the GPA to be recomputed, the latest attempt must be in the same course as the one originally shown on the transcript. Directed study or special topics courses may not be eligible for the repeat process as the topic of study may vary from one course to another.

INCOMPLETES

A grade of “I” is given only under extraordinary circumstances for coursework that has been of satisfactory quality and, in the judgment of the instructor and the instructor’s dean, adequate to justify a reasonable extension of time. It is assigned only in cases in which the student has completed satisfactorily the major portion of the course requirements. Students receiving an “I” may not attend the class during a succeeding semester. Instructors must change an “I” to a grade other than a “W” no later than one calendar year following the end of the semester. After one year, if course requirements are not met, the “I” will be converted to an “F.”