

## **Satisfactory Academic Progress**

Federal regulations governing student financial assistance require that an institution develop standards to measure academic progress toward a degree. Students applying for financial aid will be monitored for satisfactory academic progress whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. You will not be eligible for financial assistance if you do not meet the academic progress requirements. Minimum standards, including qualitative and quantitative measures of progress, must be achieved by the end of any given enrollment period at ITC.

ITC monitors Satisfactory Academic Progress at the end of the spring term. You must be meeting at least the minimum standards for SAP by the end of the spring term at ITC to maintain financial aid eligibility.

For more information, see our [current Satisfactory Academic Progress Policy](#).

### **Qualitative Requirements of Satisfactory Academic Progress**

The minimum cumulative ITC grade point average for graduate students is 2.25 for all semesters.

### **Pace of Progression Requirements of Satisfactory Academic Progress**

You must complete at least 67% of the hours you attempt. The rate is computed by dividing the cumulative hours you have earned by the cumulative hours you have attempted.

### **Maximum Hour Limit**

Federal regulations require an institution to establish a maximum number of credit hours to complete a degree or certification while also remaining eligible for federal financial assistance. Consideration of eligibility includes all terms of enrollment, whether or not federal, state or institutional aid is received. Graduate students cannot exceed hours above 150% of their required degree plan at ITC, to include all registered, earned or attempted hours. In addition, university withdrawal, dropped, duplicated or never completed hours are counted. Any hours excluded under the academic forgiveness option are included as attempted hours for financial aid purposes.

### **Students Who Receive All Failing Grades**

If you receive all failing grades (any combination F's, WF's and NP's), attendance in all classes will be reviewed. If attendance cannot be confirmed via official ITC Registrar records, the university will apply the federally mandated calculation for the return of financial aid funds. Unearned Title IV funds (aid) will be returned to the programs from which the money was paid to you and it is possible that you will owe a repayment to the university.

## **Appeal Process**

If you fail to meet Satisfactory Academic Progress standards and consequently lose financial aid eligibility, you may submit a written appeal with supporting documentation for reinstatement of financial aid eligibility if you had mitigating circumstances.

Mitigating circumstances include:

- Serious injury of the student and/or the student's immediate family
- Serious extended illness of the student and/or the student's immediate family
- Death of the student's relative

If you have had mitigating circumstances, please visit the Office of Financial Aid to pick up an appeal form. The appeal forms are also available in the Forms section of this website.

Please allow 2-3 weeks for the appeal to be processed. If your appeal is denied, please visit with the Office of Financial Aid for other funding opportunities.

## **Repeated Coursework**

Per Federal Regulation, a student is not eligible for Title IV (federal) financial aid for any course they repeat more than once if they have previously passed the course.

Example: Student took Church History in a term and earned a D. The student can retake the course once and receive financial aid for that course. If the student attempts to retake the course again, no federal financial aid funds can be used to help pay for the class.

**INTERDENOMINATIONAL THEOLOGICAL CENTER**  
**SATISFACTORY ACADEMIC PROGRESS APPEAL FOR FINANCIAL AID**

Date Complete: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Check the semester for which you are submitting your appeal:  Sum  Fall  Spr Year: \_\_\_\_\_

Name of Faculty Advisor: \_\_\_\_\_

Department: \_\_\_\_\_

Classification: \_\_\_\_\_ Major: \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

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**Step 1: Select the reason (s) for your appeal:**

Grade Point Average: Your GPA is below the 2.25 required.

Completion Rate: Your pace of progression towards your degree is below the 67% required.

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**Step 2: Explanation of extenuating circumstances. Attach a typed letter that clearly explains the following:**

- A. A detailed letter of a clear explanation of the circumstances that have prohibited you from meeting SAP.
- B. What steps have you or will you take to address the circumstances that prohibited you from meeting SAP and how you will manage similar circumstances in the future.

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**Step 3: Attach supporting documentation:**

Submit documentation or supporting letters to confirm your circumstances (e.g., letter from physician or counselor, medical bills, death certificate, military orders, court documents). **Supporting letters or documentation must be on official letterhead.**

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**Step 4: Submit your completed Appeal Form, Written explanation, Supporting Documentation, transcripts and evaluation plan to the Office of Financial Aid. Incomplete appeals will not be considered.**

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**CERTIFICATION:** *I certify that the information on this form and any attachments is complete and accurate. I understand that I am responsible for meeting any payment deadlines while waiting on an appeal decision and approval of my appeal is not guaranteed. I understand that if my appeal is approved, my academic progress will be reviewed on a semester basis and my failure to meet the conditions of my approved appeal will result in the loss of my financial aid eligibility.*

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ ITC ID: \_\_\_\_\_

## Satisfactory Academic Progress Appeal Form Academic Advisement Progress Assessment Plan

**(This form must be completed by your academic advisor. Please take this form to your academic advisor).** It must be submitted as part of the Financial Aid Appeal. Appeals submitted without an Academic Advisement Progress Assessment Form will not be considered.

Degree and Major: \_\_\_\_\_  
Degree
Major
Required Hours

Expected Date of Graduation: \_\_\_\_\_

The objective of the academic advisement progress assessment is to determine the student's ability to meet the required standards of progress as outlined in the institution's policy governing satisfactory academic progress. Paramount to this assessment is the student's ability to complete his/her academic program within the maximum allowable timeframe (total **attempted** hours cannot exceed 150% of the number of hours in the degree program) with the minimum GPA required for graduation. In order for an appeal to be granted, it must be mathematically possible for a student to achieve the minimum progress standards within the one term of probation or the student must meet all requirements of the academic progress contract developed by the advisor and the Office of Financial Aid. The contract must take into account the maximum allowed timeframe to complete the degree requirements. Please list all of the courses the student must take and pass, along with the required GPA, for each semester of the probationary term(s). Also, please project the grade point average required to eliminate any GPA deficiency within the probationary term (if applicable). On the reverse side of this form, please submit a written statement as to whether you believe it is mathematically possible for this student to regain Title IV eligibility within the probationary term.

Semester and Year:	
Course	Credits
<b>Total Credits:</b>	
<b>GPA Needed:</b>	

Semester and Year:	
Course	Credits
<b>Total Credits:</b>	
<b>GPA Needed:</b>	

**Certification:**

*I certify that I have met with my academic advisor to develop an academic plan designed to assist me with meeting ITC's standards for satisfactory academic progress. I understand that in order to continue receiving Federal Title IV Financial Aid, I must be meeting the requirements of this academic plan. I further understand that if I fail to meet the terms of this plan, my financial aid **will** be suspended in the subsequent term and I will have to regain financial aid eligibility at my own expense.*

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Academic Advisor Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date