Satisfactory Academic Progress (SAP)

Tips & Additional Information

Recommendations for SAP Appeal

- Your essay should have enough detail to explain the extenuating circumstances that impeded your ability to make progress academically, as well as what steps you have taken to allow for future academic success.
  - Example steps include, but are not limited to: working with a doctor, counselor, changing work hours, meeting with an academic advisor or success coach, attending tutoring/academic support sessions, etc.
- In order to avoid processing delays, submit relevant documentation with your appeal form. Lack of documentation may cause your appeal to be delayed or denied.
- Contact the Office of Financial Aid & Scholarships with questions or concerns.

What is Third Party Documentation?

- Documentation is an important piece of the SAP Appeal process. Documentation can help to support what you discuss in your essay and strengthen your overall appeal.
- See table below for examples of documentation.

Examples of extenuating circumstances and documentation include, but are not limited to:

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Examples of Documentation</th>
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</table>
| Serious injury/illness of the student and/or immediate family | • Letter from physician  
• Copies of medical records confirming injury/illness and time period |
| Mental or emotional stress                        | • Letter from a counselor or physician  
• Copies of medical records |
| Death in the family                               | • Copy of death certificate  
• Complete funeral program  
• Obituary |
| Legal issues                                      | • Court documents  
• Police reports |
| Extreme financial issues                         | • Layoff notices  
• Foreclosure notices  
• Court documents  
• Other legal documents |
| Other                                            | • Documentation from someone familiar with your circumstances (ex: doctor, counselor, academic advisor, support services staff, success coach, employer, etc.) |

Appeal Outcomes

- If your SAP appeal is approved, you may be awarded financial aid.
  - Your financial aid award will depend on the availability of funding at the time of appeal approval.
- If your SAP appeal is approved after the conclusion of the semester, you will be eligible for financial aid for future semesters only.
- If you have a pending SAP appeal, you are still responsible for paying your fees due to the university.
- If your SAP appeal is denied, you are not eligible to receive financial aid. You may continue attending UNI by funding your own education.
Frequently Asked Questions (FAQ)

- **Does the SAP policy relate to my academic standing?**
  No, the SAP Policy is separate from the Office of the Registrar Academic Standing Policy. SAP determines financial aid eligibility and is unrelated to academic standing.

- **How does academic forgiveness affect SAP?**
  SAP is not reset because of academic forgiveness. Per federal regulations, total enrollment history is taken into account and all previously attempted credits and grades are included when SAP is evaluated.

- **How do my transfer credits affect my SAP standing?**
  Transfer credits are included in your total cumulative GPA, and count toward the maximum time to complete a degree standard.

- **How are repeated courses evaluated for SAP?**
  Each semester the student repeats a course, it is counted as credit hours attempted. Repeated course hours are counted as completed the first time the course is passed. Other times the course is taken, the hours are counted as attempted but not completed, which negatively affects your pace of progression.

**SAP Examples**

**Pace of Progression**
You must complete 67% of all coursework attempted at UNI to meet this standard.

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Hours Completed</td>
<td>9</td>
<td>10</td>
<td>19</td>
</tr>
<tr>
<td>Hours Attempted</td>
<td>15</td>
<td>12</td>
<td>27</td>
</tr>
</tbody>
</table>

\[ \frac{19 \text{ (total hours completed) } \div 27 \text{ (total hours attempted) } }{27} = 70\% \]

**Maximum Time to Complete a Degree**
A student must not earn or attempt more than 150% of degree requirements, per the academic catalog, to meet this standard.

Degree Requirements: \[ \text{X} \] \times 150\% = \[ \text{X} \] Maximum number of hours

**Example 1:**
A student has earned or attempted 140 credit hours. Their degree requires 120 credit hours to complete. Use the formula above to calculate the maximum number of hours this student can earn or attempt and remain eligible for financial aid:

\[ 120 \text{ (degree requirements) } \times 150\% = 180 \text{ (maximum number of hours)} \]

This student is below the maximum number of hours and meets this criteria for SAP.

**Example 2:**
A student has earned or attempted 195 credit hours. Their degree requires 124 credit hours to complete. Use the formula above to calculate the maximum number of hours this student can earn or attempt and remain eligible for financial aid:

\[ 124 \text{ (degree requirements) } \times 150\% = 186 \text{ (maximum number of hours)} \]

This student is above the maximum number of hours and does not meet this SAP standard.