

Campbellsville University  
Office of Financial Aid  
Satisfactory Academic Progress Policy

Satisfactory Academic Progress Policy (Graduate)

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. Failure to meet SAP will result in losing Title IV eligibility. Those students readmitted to Campbellsville will be evaluated for SAP upon registering for classes.

**Enrollment**

A minimum standard for full-time enrollment at the graduate level is 6 credit hours per term. A minimum standard for part-time enrollment (at least half-time) at the undergraduate level is 3 credit hours per semester. Part-time enrollment (at least half-time) at the graduate level requires a student to be taking at least half of the course load of a full-time student. The definition of full-time used for student financial aid purposes can differ from the definition used for other purposes at the institution, such as the definition used by the Office of Student Records.

**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. Graduate majors at Campbellsville vary in length so an average of the program length for Master degrees is used. Please refer to the information below for the correct calculation for your program. All terms and credit hours attempted are used toward the maximum time frame allowance regardless of whether the student received financial aid. All repeated courses, failed course, withdrawals, courses taken from a change of major and transferred hours will count as credit hours attempted toward the maximum time frame.

The Master's level programs at Campbellsville require an average of 33 hours to complete the degree. Campbellsville Master's level program students can therefore attempt up to 50 hours and still be eligible for aid. Once 50 hours are exceeded, aid would be suspended.

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 ( $2/3$ ) 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:**

<b>Fall Hours Attempted</b>	<b>Spring Hours Attempted</b>	<b>Total Attempted</b>	<b>Student Must Earn</b>
6	6	12 x .67 (2/3)	8
3	3	6 x .67 (2/3)	4

**Qualitative**

The minimum acceptable grade point average for graduate students is 3.0

**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 (graduate to doctoral).

**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.