

## Standards of Academic Progress for Financial Aid Applicants

This document helps explain certain procedures the Embry-Riddle Aeronautical University (ERAU) Financial Aid Office must follow when administering the Financial Aid Programs. It provides information concerning Standards of Satisfactory Academic Progress that financial aid applicants must maintain to continue receiving financial aid.

**Standards of Satisfactory Academic Progress for Financial Aid Eligibility**

**What are the Standards of Satisfactory Academic Progress (SAP)?**

Federal regulations require ERAU to define minimum standards of satisfactory academic progress (SAP) to determine your eligibility for financial aid.

ERAU must set certain standards to ensure you are **progressing toward degree completion**. If you do not meet the standards, you will not be able to receive financial aid.

**How is SAP measured?**

The following measurements will be reviewed to determine good standing for continued financial aid eligibility:

- Qualitative:** College level grade point (Cumulative GPA)
- Quantitative (Pace):** College credits completed **and** time frame needed to complete the degree

**What are the standard requirements?**

**Qualitative:**

- Undergraduate students: Minimum cumulative GPA of 2.0
- Graduate students: Minimum cumulative GPA of 3.0

**Quantitative /Pace:**

- **College credits hours completed:** required to complete 67% of total credit hours attempted.

*How to calculate PACE*

$$\frac{\text{Cumulative number of credit hours student successfully completed}}{\text{Cumulative number of credit hours student attempted}}$$

*Application of Grades and Credit Hours*

Credit hours attempted are all course credit hours for which you are enrolled as of the end of add/drop period. For calculating credit hours, grades of “F” (failure), “I” (incomplete), “IP” (in progress), “W” (withdrawn), “WP” (withdrawn passing), “WF” (withdrawn failing), “U” (unsatisfactory), AU (audited), FX (ceased attendance) and repeated courses, are counted as hours attempted but not as credit hours completed.

For example, a sophomore that has attempted 60 credit hours and has satisfactorily completed 48 of those credit hours would have completed 80% of attempted credits hours.

- **Time frame needed to complete the degree:** You are not allowed to attempt more than 1.5 times, or 150%, of the number of hours in your degree program of study.

A sample of the maximum allowable attempted hours is noted below:

No. Credit Hours in Degree Program		150% of Degree Program		Maximum Allowable Attempted Credit Hours
120	x	1.5 (150%)	=	180 hours
129	x	1.5 (150%)	=	194 hours

These maximum credit hours may vary depending on your specific program.

### **Repeat Courses**

For courses repeated during your program of study, both the original and repeated credit hour will be counted as attempted hours in rate of progress calculations.

### **Transfer Credit Hours/Change of Degree Program**

Transfer credits that are accepted toward your educational program count as both attempted and completed credits.

### **Withdrawing from courses**

Withdrawing from courses may impact your financial aid awards. Before withdrawing from class, you should contact the Financial Aid Office to determine the consequences.

### **Withdrawing from the university or dropping all courses in a term**

Students who totally withdraw or drop all courses in a term, and receive aid may owe the university money. Before withdrawing from the university, you should contact the Financial Aid Office to determine the consequences

### **When are these standards reviewed?**

The standards are reviewed once each academic year at the end of the spring semester. Email notifications will be sent to your ERAU email account, if you fail to meet the SAP standards.

### **What happens if I'm not meeting the standards?**

#### **Financial Aid Suspension**

Students who fail to meet satisfactory academic progress are placed on financial aid suspension. You will not receive federal or institutional aid during this suspension.

#### **Can I appeal my suspension?**

You have the option to appeal the suspension. An appeal must be based on extenuating circumstances that seriously affected academic performance such as student or parent injury or illness, death of a relative or other special circumstances.

#### **The Appeal Process**

Contact the Financial Aid Office to begin processing an appeal. We will supply you with the appeal form and required steps. You will need to explain what type of circumstances contributed to the academic problem and what plans you have to eliminate those problems in the future.

We realize that sharing personal information can be difficult. Be assured that your statement will remain confidential.

An academic plan approved by an academic advisor may be required.

#### **Financial Aid Probation**

For students who are successful in their appeal, aid will be reinstated; however, placed on probation for one payment period/term. At the conclusion of the probation term, you must be meeting the school's SAP standard in order to qualify for further Federal Title IV Funding. If you are academically suspended, dismissed, or not permitted to continue your enrollment, you will not be eligible to receive financial aid.

#### **Reinstatement**

You may reestablish your eligibility for financial assistance by achieving the satisfactory academic progress standards. Keep in mind this will be **at your own expense as you are ineligible for aid**. Once you have earned the required grade point average or completed the required credit hours, you must contact Financial Aid to request the reinstatement of your financial aid eligibility

### **Do these standards apply to every financial aid program?**

These standards are related directly to the Federal Financial Aid programs. However, state, institutional and private sources of aid have other standards that must be considered. Refer to your state web sites to review the specific criteria for each program. Contact the Financial Aid staff to determine the specific requirements of each type of aid that you receive.

**There are many resources to help you if any difficulties arise: the tutoring labs, the Counseling Center, your Academic Advisor, as well as the Financial Aid Counselors. We are here to help make your educational experience at ERAU successful. Contact us if you need help!**

<b>Contact Information</b>
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**Daytona Beach Campus**

Embry-Riddle Aeronautical University 600 S. Clyde Morris Boulevard Daytona Beach, FL 32114-3900

Financial Aid Office: (800) 94-EMBRY Bursar/Student Accounting Office: (386) 226-6280

Web Site Address: <http://www.erau.edu/finaid/>

**Prescott Campus**

Embry-Riddle Aeronautical University 3700 N. Willow Creek Road Prescott, AZ 86301-3720

Financial Aid Office: (928) 777-3765 Bursar/Accounting Office: (928) 777-3726

Web Site Address: <http://www.erau.edu/finaid/>

**Worldwide Campus and Worldwide Online**

Embry-Riddle Aeronautical University 600 S. Clyde Morris Boulevard Daytona Beach, FL 32114-3900

Financial Aid Office: (866) 567-7202 Bursar/Student Accounting Office: (386) 226-6280

Web Site Address: <http://www.erau.edu/finaid/>