

Campbellsville University
Office of Financial Aid
Satisfactory Academic Progress Policy

Satisfactory Academic Progress Policy (Undergraduate)

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Campbellsville University. Progress is determined quantitatively (hours attempted versus hours earned and time frame) and qualitatively (GPA). Progress is monitored at the conclusion of each term.

Most post-baccalaureate students and those seeking a second undergraduate degree or certificate should be aware that assessment of their satisfactory academic progress status will be based on criteria established for undergraduate students. Those students readmitted to Campbellsville will be evaluated for SAP upon registering for classes. Please refer to the information below for the correct calculation for your program.

Enrollment

A minimum standard for full-time enrollment at the undergraduate level is 12 credit hours per semester. A minimum standard for part-time enrollment (at least half-time) at the undergraduate level is 6 credit hours per semester.

Quantitative

The maximum time frame in which a student must complete his or her degree cannot exceed more than 150% of the published length of the student's major. All undergraduate majors at Campbellsville require a minimum of 120 hours to complete the degree. Campbellsville undergraduate students can therefore attempt up to 180 hours and still be eligible for aid. Once 180 hours are exceeded, eligibility for aid would be suspended. All semesters and credit hours attempted are used toward the maximum time frame allowance regardless of whether the student received financial aid. All repeated courses, failed courses, withdrawals, courses taken from a change of major and transferred hours will count as credit hours attempted toward the maximum time frame.

In order to complete the necessary number of credit hours to complete a degree at Campbellsville at an acceptable rate, students must complete two-thirds ($\frac{2}{3}$) of all hours attempted. All attempted hours will be totaled and multiplied by 67% (.67) to determine the number of credit hours a student must have earned. Grades of W, I, and F and transfer hours are counted as attempted hours, however grades of W, I, and F will NOT be counted as earned hours. Retaking courses will add to the attempted total but will count only once as an earned credit.

Example:

Fall Hours Attempted	Spring Hours Attempted	Total Attempted	Student Must Earn
12	12	24 x .67 (2/3)	16
9	9	18 x .67 (2/3)	12
6	6	12 x .67 (2/3)	8

Qualitative

The minimum acceptable grade point average for undergraduate students is 2.0 after 2 years (4 semesters).

Notification of Results

Students that do not meet the Satisfactory Academic Progress requirements will be notified via mail within two weeks of the conclusion of the semester.

How to Regain Eligibility

Quantitative-Maximum Time Frame

To regain eligibility, you must graduate and advance to a new career level (UG to GR).

Quantitative-Hours Attempted vs. Hours Earned

To regain eligibility, take courses at your own expense in a subsequent term or terms and meet the standards according to the cumulative credit hours completion ratio outlined above under the heading **Quantitative**. Once you have taken the courses and earned passing grades, you will need to notify the Office of Financial Aid to complete a clearance form.

GPA

To regain eligibility, complete courses at your own expenses at Campbellsville and raise your cumulative GPA to the acceptable standard. Once you have completed the courses and raised your GPA, you will need to notify the Office of Financial Aid to complete a clearance form.

Right to Appeal

If there were extenuating circumstances (injury, illness, death of a relative) that prevented you from meeting the standards of our Satisfactory Academic Progress Policy, then you have a right to file an appeal with the Committee for Financial Aid Appeals. In this appeal you must explain the following items: 1.) The reason why you did not meet Satisfactory Academic Progress and 2.) What has changed now that will allow you to make satisfactory academic progress at the next evaluation.

If your appeal is approved, you will be placed on probation for one term, and after the probationary period, you must be making satisfactory academic progress or successfully following an academic plan that has been developed for you. You will be notified via mail or email the results of your appeal.