PRINCIPIA COLLEGE

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Elsah, IL 62028

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www.principiacollege.edu

Financial Aid Satisfactory Academic Progress

Author:	Compliance Program Manager; Financial Aid Office
Policy Title	Financial Aid Satisfactory Academic Progress
Policy Purpose	Abide by 34 CFR 668.16 and 668.34 applying reasonable standards for measuring whether an eligible student is maintaining satisfactory academic progress in the educational program, thus eligible for financial aid.
Policy Effective Date	June 2025
Responsible Office	Principia College Financial Aid
Related Policies	
History	

I. *Policy Statement*:

This policy is put in place with the purpose of identifying institutional policies and procedures for evaluating Principia College students' satisfactory academic progress. These policies are in accordance with the U.S. Department of Education, all students receiving financial aid must maintain satisfactory academic progress in their course of study to receive aid.

II. *Purpose*: To ensure Principia College abides to 34 CFR 668.16- Standards of Administrative capability and 668.34-Satisfactory Academic Progress, governing Title IV, Higher Education Act program assistance institutions. The purpose of this policy is determining student eligibility for assistance under a title IV, HEA program, establishes, publishes, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory academic progress in his or her educational program.

III.

IV. *Definitions:*

SAP: Satisfactory Academic Progress

V. *Procedures:*

SAP Criteria for Satisfactory Progress:

The SAP determination is based on three criteria: 1) cumulative grade-point average (GPA), 2) pace of completion, and 3) maximum timeframe (completing bachelor's degree within a reasonable time).

Principia College will evaluate the students' progress according to the criteria detailed below. Academic records are evaluated at the end of every term, by the SAP Committee (Registrar or Associate Registrar and the Director of Financial Aid or Assistant Director of Financial Aid) to determine if SAP requirements are met. All semesters of attendance at Principia College and transferred credits are considered for SAP. Students

must meet all three criteria at each evaluation moment to remain eligible to receive financial aid funds. The SAP Committee must document evaluation using the SAP Evaluation Form and file it under each student's record.

Principia College offers no remedial courses to be included or excluded from the GPA. The first year of the general education programs consists of skill development to provide foundational competencies in thinking and communicating. These first-year courses are included in the GPA calculation.

Any student who withdraws from a course past drop/add period will have this course grade and attempted hours included in the SAP assessment measures.

1) Cumulative grade-point average (GPA) (Qualitative measure)

A student receiving financial aid, either institutional, federal or state aid, will remain in SAP when their cumulative GPA is 2.0 or above. The cumulative GPA reflects only grades earned at Principia College. If a student's cumulative GPA falls under this value, they are no longer eligible to receive assistance under this SAP policy. When an Incomplete grade converts to a final grade, the updated GPA must be evaluated at the next SAP assessment to evaluate new eligibility. In the case of repeat courses, the highest grade is used to form the student's overall grade point average.

2) Pace of Completion (Quantitative measure)

Students must successfully complete at least 67% of cumulative hours attempted by the end of each term. The completion rate will be measured at each evaluation and it will reflect the pace at which a student must progress through their educational program to ensure that the student completes the program within the maximum timeframe. This pace is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Completed Hours: Courses in which students earned passing grades A, B, C, D (+/-) are counted as completed hours. These courses hours are included in both attempted and completed course credits. These courses are averaged into the cumulative GPA.

Attempted Hours: Course grades such as: "WP" (passing, no credit), "WF" (failing, no credit), "WX" (withdrew with no basis for a grade), "I" (incomplete), "F" (failure, no credit) are considered attempted and not completed hours.

Transferred credit hours from another institution that are accepted toward the student's educational program will count as both attempted and completed hours (shown with a "TR" grade in transcripts).

Repeat courses will count as attempted and either complete or incomplete hours depending on the student's grade.

Principia College has an institutional policy that allows for repeated coursework in certain instances. Courses for which academic credit may be earned only once may be repeated if the previous grade earned in the course is lower than a C. When such a course is repeated, the highest grade is used to form the student's overall grade point average; all grades remain on the student's record; academic credit is earned only once. Although students are encouraged to repeat courses when the grade earned is lower than a C, the college is not obligated to offer courses specifically for this purpose.

While you can retake courses at Principia College until you receive a C or better, federal funding may not be available to pay for those classes. Under federal regulations students can retake any previously passed course a maximum of once per course and use financial aid to pay for that course. In this instance "passed" means any grade higher than an F.

If a student receives financial aid funds to retake a class they withdrew from before completing, that is not counted as the student's one allowed retake for that course.

At SAP evaluation, the assessment of students' pace of completion will ensure that the student will be

able to graduate within the maximum timeframe.

Example

	Fall Semester		Spring Semester		Total Hours
Completed Hours	9	+	12	=	21
Attempted Hours	15	+	15	=	30
Pace of Completion	9/15=0.60 or 60%		12/15=0.80 or 80%		21/30=0.70 or 70%
	Student fails pace of completion		Student passes pace of completion		Student passes pace of completion

3) Maximum timeframe

At Principia, a student must average 15 semester hours (SH) per term (or 30 SH per year) to satisfy the 120 SH needed to graduate in four years (100% timeframe). An approved extended study petition is required for study beyond eight terms.

A student may not exceed the maximum timeframe, a period that is no longer than 150% of the published length of the educational program (i.e. 180 SH) to be eligible for financial aid.

The maximum number of semester hours for which students may receive financial aid is 180 SH, 150% of the published length of the educational program.

At the SAP evaluation, if a student exceeds 165 SH and has not successfully completed the degree requirements, (s)he will be sent a notification that (s)he is approaching the maximum timeframe requirement.

Moreover at evaluation time, if a student can no longer complete their program within the 180 SH timeframe (mathematically impossible for them to complete the program), at this point the student fails the maximum timeframe criteria and is no longer eligible for financial aid. The students who can no longer meet maximum timeframe, may not be allowed to appeal or be placed on a warning, student should find their own funding to support their studies.

SAP Status

At each SAP evaluation instance, each student will be evaluated against the three criteria described above. The sequence for possible statuses is the following:

- Eligible
- Warning
- Suspension
  - Appeal
- Probation

1) ELIGIBLE: a student that meets all three requirements. A student that continues to meet all above listed criteria will be considered eligible and won't be contacted by Principia's Financial Aid officer.

2) FINANCIAL AID WARNING: a student is placed in a warning status, (1) when is the first occurrence of not meeting GPA or Pace of Completion after being in good standing, see measures above. At the end of each

term, within 14 days after the SAP evaluation, a Financial Aid Warning status update will be sent via email. A student on a Financial Aid Warning may continue to receive assistance under this policy for one payment period and may be reinstated into eligible without a student's appeal upon SAP committee's evaluation. Students who fail to make satisfactory progress after the warning period (1 semester) lose their aid eligibility unless they successfully appeal and are placed on probation. A student may receive more than one warning status during their academic career, but these warnings CANNOT be consecutive.

3) FINANCIAL AID SUSPENSION: The student who (1) fails to comply with parts B and D of the SAP Appeal Form at the end of the warning period; or (2) has a second consecutive occurrence of below standards, will be placed under suspension. A student under this status is ineligible to receive financial aid. Students with a Financial Aid Suspension may continue to attend Principia College through their own funding source, or through a different source of aid.

Sitting out for a semester does not affect a student's SAP standing. Absence does not restore eligibility to receive federal, state or Institutional financial aid.

4) FINANCIAL AID PROBATION: The student who is failing to make academic progress, placed on financial aid warning and who successfully appeals will be under a Financial Aid Probation - see Appeal process below. The eligibility for aid may be reinstated at the end of the next payment period. While a student is on Financial Aid Probation, Principia College may require the student to fulfill specific terms and conditions, i.e., revisions to the study plan, taking a reduced course load or enrolling in specific courses. The probation period will be of one semester/ or payment period, the student must meet the SAP standards and meet the requirements of the revised study plan developed by Principia to qualify for further financial aid support.

SAP Appeal Process

If a student failed to meet SAP due to one or more of the standards, the student will be notified via email (email notification within 14 days after the SAP evaluation) and placed on a Financial Aid Warning for one semester. During the semester in which the student is on a Financial Aid Warning, the student will continue to receive financial aid funding. If after a semester of Financial Aid Warning student has not regained SAP status, student loses eligibility for financial aid. Students will be notified by the Financial Aid Department about the loss of eligibility for financial aid due to SAP. Students can appeal to reinstate your financial aid by submitting an SAP appeal form as soon as possible or within 30 days of receiving email notification.

The basis on which a student may file an appeal may be the death of a relative, an injury or illness of the student, or other special extenuating circumstances. Written appeal must clearly explain why SAP requirements weren't met and provide proper documentation to support extenuating circumstances. The student must also include what has changed in his/her situation (personal, social, academic or economic situation) that will allow the student to demonstrate SAP at the next evaluation.

During the appeal process a student must meet with academic advisor to complete SAP appeal form and submit the revised study plan to the SAP committee for evaluation.

If it is determined that the student will be able to meet SAP standards beyond one semester of Probationary status, the SAP appeal may be extended only if student is meeting all requirements from the revised study plan developed by Principia to qualify for further financial aid support. Such students will undergo a SAP evaluation at the end of each semester to evaluate if they meet progress standards. This student is eligible to receive Title IV aid as

long as they continue to meet those requirements and are reviewed according to the requirements specified in the plan.

A new SAP appeal form for a different extenuating circumstance is required if a student wishes to be considered for financial aid. A student may appeal up to three (3) times regardless of if the appeal is approved or denied.

The SAP committee will provide a response to an appeal via email within a timely manner but before the start of the next evaluation period; this communication will specifically state the student's reestablished eligibility to further financial aid or not.

VI. *Responsibility*: Financial Aid Department

VII. Attachments:

Attachment A: SAP Appeal Form

Attachment B: SAP Evaluation Form- For committee use

VIII. *Approval and Effective Date:*

Attachment A: SAP Appeal Form

PRINCIPIA COLLEGE

Revised 03/19/2025

Principia College
Satisfactory Academic Progress Appeal Form

This form must be completed by student and submitted to the Financial Aid Office for review on eligibility for federal financial aid. Submitting an appeal does not guarantee approval.

PART A – Student Information

First name:_____Middle Initial: _____Last name: _____

Address:_____City:_____

State:_____Zip code:_____Email address:_____

Telephone number:_____P01 #_____

PART B – Student's Justification. Please explain why you were unable meet the Satisfactory Academic Progress requirements, provide reasons why a review is needed, include extenuating circumstances, if these apply. You must explain how, from now onwards, you are going to improve your academic performance and which changes have been made in the personal, social, and/or economic situation to improve academic success.

PART C -. You must submit documentation to support your particular situation. List the supporting documentation attached:

I certify that all information provided in this form and/or attached is true and accurate. I also understand that if I do not meet the requirements, I will be placed on Financial Aid Suspension and lose all financial aid eligibility for future semesters.

By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

Student's Signature Date

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Revised 03/19/2025

Principia College
Satisfactory Academic Progress Appeal Form

PART D – To be completed by Academic Advisor, after part A, B and C are completed by student. Provide details on the changes to the academic plan and provide a copy of the new academic plan. Please include the total semester hours completed, and the semester hours the student still needs to complete to graduate.

Academic Advisor's Signature Date

By typing my name above, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

For Financial Aid Officer Use ONLY

Approved: **Denied:**

Date:

Notes:

Attachment B: SAP Evaluation Form- For committee use

One Maybeck Place
Elsah, IL 62028
618.374.2131
www.principiacollege.edu

SAP Evaluation Form

Instructions:
The SAP committee will evaluate students' academic progress and keep this record in the student's file.

Student Name: Prin Number:

Award Year Reviewed: Date:

	Monitoring Point 1	Monitoring Point 2	Monitoring Point 3	Monitoring Point 4
Student's GPA (qualitative measurement)				
Student's Pace of Progression (quantitative measurement)				
Maximum Timeframe				

For schools that evaluate SAP at the end of each payment period:

- Did the student receive a financial aid warning? Yes ☐ No ☐
- Can the student meet the 180SH requirement for Maximum Timeframe? Yes ☐ No ☐
- Did the student appeal and was the student placed on financial aid probation? Yes ☐ No ☐
  - Has the student met the appeal obligations in the probation period? Yes ☐ No ☐
- Did the student meet the terms of the probation (make SAP at end of subsequent payment period or meet the institutionally developed academic plan) if applicable? Yes ☐ No ☐

Notes:

Corrective Action:
If Principia College disbursed aid to student who was not making SAP, Financial Aid Officer needs to correct all deficiencies.

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Policy Approval & Executive Summary

Author:	Compliance Program Manager; Financial Aid Office
Policy Title	Financial Aid Satisfactory Academic Progress
Policy Location (URL)	https://theprincipia.sharepoint.com/sites/Compliance?spStartSource=spappbar
Policy Effective Date	June 2025
Responsible Office	Financial Aid Office
Related Policies	
History	
Executive Summary	Abide by 34 CFR 668.16 and 668.34 applying reasonable standards for measuring whether an eligible student is maintaining satisfactory academic progress in the educational program, thus eligible for financial aid.

With my signature, I acknowledge and accept the creation and/or revision of the attached policy.

Required Signatures:

Daniel Norton — Daniel Norton 5/19/25
Printed Name, Title: PRESIDENT — Printed Name, Date

Crystal Thornton — Assistant Dir Fin Aid — 5/19/25
Printed Name, Title — Printed Name, Date

Printed Name, Title — Printed Name, Date

Printed Name, Title — Printed Name, Date

Printed Name, Title — Printed Name, Date

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