

The United States Department of Education, and many State of Michigan programs, require students receiving financial aid to maintain Satisfactory Academic Progress (SAP) to remain eligible to receive federal and/or state financial aid funds. This policy has been developed and enforced to help ensure that students are succeeding academically while also minimizing student debt. SAP, which is monitored by the University, is divided into three components: 1) Pace of Progression, 2) Grade Point Average, and 3) Maximum Time Frame. A student must be making progress in all three areas to continue receiving financial aid. The standards are cumulative, and a student must meet the requirements of each component at the end of each term of enrollment to remain eligible for federal and/or state aid. Eligibility is based on a student's entire academic record whether financial aid was given or not during any term. Accountability begins with the student's start date (semester or session start date) at Cleary University and includes transfer hours from other institutions. Financial Aid standards of academic progress apply only to financial aid eligibility, and not eligibility for continuation at the University, or readmission to the University. See [Attendance and Performance](#) for more information on academic eligibility requirements.

The components of SAP evaluation are explained below.

POLICY COMPONENTS

Pace of Progression

Pace is a measure of a student's progress toward completion of his or her program of study within the maximum timeframe. Students must successfully complete 67% of all credits attempted. Successful completion means that the student received one of the following grades: A, B, C, D, or P. Attempted credit hours include withdrawals (W, FW, FL) and Incompletes (I). Pace is determined by dividing the total number of credits successfully completed by the total number of credits attempted, and evaluation is completed at the end of each payment period (semester).

Example of Pace calculation:

A student has attempted 48 credit hours and has successfully completed 42 credit hours due to withdrawing from 2 courses over their first 2 years at Cleary. The student's pace would be 87.5%, which is above 67%.

NOTE: All transfer credit hours that are accepted from other institutions will be counted as both attempted and completed hours.

Grade Point Average

A student's cumulative grade point average (GPA) may not drop below a "C" equivalent, 2.0 for undergraduate students, or 3.0 for graduate students. Undergraduate students

must have a cumulative GPA consistent with the requirements to graduate (2.0) by the end of their second academic year. This is defined as the end of the student's fourth semester. GPA evaluation is completed at the end of each payment period (semester).

Maximum Time Frame

A student must complete their program in no more than 150% of the published length of the educational program, as measured in credit hours attempted. Total credits allowed for undergraduate students with 120 credits required for graduation would be no more than 180 semester credits (120 x 1.5). See [Academic Programs](#) for the published length of your academic program. Total credits for graduate students with 33 credits required for graduation would be no more than 49 semester credits (33 x 1.5). All attempts of classes within a student's program will be counted in the maximum time frame calculation, regardless of if the class was successfully completed. All transfer credits accepted by the University will also be included in maximum time frame calculations. Students that have reached the maximum time frame for their program will no longer be eligible to receive federal and/or state financial aid.

SAP Evaluation and Academic Information

Below is a list of common academic situations that may affect SAP calculations.

Dropped Courses

Courses dropped within the add/drop period will not remain on your official transcript and are not included in the Pace or GPA calculations.

Withdrawal Grades (W or FW)

Courses with W or FW grades are included in hours attempted but not in hours completed.

Incomplete Grades (I)

Courses with Incomplete (I) grades will be counted as attempted but not completed.

Grade Changes

Grade changes completed after SAP evaluation will be reviewed at the next SAP evaluation, and the new grade will be used in calculations.

Repeat Courses

If a course is repeated, credit hours for all attempts will be included in both the attempted and completed calculations for SAP evaluation. Only the most recent/highest grade will be used in the GPA evaluation for SAP purposes.

Changes of Major/Program

If a student changes their major/program of study, only those credit hours that apply to the new major/program will be used when evaluating SAP status at the end of the payment period (semester).

Failure to Meet SAP Standards

SAP reviews will be conducted at the end of each payment period (semester). Students not meeting SAP standards will be notified via their Cleary email account at the beginning of the following semester. If the student is missing any grades (this means that there is no grade reported for a class), their SAP evaluation and notification may be delayed. Notifications will include information on the student's SAP status and financial aid eligibility.

Financial Aid Status and Eligibility

Financial Aid Warning

For the payment period following the initial period in which the student did not meet SAP requirements, Cleary University will place the student on Financial Aid Warning for the next semester of enrollment. This status will allow the student to receive aid for one additional semester. If, at the end of the warning period, Cleary University determines that the student is again meeting academic progress standards, the student may continue his or her eligibility.

While on Financial Aid Warning, a student will want to work on getting their cumulative GPA to a 2.0 or above for undergraduate students or a 3.0 or above for graduate students, and their overall Pace (completed/attempted credits) to 67% or greater.

Financial Aid Suspension

Students not meeting SAP requirements at the end of the term of Financial Aid Warning will be placed on Financial Aid Suspension. The student will no longer qualify for federal and/or state financial aid. Students will be notified via Cleary email account before the beginning of the next semester.

Financial Aid SAP Appeal and Academic Plan

SAP Appeal

If a student has been placed on Financial Aid Suspension, the student may appeal in writing for reconsideration of eligibility for federal and/or state aid based on unusual circumstances. Examples of such circumstances include a death in the family, a health issue, or other like circumstances. Third party documentation of circumstances may be required with the appeal. Examples of documentation may include a copy of a death certificate or a physician's note.

Appeals must include:

1. A completed Satisfactory Academic Progress Appeal form which will explain the reasons why the student failed to meet SAP requirements, how the student's circumstances have changed, and how he or she will now be successful in meeting the SAP requirements.
2. Supporting documentation requirements as noted on the appeal form.
3. The student will be expected to meet with their academic advisor to create an Academic Success Plan (ASP). The ASP will include the requirements and corresponding timeline with an identified completion date, to ensure that the student is able to satisfy SAP requirements. For those students that will be unable to bring their GPA or Pace up to standards within one payment period (semester), ASP's can be written as a plan that will be completed over the course of up to three semesters. Once the ASP is completed it will need to be submitted along with the appeal. Please make an appointment with your advisor that gives you time to complete your ASP by the appeal due date (end of the first week of classes each semester).

Appeals must be submitted to the Financial Aid Office by the end of the first week of each semester in order to be considered for that semester. Students will be notified of their appeal status via Cleary email account by the end of the second week of class.

If the appeal is denied, students will no longer be eligible for Federal and/or State aid and will need to use other payment methods to take care of any balances owed to Cleary University until they are back within SAP standards.

All appeal decisions are final.

Financial Aid Probation

If the appeal is approved, the student agrees to the terms of the Academic Success Plan (ASP) as well as the timeline that ensures that they will be able to meet SAP standards in a defined period of time. The student will be placed on Financial Aid Probation. During the Probation period, the student will continue to receive financial aid as long as they are meeting the conditions of the ASP. Students that do not follow the terms of their ASP will become ineligible for federal and/or state financial aid. Changes to your ASP must be submitted as part of a new SAP Appeal which will explain what has changed, and how the student will continue to make academic progress.

Financial Aid Eligibility After Probation

Financial Aid Reinstatement

A student will return to Good Standing and will have their financial aid eligibility reinstated when they are once again fulfilling SAP GPA and Pace requirements.

Financial Aid Suspension

Students who have not met SAP requirements or have not met the requirements of an approved appeal will no longer be eligible to receive Federal and/or State financial aid. They will be required to complete coursework at their own expense to bring their GPA and/or Pace to acceptable levels before being considered for future aid. A student does have the option to appeal once aid has been suspended. All appeal decisions are final.

The above policy is based on Title IV Federal Regulation §668.16(e)(ii)(B) through (D), Higher Education Act of 1965. Questions or requests for additional information regarding the SAP Policy can be directed to the Financial Aid Office.

Cleary University Financial Aid Office
1-800-686-1883 ext: 5005
finaid@cleary.edu

<https://www.cleary.edu/policies/satisfactory-academic-progress/>

Satisfactory Academic Progress Appeal 2023-2024

Directions: Completed forms must be signed (no electronic signatures) and returned to the Financial Aid Office in order to be considered. Completed appeals must include a signed Academic Success Plan. Please contact your Academic Advisor early so that you have time to obtain the required documentation.

Student's Name: Last

First

M.I.

I, _____, was unable to meet the Satisfactory Academic Progress requirements during my previous semester of enrollment, and I am appealing to have my financial aid reinstated.

Student Signature

Date

Student Statement

Please explain what unusual/extenuating circumstances you experienced that led to you being unable to meet Satisfactory Academic Progress.

- Provide details and dates of the event(s), being concise and specific. For example, instead of saying, "I could not balance work and school," be sure to give exact examples of how/when your schedule changed and why it was required.
- Explain how your circumstance has changed. Be as concise and specific as possible. For example, instead of saying, "I was sick, but I feel better now," try to be more specific. Have you been able to resume a regular work or school routine recently? Have you been able to work with your doctor to find a medication that has allowed you to return to your normal daily activities?
- List specific steps that you will take to be successful in your courses going forward. For example, instead of saying, "I will study more and attend my classes," give the specific plan you have to be successful. Will you be finding a tutor? How often will you meet with your professors or advisor, or attend office hours? What habits have you incorporated into your routine to be successful? Will you be seeing a counselor or working fewer hours?

Attach additional pages as needed to fully explain your circumstance(s).

Documentation

Attach any supporting documentation of your situation. Appeals with supporting documents are more likely to be approved. Examples of supporting documentation can include, but are not limited to:

Possible Circumstances	Suggested Documentation
Death in the family or significant other (must include relationship)	Death certificate, obituary, memorial service card or pamphlet
Divorce or separation	Court documents, lawyer statement, therapist statement
Crime victim	Court documents, police records, letter from third party such as a therapist/case worker
Illness	Documentation from medical professional including dates
Caregiver issues	Daycare letter, documentation of appointments or letter from doctor or case worker stating the need for student to be a caregiver
Change of financial situation	Unemployment paperwork/letter from employer

Academic Success Plan To be completed with your Academic Advisor

Please attach the Academic Success Plan (ASP) needed to bring the student into financial aid SAP eligibility standards (i.e., GPA that will bring the student to the 2.0 GPA required for graduation for undergraduate students, with a minimum of a 67% completion rate calculated as earned credits/attempted credits, or a 3.0 GPA for graduate students). Be as specific as possible, and include any enrollment requirements (i.e., student cannot withdraw from any classes, student is restricted to taking 6 credits per semester, student must get a 3.0 or better each semester). Student must be able to be meeting SAP standards within three semesters.

Academic Advisor Signature

I certify that if the student follows the plan as described in the Academic Success Plan (ASP), it is mathematically possible for the student to meet SAP requirements (cumulative GPA of 2.0, and a completion rate of 67% or greater) within the number of semesters noted in the ASP (no more than 3 semesters).

Academic Advisor's Signature

Date

