



## EMILY CARR UNIVERSITY OF ART + DESIGN

### Satisfactory Academic Progress Regulations (SAP) for Recipients of US Direct Loan Funds at Emily Carr University of Art + Design

#### Satisfactory Academic Progress

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving federal aid. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree requirements.

**Qualitative Component:** Maintain an overall minimum Cumulative Grade Point Average (CGPA) of 2.0 on a 4.33 scale.

In order to maintain eligibility for financial aid, a student must maintain the academic standing necessary to remain eligible to register at ECU. ECU's academic regulations are published on the University's website. A student must maintain an overall minimum Cumulative Grade Point Average (CGPA) of 2.0 on a 4.33 scale in order to remain eligible to continue to receive aid through the Direct Loan Program. This requirement is consistent with the academic process requirements to remain eligible to study at ECU.

Students will be placed on academic probation or required to withdraw after any term of study based on the following:

Students will be placed **On Academic Probation** if their CPGA falls below 2.0. A student On Academic Probation may have restrictions placed on his or her registration.

Students will be **Required to Withdraw (RTW)** when both the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average are less than 2.0. A student who had been RTW from his or her studies and successfully appeals for readmission will be placed On Academic Probation upon returning.

#### **Quantitative Component:**

Undergraduate Programs: Completion of at least 72% of all credits attempted each academic year.

Graduate Programs: Completion of at least 67% of all credits attempted each academic year.

In order to meet ECU's eligibility for graduation, a student must meet the academic requirements for their specific degree. The academic requirements for each degree will vary and are stated on ECU's website. Students must be enrolled in a minimum of 12 credits during either the fall and/or spring semester to be considered full time. Half-time enrollment for students is 6 credits. In order to meet the quantitative standard for continued Direct Loan eligibility, undergraduate students must complete and pass a minimum of 72% of courses attempted each academic year. The minimum number of credits required for an undergraduate degree is 120 credits. The normal time frame for completion of an undergraduate degree is four years. Graduate students must complete and pass a minimum of 67% of courses attempted each academic year. The minimum number of credits required for a graduate

degree is 60 credits. The normal time frame for completion of a graduate degree is two years.

## Evaluation

Emily Carr University evaluates Satisfactory Academic Progress at the end of each semester. Withdrawals and incompletes are not included in the overall grade average. Students must complete all required courses by the end of the degree. Students who achieve a passing grade may not repeat a course to improve their grade. Students who fail a required course must repeat the course and obtain a passing grade before completion of their degree. Transfer credits from another post-secondary institution will be counted as both attempted and completed hours.

Financial aid will be disbursed on the first day of each term. Students who subsequently withdraw will have their eligibility to retain part of their financial aid calculated on the percentage of the term attended. Students who attend more than 60% of the term may retain all of their aid. See the section on Return to Title IV Funds (R2T4). Financial aid scheduled for the subsequent academic year will be cancelled for any student not making Satisfactory Academic Progress.

**Timeframe Component:** Students must finish their degree within 150% of the published length of degree completion time (for example, completion of a 4 year degree within 6 years).

Satisfactory Academic Progress for US Direct Loans is evaluated for all US students at the end of each payment period based on the components listed above. Students who have not fulfilled the SAP requirements **will not** be eligible for US Direct Loan funds for the subsequent academic year(s). Students not fulfilling SAP requirements will receive an email from Financial Aid + Awards advising them of either a **Financial Aid Warning** or **Financial Aid Probation** status (see below). Additionally, students who do not meet Emily Carr's academic Satisfactory Academic Progress regulations will receive a letter and email from ECU's Student Services/Registrar's Office.

**Financial Aid Warning** - A temporary, one payment-period status which allows a student who failed to achieve Satisfactory Academic Progress (SAP) to continue receiving aid. Failing to achieve SAP after one payment period results in a loss of eligibility. Students may, at the option of the school, appeal their SAP status.

**Financial Aid Probation** - A status under which a student can remain Title IV-eligible after being found not to be making Satisfactory Academic Progress. A student placed on probation must either be on-track to meet Satisfactory Academic Progress (SAP) requirements by the end of the subsequent payment period (no academic plan required, based on the financial aid appeal), or, if the student will require more than one payment period to meet SAP requirements, the school must require the student to develop an academic plan to meet the SAP requirements. This status is available only when a school permits an appeal. The student's progress towards meeting the SAP requirements must be assessed after each payment period, and the student may retain Title IV eligibility as long as they are meeting the progress requirements of their academic plan.

Students may still be able to attend ECU based on academic SAP, but not meet the eligibility requirements for US Direct Loan funds. Students may have their US Direct Loan funding reinstated if they have attended for one academic year and have met the SAP components above. Appeals regarding SAP for US Direct Loan funding are to be directed to Financial Aid + Awards.

## Maximum Timeframe Eligibility

Students who have taken more than 150% of the published length of degree completion time are not considered to have fulfilled SAP requirements and therefore, become ineligible for US Direct Loans at Emily Carr University of Art + Design.

### **Satisfactory Academic Progress Appeals**

If a student is denied Title IV funds for not having met SAP standards and there are extenuating circumstances (ie illness, death in family, etc) which led to the failure of meeting SAP requirements, the student may appeal in writing to the Financial Aid + Awards Office within 10 business days of the date of notification. The appeal request must include:

- A signed letter from the student outlining:
  - o The circumstances and reasons why SAP requirements were not met
  - o What will change that will allow the student to satisfy SAP requirements going forward
- Documentation supporting the appeal (ie medical notes, travel tickets)

Once the appeal is reviewed and decided, the student will receive an email notification from the Financial Aid + Awards Office advising of the outcome and any conditions that may pertain to the Financial Aid Probation status.