

Satisfactory Academic Progress Policy Providence University College and Seminary

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal aid. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree requirements. SAP includes two standards; qualitative and quantitative. Students must meet both standards to continue receiving financial aid.

Qualitative

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain at Providence University College & Seminary. The Financial Aid Office in cooperation with the Registrar's Office will conduct a review at the end of each academic year to determine the students successful progress toward obtaining a degree by comparing the cumulative grade point average to hours earned. A student must maintain the overall minimum stated in the University College and Seminary catalogs to remain enrolled in the program or to continue receiving aid. In order to meet the institutions requirement for graduation the student must obtain the stated grade point averages outlined in the respective catalogs.

Students may be dismissed by the University College or Seminary at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Students who fail to maintain sufficient academic progress as outlined in the catalog will be dismissed from the respective school. Termination of students will follow policies and procedures outlined in the respective catalog. Students who are re-admitted to the program by decision of the respective Academic Committee may be issued a one-time waiver to continue receiving financial aid.

Quantitative

Providence students must be enrolled for a minimum of twelve hours during either the fall and/or spring semesters to be considered full time. Half-time enrollment is six hours during either the fall and/or spring semester. In order to meet the quantitative standard, students must complete and pass a minimum of 67% of courses attempted each academic year. The maximum allowable time to be eligible for financial aid for a full-time undergraduate student is six years, Masters of Arts degree student is three academic years, a full-time Master of Divinity student is five years and for a full-time doctoral degree student five academic years regardless of whether the students receives Federal Student Aid (loans during any enrollment period).

Providence Seminary evaluates Satisfactory Academic Progress at the end of one semester for 2-year Master of Arts students and two semesters for all other Masters programs. Withdrawals and incompletes are not included in the overall grade average. Students must complete all required courses by the

end of the degree. Students who achieve a passing grade may be able to repeat a course with permission of the Academic Committee. Students who fail a required course must repeat the course and obtain a passing grade before completion of their degree. When a student repeats a course and achieves a passing grade, the original grade will not be counted in the cumulative or semester grade average. There are no noncredit remedial courses. Scheduled awards for the next academic year for students who are not making Satisfactory Academic Progress will be cancelled.

Financial aid will be disbursed on the first day of each semester or upon receipt of the award. Students who withdraw after that will have their eligibility to retain part of their financial aid calculated on the percentage of the semester attended. Upon receipt of the award any fees owing to the institution will be credited to the student account. Any additional funds will go directly to the student.

Transfer Students

Transfer students' transcripts will be evaluated by the Registrar. Those courses which are applicable to the degree requirement will be accepted and will be used to measure the quantitative SAP requirement. Only those grades earned at Providence University College & Seminary will be used to compute the qualitative requirement. Any courses completed by Letter of Permission will be calculated into the cumulative Grade Point Average and will be used to meet both requirements.

Change of Program or Degree

Students who decide to change their degree or program will be evaluated similarly to Transfer Students with the exception that the grades previously earned at Providence will be used to measure the qualitative requirements.

Concurrent Degrees

Although it is uncommon, students may pursue two degrees concurrently. They are charged the tuition for each program and the Cost of Attendance for one degree will be adjusted to reflect the two tuition charges. Students must meet the Satisfactory Progress requirements for both programs to retain eligibility. The two sets of courses will be viewed as one program. Loans will be processed to the maximum yearly eligibility for students.

Additional Degrees

Students who have completed a degree program in the University College or Seminary and wish to pursue another degree must apply for admission to that program as would any other applicant and meet the admission requirements for the new program. Federal loan eligibility will be limited to the aggregate program maximums under Federal Regulations.

Appeals and Waivers of SAP

Dismissal by the University College or Seminary may be appealed to the Academic Committee after all other avenues of appeal have been exhausted. Students who are readmitted to their program may apply in writing to the Director of Financial Aid for a one-time waiver to continue receiving financial aid. The student should specify the exceptional circumstances that lead to the poor academic performance and state the reasons why those circumstances will not affect future academic progress. Each case will be individually reviewed and the Director will use his or her professional judgment to determine if the original situation has been resolved to the point where the student can reasonably be expected to succeed and issue a one time waiver of SAP for the next term. If the student still does not make satisfactory progress, then he or she will be ineligible for future aid. The decision of the Director may differ from that of the Academic Committee in that a student may be readmitted to the program but may not be eligible for financial aid.

UNITED STATES DEPARTMENT OF EDUCATION

RETURN TO TITLE IV (R2T4) REGULATIONS

The law specifies how Providence University College & Seminary must determine the amount of Title IV program assistance (Direct Loans) that students earn if they withdraw from school. See section on Withdrawals for specific information regarding the withdrawal process. The Office of Financial Aid together with the Registrar's Office is responsible for calculating R2T4 and the Business Office is responsible to actually transfer the funds. All funds must be returned to the lender within 30 days of the last date of attendance. If there are any questions about the Title IV program funds, students can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at www.studentaid.ed.gov.

When a student withdraws during a payment period, the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula. The date of withdrawal is earlier of the date the student notified the Registrar of their intent to withdraw or the date the student submitted the withdrawal form. If the student received (or the school received on the student's behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by the school and/or the student.

Providence University College & Seminary is not required to take attendance although all professors require a student to attend in order to receive a passing grade. Students who are not in regular attendance are reported to the Registrar. The Registrar will consult with the student's faculty to determine if

the student never attended classes or to verify the last date of attendance. Without an official Withdrawal Form, the Institution will use the last date of attendance to compute the R2T4 formula.

In the case where a student notifies the Registrar's Office that he or she intends to withdraw, the student must be informed of the need to complete the Official Withdrawal Form and document the date. Should the student fail to file the Withdrawal Form or there is a lag between the notification and the filing of the form, the earlier date of notification will be used in calculating the R2T4 formula. In the event a student receives all failing grades for a semester, the Registrar will contact the faculty members to determine if the "F" grades were earned or represent a lack of attendance. In the event it is determined that those grades were the result of lack of attendance, the Registrar and faculty will attempt to determine the last day of attendance and use that date in the R2T4 calculations. If the exact date cannot be determined, the Institution will assume a 50% attendance, and use that date as the last date of attendance. Students who do not attend even one class, are ineligible for Title IV funds and all of the loan proceeds will be returned to the lender.

The payment period is the semester for which the loan was certified and attendance is calculated weekly from Registration Day. Each week for the first 4 weeks following Registration there is a 10 % reduction. Following the 4 weeks there is no refund. For example, if the student withdraws in the 2nd week following Registration there is a 20% reduction of fees and 80% will be refunded to the Lender. Please see the academic calendar for the refund schedule for room & board.

Providence will automatically use all or a portion of your post-withdrawal disbursement for tuition, fees, and room and board charges.

The school must return any refunded amounts of the Title IV program funds. The student must return the remaining amount from the original loan amount. Any loan funds that must be returned, the student repay in accordance with the terms of the promissory note. That is, scheduled payments are made to the holder of the loan over a period of time. Students who have received a refund of their loan proceeds before withdrawing may be required to return part or all of those funds to the lender.

For example:

If a graduate student has received a total of \$8500 in Subsidized loans and \$12,000 in Unsubsidized loans for the year or \$4250 and \$6000 in each semester and the tuition fees are \$4000 per semester. Of the \$10,250, \$4000.00 is paid directly to the institution. The remainder is available for student use. Using the example above, if a student then withdraws in the second week there will be a 20% charge or \$800.00. The refund from tuition ($4000 - 800 = 3200$) will be returned directly to the lending agency. Likewise, if the student lived in the campus residence program, the refund will be returned directly to the lending agency. The remainder of the original amount ($\$10,250 - 4000 = \6250) will be returned by the student according to the guidelines outlined in the MPN.

Title IV funds will be returned in the following order:

1. Unsubsidized Direct loans
2. Subsidized Direct loans

Student may view the refund Policy in the appropriate academic calendar. If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at www.studentaid.ed.gov.

Withdrawals

Definitions:

Official Withdrawal

A “withdrawal” refers to a student’s intent to completely terminate studies at the institution with no expectation of return. Students who subsequently decide to return to their studies, must re-apply for admission through the Admissions Office.

Unofficial Withdrawal

An unofficial withdrawal is one where the school has not received notice from the student that the student has ceased or will cease attending the school

Note:

Students who withdraw from courses after the first 2 weeks will receive a grade of “W” on their transcript. The grade is considered the same as an “F” grade in calculating the quantitative aspect of the Satisfactory Academic Progress standards and may affect the student’s future eligibility for Financial Aid.