



<b>Effective:</b>	April 13, 2022 (revised) July 25, 2016 (original)
<b>Responsible Executive:</b>	Vice President of Business & Finance
<b>Applicability:</b>	Auburn University students
<b>Review By:</b>	April 2026

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In order to receive federal financial aid, students must make satisfactory academic progress toward a degree. Auburn University Student Financial Services reviews academic records at the end of each term to determine satisfactory academic progress (“SAP”) status which affects aid eligibility. Emails are sent to students who are not meeting requirements.

### **SAP Requirements**

**Qualitative - GPA:** Students must meet the University's policies for continuation of enrollment. In addition, students must maintain a 2.00 AU cumulative GPA (unadjusted). Please note that GAP (Grade Adjustment Policy) courses cannot be taken into account when determining SAP status. Transfer credit is not included in the GPA calculation. Incomplete grades are not included in the GPA calculation until the actual grade is assigned. Withdrawal grades are not counted in the GPA calculation except in the case of WF grades. Repeat course grades are counted in the GPA calculation.

**Quantitative – Passing Percentage:** Students must achieve a passing rate of at least 67% of all hours attempted. F grades, withdrawal grades, and incomplete grades count against the passing percentage. Transfer credit, if applicable, is included in the passing percentage calculation. Repeat courses sometimes count against the passing percentage and may affect your aid eligibility if repeated more than once.

**Time frame – Maximum Attempted Hours:** Undergraduate students cannot receive aid after they have attempted 192 semester hours of academic work. Students in Architecture are allowed 260 semester hours of academic work. Students in Pharmacy are allowed 222 semester hours of academic work. Students in Veterinary Medicine are allowed 236 semester hours of academic work. Graduate (Master’s) students are allowed 54 semester hours of academic work. Graduate (PHD, EDD) students are allowed 156 hours of academic work (including Master’s hours). Transfer credit is included in the time frame calculation. Part-time attendance counts in the time frame calculation. Hours are counted for all terms, even those for which the student did not receive financial aid as well as those waived under the Grade Adjustment Policy (GAP).

Students are ineligible (via the maximum timeframe element) when it becomes mathematically impossible to complete the program within 150% of its length if it is an undergraduate program, or within the maximum timeframe established by the school if it is a graduate program.

### **SAP Evaluation**

SAP is evaluated at the end of each term for all students. The policy allows for one warning term. For students who do not meet the SAP requirements, the evaluation process will be as follows:

Students who fall below the SAP requirements will be placed on SAP Warning status. Students on SAP Warning status are eligible for aid. Students on SAP Warning status will have their status reviewed after final grades are posted at the end of each term. If at the end of the warning term, they are again meeting the overall SAP requirements, then they will automatically progress from SAP Warning to Passing SAP status. Students on SAP Warning status who fail to meet SAP requirements again will be placed on Failing SAP status. Students on Failing SAP status are not eligible for aid. Students who are placed on academic suspension or expulsion by the University will automatically be placed in Failing SAP status.

Upon end of term review, students on Failing SAP status who are again meeting the overall SAP requirements will automatically progress from Failing SAP to Passing SAP status. Students on Failing SAP status who again fail to meet the overall SAP requirements will remain in Failing SAP status.

### **SAP Probation**

Students who are on Failing SAP status may submit an appeal if they have extenuating circumstances that contributed to not meeting SAP requirements. Students who submit and are approved for SAP appeal will be placed on SAP Probation for the term that appeal is approved. The SAP Probation term will include an academic plan that consists of minimum criteria that students must meet for the SAP Probation term. Upon end of term review, if the student meets the overall SAP requirements, they will progress from SAP Probation status to Passing SAP status. Upon end of term review, if the student is still below the overall SAP requirements, but did meet the academic plan criteria, they may submit another appeal for future term consideration which results in continued SAP Probation, if approved. Upon end of term review, if the student is still below their overall SAP requirements, and they did not meet the academic plan criteria, then they will automatically progress from SAP Probation to Failing SAP status.

Students are notified of SAP status and the outcome of appeals by email at the Auburn University email address. Please see reinstatement and appeal guidelines below.

### **Reinstatement of Financial Aid Eligibility**

Students on Failing SAP status will regain federal aid eligibility for future terms once all components of the SAP policy are again met. A student not meeting SAP requirements may submit an appeal for reinstatement of federal aid eligibility. If the appeal is approved, the student will be placed on SAP Probation status which involves an academic plan including criteria that must be met for the probation term. Paying for one's classes or sitting out a term does not affect a student's SAP status and therefore is not sufficient to reestablish federal aid eligibility. Academic Action appeals submitted to the Registrar's Office are separate from SAP appeals and do not constitute reinstatement of federal aid eligibility.

## **SAP Appeal Guidelines**

Students on Failing SAP status may submit an appeal to the Financial Aid Appeals Officer if they have extenuating circumstances. Every effort will be made to give careful and timely consideration to each appeal. Decisions are rendered within 3-5 business days of receipt. Appeals, if granted, are for one term only. Appeal approvals, if applicable, result in the student being placed on SAP Probation status. The SAP Probation will include an academic plan provided by the Appeals Officer, with conditions that the student must meet certain academic criteria during the probation/appeal term in order to be eligible to appeal for a future term.

Appeal letters must include:

- Why the student failed to make SAP
- What has changed that will allow the student to make SAP at the next evaluation (after the following term)

Appeals should be in writing and addressed to: Financial Aid Appeals Officer, 203 Martin Hall, Auburn University, AL 36849, uploaded to <https://iss.auburn.edu/findocs/>, or faxed to (334) 844-6085.