To maintain your eligibility to be considered for financial aid, you must meet the standards set forth in Howard University’s financial aid policy on Satisfactory Academic Progress (SAP). Three components of your student record determine whether you meet SAP standards: credits, grades and time frame. The requirements in each area vary according to your status as an undergraduate, graduate or professional student, your school/college of enrollment, and your enrollment status (full-time, half-time, or less than half-time). This policy is a federal requirement that includes, but is not limited to, the following aid programs:

- **Federal**: Federal Work-Study, Federal Pell Grant, Federal Perkins Loan, Federal Direct PLUS Loan (parent loan), Federal Supplemental Educational Opportunity Grant, Federal Direct Loan Program, Nursing Student Loans and Health Professions Loans and Grants

- **State**: D.C. Tuition Assistance Grant, LEAP, Alternate Loan Programs, Student Educational Loan Fund, Alternative Outside Loans and all eligible State Programs

- **Howard University**: University and departmental scholarships, grants, loans and employment (HUSEP)

- **Private Loans**: MBA LOANS, LAW LOANS and all other private loans requiring the University’s certification
SAP CRITERIA

Minimum Credits Earned

Your enrollment status is evaluated at the end of each academic year to verify that you have earned the minimum number of credits required during the fall and spring semesters. You are required to complete at least 70 percent of all attempted hours of coursework each academic year to complete your program within 150 percent of the credit hours required for graduation. (For example, a student who attempts 16 hours during a given semester must earn at least 11 credit hours to be making satisfactory academic progress in this area.)

- Note: Students who enroll for less than 15 or 16 credit hours per semester and/or have excessive unsatisfactory grades (i.e., ‘W’, ‘U’, ‘F’) risk exhausting their financial aid eligibility before completing all program requirements.

Minimum Cumulative GPA

As an undergraduate student, your cumulative grade point average (GPA) will be reviewed at the end of your first academic year (second semester of enrollment) and each subsequent academic year. Undergraduate students are required to maintain a minimum 2.0 GPA each academic year of attendance. Graduate and professional students are required to maintain the GPA required by their programs.
Maximum Time Frame

You can be considered for financial aid eligibility for only a limited time. At the end of each academic year, the credits you have attempted are reviewed to ensure that you are progressing at the required rate. You will be notified when you are within 24 credit hours (2 semesters) of reaching the expiration of your allowable time frame. Once your time frame has expired, you will have to use your own funds to continue your studies. No exceptions can be made.

Financial Aid Probation

You will be placed on financial aid probation for the next academic year of attendance if you fail to earn the minimum number of credits or the GPA required. While on financial aid probation, you may still receive financial aid. To be removed from probation, you must complete the minimum number of credits that were required in the term prior to your probation and/or you must achieve the required GPA. Your probationary status will be removed at the end of your probationary term if these conditions are met.

Financial Aid Suspension

If you fail to earn the required credits or achieve the required GPA while on financial aid probation, you will be placed on suspension. You will no longer be eligible to receive aid from any financial aid programs. To resume your eligibility to receive financial aid, you must complete, at your own expense, a regular semester at the University as a student in the full-time, half-time or less than half-time status from which you were originally suspended and attain the minimum credits earned and/or achieve the required cumulative GPA.

Academic Suspension

If you have been academically suspended from the University, you are not eligible for financial aid. Once you are rematriculated (readmitted) by the University, you must complete the financial aid SAP appeal process. Your financial aid status and eligibility will be determined based on Satisfactory Academic Progress standards through a review of your academic transcript and the Verification of Academic Standing Form that you submit with your appeal.

Exclusions

The following types of registration/grades cannot be used to fulfill probation, suspension or rematriculation requirements: credits by special exam, Advanced Placement or CLEP exams, distance education or correspondence courses for which you have not obtained prior approval, audit, withdrawal, incomplete and zero credit courses.
Additional SAP Requirements

- Although you may not be receiving financial aid, you will be evaluated for financial aid eligibility on the same basis as students who receive federal, state, or institutional aid. Should you apply for aid, your eligibility will be based on your past performance as measured by the SAP standards for financial aid.
- If you are enrolled in a dual degree program, you may request in writing an extension of the maximum time frame provision of this policy. Such requests will be evaluated on an individual basis.
- If you are a graduate student enrolled in a joint master’s and doctoral program, you will be given special consideration.
- If you are pursuing a second degree, you will be given the equivalent of six (6) full-time semesters to complete your second degree program, including prerequisite courses.
- If you are a transfer student, you will be placed within the policy’s maximum time frame level based on the number of transfer credits accepted by Howard University.
- Credits you have earned at foreign institutions are included in your financial aid SAP evaluation if the credits are accepted by your school/college of enrollment.
- Courses in which you receive a grade of ‘I’ (incomplete) accompanied by a letter grade will count to meet the academic year attempted minimum, and will influence your GPA in the term during which you take the course. All attempted and earned credits are counted in time frame determination.
- Courses in which you received a grade of ‘W’ (withdrawal) do not earn credits to meet the academic year minimum or influence your GPA in the term you take the course, but they will be counted towards your time frame. You may retake courses from which you withdraw, and those credits will count toward determination of enrollment status and minimum credits earned.
- If you repeat a course, the credits you earn will count toward determination of enrollment status and maximum time frame. However, for purposes of financial aid satisfactory academic progress, only credits adding to the cumulative credits earned will be acceptable toward the required minimum number of credits earned per year. Repeat courses for which a student previously received a passing grade will not be considered in your SAP evaluation.
- If you take undergraduate remedial courses, your credit for the courses will count toward determination of enrollment status, minimum credits earned and maximum time frame.
- If you take undergraduate courses while you are a graduate student the credits you earn do not normally earn graduate credit or influence your graduate GPA, nor will they count toward determining your enrollment status or minimum credits earned, unless the credits are required prerequisites.
- All undergraduate and prerequisite courses are included in SAP time frame.
- If you are taking courses to earn professional licensure, you must be admitted to a degree program. Students completing licensure courses and not seeking a bachelor’s, master’s, or doctoral degree are not eligible for financial aid.
- Summer sessions are considered special terms and are not automatically monitored to determine your financial aid SAP. If you attend a summer session and want those credits/grades counted with your fall and spring total, you must complete the appeal process at the end of the summer term. Summer credits will be counted in your time frame.
Right to Appeal

You may appeal the SAP decision to place you on financial aid probation or suspension status by submitting a completed appeal form to The Office of Financial Aid, Scholarships and Student Employment within 21 calendar days from the date of your notification.

If you were placed on financial aid suspension due to GPA or minimum credits earned, you must submit a Satisfactory Academic Progress Appeal Form. If you were academically suspended but have been readmitted to the University, you must submit a completed Satisfactory Academic Progress Appeal Form and a Verification of Academic Standing Form, (available from The Office of Financial Aid, Scholarships and Student Employment).

If you have failed to achieve financial aid SAP due to mitigating circumstances, you should submit the appeal form, and a letter of explanation with any other appropriate documentation attached. Mitigating circumstances would include extreme illness or injury, family crisis, death of immediate relative or additional credits earned from incomplete courses.

You can obtain a form from the Office of Financial Aid, Scholarship and Student Employment or by visiting the website at www.howard.edu.

You may appeal to have your SAP status reviewed if, by attending a summer session, you increased your GPA or completed credits that helped you meet the minimum number of credits required for the year.

Send your appeal with any required documentation to:

The Office of Financial Aid, Scholarships and Student Employment
Appeals Committee
Administration Building, Room 205
2400 6th Street NW
Washington, D.C. 20059

The committee will review your request and make a decision within 21 business days of the receipt of your appeal. You will receive written notification of the decision. The decision of the committee is final and there is no additional appeal.