



**University of Dallas**

**Academic and Student  
Satisfactory Academic  
Progress Policy**

**POLICY SFP**  
Responsible Executive:  
Provost  
Responsible Office:  
Office of the Provost  
Issued: 7.1.21  
Revised: n/a

**1. PURPOSE**

This Policy sets forth the standards used by the University for determining whether a student is making satisfactory academic progress.

**2. UNDERGRADUATE STUDENTS – SATISFACTORY ACADEMIC PROGRESS**

Undergraduate students must be making satisfactory academic progress in order to be eligible for financial assistance, including federal and state financial assistance.

- 2.1. **Satisfactory academic progress.** In order to be making satisfactory academic progress, an undergraduate student must:
  - 2.1.1. **GPA.** Maintain a cumulative grade point average of 2.0;
  - 2.1.2. **Pace.** Maintain a cumulative pace towards graduation of at least 66% (.66);
    - 2.1.2.1. Pace is evaluated by dividing all earned hours by all attempted hours.
    - 2.1.2.2. Transfer hours are used in the calculation of pace.
    - 2.1.2.3. Withdrawal from courses can affect a student’s pace and such courses will be included as attempted credits.
  - 2.1.3. **Credits.** Earn sufficient credit hours each term (fall and spring only) towards completion of the student’s program:
    - 2.1.3.1. A full-time student must earn at least 12 credit hours each term,
    - 2.1.3.2. A part-time student must earn at least 6 credit hours each term, and
    - 2.1.3.3. A less than half-time student must earn at least 1 credit hour each term;
  - 2.1.4. Complete all work within the time limit set by the program; and
  - 2.1.5. **Completion of degree.** Be able to complete the student’s degree within the 150% point of required credit hours;
    - 2.1.5.1. For example, if the student is enrolled in a program requiring 120 credit hours to earn the degree, the student may lose eligibility once more than 180 credit hours have been attempted (including transfer hours and withdrawals).

2.1.6. **Completion of courses.** Not have any Incomplete or Temporary grades.

2.1.6.1. Satisfactory academic progress cannot be reviewed until a grade has been posted for all classes that were completed.

2.1.6.2. Once a grade has been posted to replace an Incomplete or Temporary grade, the student should contact the Office of Financial Aid to have the student's satisfactory academic progress reviewed. The student will not be eligible for financial assistance until the student's satisfactory academic progress has been determined.

2.2. **Review.** Satisfactory academic progress is reviewed at the end of each term (fall, spring, and summer). This review considers cumulative grade point average, pace, and credit hours.

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### 3. GRADUATE STUDENTS – SATISFACTORY ACADEMIC PROGRESS

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Graduate students must be making satisfactory academic progress in order to be eligible for federal and state financial assistance.

3.1. **Satisfactory academic progress.** In order to be making satisfactory academic progress, a graduate student must:

3.1.1. **GPA.** Maintain a cumulative grade point average of 3.0;

3.1.2. **Pace.** Maintain a cumulative pace towards graduation of at least 66% (.66);

3.1.2.1. Pace is evaluated by dividing all earned hours by all attempted hours.

3.1.2.2. Transfer hours are used in the calculation of pace.

3.1.2.3. Withdrawal from courses can affect a student's pace and such courses will be included as attempted credits.

3.1.3. **Credits.** Earn at least 4.5 credit hours each term towards completion of the student's program;

3.1.4. **Completion of degree.** Complete all work within the time limit set by the program; and

3.1.5. **Completion of courses.** Not have any Incomplete or Temporary grades.

3.1.5.1. Satisfactory academic progress cannot be reviewed until a grade has been posted for all classes that were completed.

3.1.5.2. Once a grade has been posted to replace an Incomplete or Temporary grade, the student should contact the Office of Financial Aid to have the student's satisfactory academic progress reviewed. The student will not be eligible for financial assistance until the student's satisfactory academic progress has been determined.

3.2. **Review.** Satisfactory academic progress is reviewed at the end of each term (fall, spring, and summer). This review considers cumulative grade point average, pace, and credit hours.

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## 4. FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS

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- 4.1. **Warning.** If a student is not making satisfactory academic progress, the student will be notified of a Financial Aid Warning for the next academic term that the student is enrolled. Financial Aid Warning does not render a student ineligible for financial assistance.
- 4.1.1. **Conditions.** During the academic term that the student is on Financial Aid Warning, the student must complete the semester meeting all satisfactory academic progress requirements, including
- 4.1.1.1. **GPA.** Earning a cumulative grade point average of
- 4.1.1.1.1. 2.0 or higher for undergraduate students, and
- 4.1.1.1.2. 3.0 or higher for graduate students,
- 4.1.1.2. **Pace.** Maintaining a cumulative pace of at least 66%, and
- 4.1.1.3. **Credits.** Earning sufficient credit hours towards completion of the student's program:
- 4.1.1.3.1. A full-time undergraduate student must earn at least 12 credit hours each term,
- 4.1.1.3.2. A part-time undergraduate student must earn at least 6 credit hours each term,
- 4.1.1.3.3. A less than half-time undergraduate student must earn at least 1 credit hours each term, and
- 4.1.1.3.4. A graduate student must earn at least 4.5 credit hours each term.
- 4.2. **Suspension.** If a student does not meet the requirements during the term the student is subject to Financial Aid Warning, the student is placed on Financial Aid Suspension.
- 4.2.1. A student on Financial Aid Suspension is not eligible for financial assistance in subsequent semesters.
- 4.2.2. A student on Financial Aid Suspension may regain eligibility for financial assistance by making all satisfactory academic progress requirements at the end of a subsequent semester.
- 4.3. **Appeal of suspension.** A student who has been placed on Financial Aid Suspension may make a formal written appeal to the Director of Financial Aid for the reinstatement of financial assistance for one semester.
- 4.3.1. **Bases for appeal.** Reinstatement of financial assistance for one semester is only available in the event of the death of a student's relative, injury or illness of the student, or other special circumstances.
- 4.3.2. **Deadlines to appeal.** Unless granted permission by the Director of Financial Aid to submit a late appeal, a formal written appeal for reinstatement of financial assistance must be submitted by the applicable deadline.

4.3.2.1. The applicable deadlines are posted online at

<https://udallas.edu/offices/finaid/faforms/appeal-form.php>

4.3.2.2. An appeal received after the posted deadline will typically be held for consideration at the next term.

4.4. **Probation.** If an appeal of suspension is granted, the student will be put on Financial Aid Probation for one semester. Financial Aid Probation does not render a student ineligible for financial assistance.

4.4.1. **Conditions.** During the academic term that the student is on Financial Aid Probation, the student must

4.4.1.1. **GPA.** Earn a cumulative grade point average of

4.4.1.1.1. 2.0 or higher for undergraduate students, and

4.4.1.1.2. 3.0 or higher for graduate students,

4.4.1.2. **Pace.** Maintain a cumulative pace of at least 66%, and

4.4.1.3. **Credits.** Earn sufficient credit hours towards completion of the student's program:

4.4.1.3.1. A full-time undergraduate student must earn at least 12 credit hours each term,

4.4.1.3.2. A part-time undergraduate student must earn at least 6 credit hours each term, and

4.4.1.3.3. A less than half-time undergraduate student must earn at least 1 credit hour each term; and/or

4.4.1.4. **Other requirements.** Meet other academic standards set by the Director of Financial Aid (called an Academic Plan).

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## 5. DEFINITIONS

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5.1. **“Academic plan”** means a plan agreed to by the Director of Financial Aid and a student on Financial Aid Suspension as part of the Director's approval of the students request for Financial Aid Probation.

5.2. **“Add/drop period”** means the date after which students generally must have permission from the Dean and/or instructor before being permitted to add or drop a class.

5.3. **“Attempted hours”** means credit hours, including transfer hours, that a student has started and completed for a grade, including a grade of ‘W.’

5.3.1. Each time a course is taken, the credit hours for the course are counted as attempted hours. For example, a student who repeats a three credit hour course in order to replace the grade the student previously earned has three attempted hours for the first time the course was taken, as well as three attempted hours for the repeat.

- 5.4. **“Director”** means the Director of the Office of Financial Aid at the University of Dallas.
- 5.5. **“Earned hours”** means credit hours for which a student has received a passing grade.
- 5.5.1. A course that is passed more than once only counts for purposes of earned hours once.
- 5.6. **“Financial Aid Probation”** means the student has been granted a semester of financial assistance eligibility, despite being placed on Financial Aid Suspension, as part of an effort by the student to make satisfactory academic progress.
- 5.7. **“Financial Aid Suspension”** means the student failed to make satisfactory academic progress during a semester in which the student is on Financial Aid Warning, and is consequently ineligible for financial assistance.
- 5.8. **“Financial Aid Warning”** means the student is not currently making satisfactory academic progress and that, if the student is not making satisfactory academic progress at the end of the next term the student is enrolled, the student will be ineligible for financial assistance.
- 5.9. **“Medical withdrawal”** means a withdrawal from one or more classes for medical reasons that are certified by a personal physician or by the University Health Center or University Counseling Center.
- 5.10. **“Satisfactory academic progress”** or **“SAP”** means the student has been making adequate progress in the student’s academic program so as to be eligible for financial assistance.
- 5.11. **“Title IV funds”** means financial assistance provided by or because of the federal government.
- 5.12. **“University”** and **“the University”** mean the University of Dallas.

## 6. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of the Provost	1. Monitor compliance with this Policy.
Office of the Registrar	1. Provide grade point average and credit hours attempted/earned information to the Office of Financial Aid.
Office of Financial Aid	1. Review satisfactory academic progress at the end of each term (fall, spring, and summer). 2. Notify students who fail to make satisfactory academic progress that they are on Financial Aid Warning. 3. Notify students on Financial Aid Warning who fail to make satisfactory academic progress that they are on Financial Aid Suspension.
Director, Office of Financial Aid	1. Review and decide appeals/requests for Financial Aid Probation. 2. Monitor compliance with Financial Aid Probation.

## 7. PROCEDURES

Task	Procedure
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Provision of data	1. After term grades are submitted, the Office of the Registrar provides grade point average and credit hours attempted/earned information to the Office of Financial Aid.
Review satisfactory academic progress	1. The Office of Financial Aid reviews whether students receiving financial assistance have made satisfactory academic progress.
Financial Aid Warning	1. The Office of Financial Aid sends notice to students who have not made satisfactory academic progress that they have been placed on Financial Aid Warning.
Financial Aid Suspension	1. For students who were already on Financial Aid Warning, the Office of Financial Aid sends notice to students who have not made satisfactory academic progress that they have been placed on Financial Aid Suspension/
Financial Aid Probation	<ol style="list-style-type: none"> <li>1. A student may submit a formal written appeal of Financial Aid Suspensions, requesting a semester of Financial Aid Probation.</li> <li>2. The Director of the Office of Financial Aid reviews requests for Financial Aid Probation and decides whether to grant such requests, and on what terms.</li> <li>3. The Director of the Office of Financial Aid monitors a student's compliance with the terms of the student's Financial Aid Probation.</li> </ol>

## 8. POLICY ENFORCEMENT

Enforcement	The Office of the Provost and the Office of Financial Aid will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
Reporting Violations	Report suspected violations of this Policy to the Office of the Provost or the Office of Financial Aid.

## 9. RELATED DOCUMENTS

Policy or Document	Web Address
Financial Aid Appeals	<a href="https://udallas.edu/offices/finaid/faforms/appeal-form.php">https://udallas.edu/offices/finaid/faforms/appeal-form.php</a>

## 10. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 721-5363	<a href="mailto:hlachenauer@udallas.edu">hlachenauer@udallas.edu</a>
Policy Oversight	Office of the Provost	(972) 721-5226	<a href="mailto:ProvostOffice@udallas.edu">ProvostOffice@udallas.edu</a>

Implementation	Office of Financial Aid	(972) 721-5266	<a href="mailto:finaid@udallas.edu">finaid@udallas.edu</a>
Web Address for this Policy		<a href="https://udallas.edu/about/university-policies/index.php">https://udallas.edu/about/university-policies/index.php</a>	