The Satisfactory Academic Progress (SAP) policy detailed below is effective July 1st, 2011 and is posted on the Office of Financial Aid website at www.du.edu/financialaid/.

Federal regulations require the Office of Financial Aid at the University of Denver to monitor the academic progress of all students—undergraduate, graduate and PhD students—receiving financial aid toward the completion of their degree. This process is known as SAP. **This policy pertains only to financial aid and is separate from other academic policies published by the institution.** The SAP policy is enforced in conjunction with all other University policies and procedures, including the academic suspension policy. SAP is monitored on a yearly basis, usually in mid to late summer, and is effective the following fall term. Certificate program students are an exception; SAP for certificate students is monitored after each term, including summer.

SAP is monitored using three factors:

- **Cumulative grade point average (CGPA):** According to the policy of the Registrar, the grade point average is determined by multiplying the credit points (for example, B+ = 3.3) by the number of credit hours for each course. Total the credit hours attempted, total the credit points, and divide the latter by the former. Grades of I, NR, W are not included in the grade point average. Incompletes that are not completed within one year are calculated as "F" in the GPA. All grades for repeated courses are included in determining the GPA. Official GPAs at the University of Denver are truncated at two decimal places, e.g., a mathematical result of 3.8766666 is reported as 3.87.

- **Cumulative Completion Rate (CCR):** In order to graduate within the MTF limit, undergraduate students must complete and pass a minimum of 80% of all courses attempted; TWC and UCOLL student must complete 66.7% of all classes attempted and maintain a 2.0 GPA, graduate and law students must pass 2 out of 3 courses attempted (66.67%). The courses used to calculate the CCR will be the those in which the student was enrolled at the end of Week 1. Successful completion of a course of study requires a grade of “Pass” or “D” or above. Grades of W, NC, NP, WF, F, Audit, or Incomplete do not constitute successful completion of a course. All accepted transfer credits are counted as attempted, with the exception of transfer credits completed while a student is not meeting DU SAP requirements. Remedial coursework is accepted if the credit hours earned apply toward the degree or certificate program.

- **Maximum Time Frame (MTF) limit:** Students are required to complete all degree requirements within a percentage of the minimum credits required to graduate. The MTF for Graduate and Law students is 150%; thus, a student may attempt a maximum of 135 credits in order to complete a degree that requires 90 credits. The MTF for all undergraduate students is 125%; thus, a student may attempt a maximum of 240 credits in order to complete a degree that requires 192 credits. In the case of a class taken more than once, both courses will be counted toward MTF. The courses used to calculate the CCR as well as the MTF limit will be the courses the student was enrolled in at the end of Week 1. Once a student has reached the MTF limit, or at the point it is determined they will exceed it once they complete their required courses, he or she is no longer eligible for federal, state or institutional aid.

Students will be notified by the Office of Financial Aid by DU email after SAP is determined if they do not meet the following criteria:

**Traditional UNDERGRADUATE STUDENTS**
- Maintain a 2.00 CGPA (2.50 for admitted BSAcc students)
- Maintain an 80% CCR
- Complete all degree requirements within a 125% MTF limit
TWC and UCOLL Undergraduate Students

- 2.00 GPA
- Maintain an 66.67% CCR

GRADUATE STUDENTS (including PhD students)

- Maintain a 3.00 CGPA (2.30 for Law students, 77 for Grad Tax students)
- Maintain an 66.67% CCR
- Complete all degree requirements within a 150% MTF limit

FINANCIAL AID SUSPENSION AND PROBATION

Students failing to meet either the CGPA or CCR are placed on financial aid suspension and will not receive a disbursement of federal, state or institutional financial aid until a SAP Probation Contract is completed. The SAP Probation Contract is not available online. Students are required to make an appointment with a financial aid staff member to complete the contract. Students have one term to complete a SAP Probation Contract. This will always be the fall term or the term immediately following the failure to meet SAP for certificate students. If a SAP Probation Contract is not signed, the student is no longer eligible for federal, state or institutional financial aid (unless an appeal is submitted and approved as stated below).

Once a student completes a SAP Probation Contract, the student will be able to receive federal or state aid for a probationary period of three quarters (two semesters) to make up the deficit, as long as you are maintaining progress during those terms. We will review your progress prior to the next payment period and if you are not maintaining progress, you will be asked to submit another appeal for the remaining terms. Certificate students have a probationary period of one quarter to make up the deficit. Students must meet both the CGPA and CCR by the end of the probationary period for financial aid eligibility to continue. If a student fails to meet either the CGPA or CCR by the end of the probationary period he or she is no longer eligible for federal, state or institutional financial aid.

Students will be suspended from financial aid once they reach the MTF limit, unless an appeal is submitted and approved (please see below).

APPEAL PROCESS

Students who are not meeting Satisfactory Academic Progress and have extenuating circumstances surrounding their failure to abide by the above criteria may appeal their status to the Office of Financial Aid.

Examples of possible appeals include:

- a student who exceeds his or her MTF limit due to a change in degree program may have a case to appeal the MTF SAP suspension status;
- or, a student who does not complete meet the CCR requirement, but subsequently changes his or her degree program, may have a case to appeal the CCR SAP suspension status;
- or, a student who had extenuating personal/medical circumstances that have been resolved;

To appeal financial aid suspension, students are required to submit the following documentation to the Office of Financial Aid:

- A written statement from the student explaining the reason for appeal, including his or her program of study, anticipated completion date, a list of required courses left to complete the program.
- If appropriate, third party documentation surrounding the reason for the appeal.

Appeal decisions will be emailed to students within three to five weeks of submission. If the Special Circumstances Committee needs more information regarding the SAP appeal to make a decision, a financial aid staff member will coordinate this effort and the time frame to make a decision will be delayed. In some cases a SAP Probation Contract may be required. Appeal decisions are final.