

Satisfactory Academic Progress Policy

St. John's College | Santa Fe, New Mexico

Federal regulations mandate minimum standards of “satisfactory progress” for students receiving financial assistance. These requirements apply to the student’s entire academic history, whether financial aid was received or not, and to all types of aid: grants, loans and work-study. The standards for determining progress at St. John’s College are composed of three separate measurements: Grade Point Average (GPA), Satisfactory Completion of Attempted Hours and Maximum Hours allowed to complete Degree Program. All students must be enrolled in a degree program.

Satisfactory Academic Progress (SAP) will be evaluated at the end of each academic year. All attempted hours are counted during this evaluation. Students who fall behind in their coursework or fail to achieve minimum standards for grade point average and completion of classes may lose their eligibility for all types of Federal, State and Institutional aid.

The three components of the Satisfactory Academic Progress Requirements are explained below.

Qualitative and Quantitative Requirements

I. Grade Point Average

The grade point average is the qualitative measurement used for academic work at St. John’s College. For financial aid purposes, an undergraduate student must maintain a cumulative GPA of 2.0 (“C” average) or better, and a graduate student must maintain a cumulative GPA of 3.0 (“B” average) or better.

II. Satisfactory Completion of Semester Hours

Pace of completion is the quantitative measurement of the number of hours completed each academic year and is measured at the end of each semester.

In order to continue receiving financial assistance, all students must complete at least 67% of the cumulative hours attempted. All attempted credit hours are counted whether or not financial aid was received. This calculation includes all hours in which a student is registered at the time of withdrawal. If a student registers for a class in which he or she was previously enrolled for more than three weeks, the class will be considered as repeated work and the student will not be eligible for St. John’s College Institutional funds. Exceptions to this policy may be granted by the Dean in the case of involuntary withdrawal due to illness or other mitigating circumstances.

Grades of A, B, C or D denote satisfactorily completed credit hours. Repeated courses are counted in the calculation of pace of completion. Grades of F, I, WD are not satisfactory.

III. Maximum Time Frame for Degree Completion

The maximum number of hours allowed is one-and-a-half times the minimum program length, that's 150%, for all degree programs offered at St. John's College, including the Bachelor's Degree in Liberal Arts and the two Masters Degrees in Liberal Arts and Eastern Classics.

Federal regulations require that an institution set a maximum time frame of 150% in which a student must complete their educational objectives.

- Undergraduate Students:
 - For the Bachelor's Degree program, St. John's College has set six years as the maximum time frame in which students who receive federal, state and institutional funds must earn their degree.
- Graduate Students:
 - Master's Degree in Liberal Arts program
 - St. John's College has set 3 years in which a student must earn their degree.
 - Master's Degree in Eastern Classics
 - St. John's College has set 2 years as the maximum timeframe in which a student must earn their degree.

The semesters in which a student is not enrolled at St. John's College will not count towards the maximum time frames. A student's entire academic record at St. John's is used in calculating maximum hours allowed. Students exceeding the maximum time from of 150% will be denied further financial aid and are not eligible for a warning period.

Financial Aid Warning

Financial Aid Warning occurs the first time when a student fails to meet SAP within an academic year. Students will automatically be given a warning semester, when the required GPA or pace of completion is not met, without an appeal or any other action needed by the student. Students will continue to be eligible to receive financial aid funding during this warning semester but if at the end of this warning semester the student does not meet SAP they will become ineligible for financial aid. Students who have reached the maximum hours allowed are not eligible for a warning semester.

The SAP warning period will only last for the one semester, during which time the student will be notified, by letter, of the SAP issue and a warning that they may be placed on Financial Aid Suspension and they will lose financial aid eligibility if at the end of the subsequent semester they fail to meet the required standard. Students who fail to make SAP after the warning period will lose their eligibility unless they successfully appeal and are placed on financial aid probation. Students who have reached the maximum hours allowed for their program are not eligible for a probationary semester and will be placed on Financial Aid Suspension immediately.

Grades of Incomplete (“I”)

Incomplete classes will result in a grade of “I”, and will be considered the same as an “F” when evaluating SAP. Incomplete Grades (“I”) will also count as credit hours attempted toward both pace and maximum time frame. Students with a grade of incomplete are encouraged to contact the financial aid office for further evaluation.

Because of the fully prescribed curriculum, students with a grade of “I” will not be allowed to move forward to the next term until those courses are completed. Incompletes will need to be repeated in a subsequent term before a student is allowed to continue with their academic program. Students will not be eligible for Saint John’s College Institutional funding for repeat work.

Repeated Coursework and Withdrawals

Undergraduate and graduate students are all subject to repeated coursework rules.

Students are allowed to repeat a course and, if passed, have it count toward enrollment for federal financial aid eligibility one time only. Institutional financial aid will not be awarded for repeat work unless approved by the Dean of the College. Course withdrawals will need to be repeated in a subsequent term before a student is allowed to continue with their academic program.

Withdrawals do not affect a student’s cumulative GPA for SAP but count as credit hours attempted toward both pace of completion and maximum time frame. A withdrawal equals a grade of WD. Students who withdraw prior to the first day of class will not be penalized for SAP purposes. Should a student withdraw after the first day of class, those hours will count towards a student’s pace of completion and time frame calculation.

NOTE: Per federal guidelines, students may only receive federal financial aid funding for one repeat of a previously passed course. Ex: A student receives a D in a course and decides to repeat the course to improve his/her GPA. The student may repeat this passed course one time and still receive federal financial aid. If the student wants to repeat it a second time, the second repeat would not count for towards eligibility of federal financial aid. The student could lose eligibility for federal financial aid, depending on how many hours he or she is enrolled. If you are in this situation, please contact the Financial Aid Office for more information.

Appeals process

Students who are not making satisfactory academic progress and have had a warning semester may submit a written appeal to the financial aid office. All appeals will be reviewed by the Financial Aid Appeals committee. Appeals should state why the student failed to meet satisfactory academic progress and what has changed that would allow the student to re-achieve the requirements at the end of the next semester.

Appeals should include documentation that supports the circumstances concerning the failure to maintain the expected level of satisfactory progress. Appeals will only be accepted in the case of extenuating circumstances, such as death in the family, illness or injury to the student or immediate family member, or mitigating circumstances beyond the student's control. A student who submits a financial aid appeal must be prepared to pay registration costs regardless of any pending appeal status.

Financial Aid Probation

If an appeal is completed and the financial aid appeals committee determines the student can meet the satisfactory academic requirements at the end of the next semester, an appeal is granted. The student will be placed on Financial Aid Probation and may continue to receive financial aid for the subsequent semester. At the end of the Probationary semester, students not in compliance are not eligible for financial aid.

Financial aid probation/suspension is different from academic probation/suspension. Students on academic probation/suspension who have been allowed by the academic dean to continue attending St. John's College may receive financial aid only if they meet the Financial Aid Satisfactory Academic Progress Requirements.

Conflicting information

All conflicting information is reviewed for SAP monitoring. For example, late posted grades or grade changes will not automatically change current status. Students may request that the SAP status be recalculated after they have confirmed with the registrar that the grade change has been posted to their academic record.

Transfer credits

St. John's College has a fully prescribed curriculum and does not accept Transfer credits for both the Undergraduate and Graduate programs. Only credit hours earned at the college will count towards the degree program, unless special permission is granted by the Dean of the College.

Audited courses

Students may audit regular academic courses; however, these courses are not eligible for financial aid. Audited courses will not impact a student's SAP eligibility.

Contact

Financial Aid Office

505.984.6058

santafe.financialaid@sjc.edu

Office Hours: Monday–Friday

9 a.m.–12 p.m.

1–5 p.m.

Physical address: Weigle Building

Mailing address: 1160 Camino Cruz Blanca
Santa Fe, NM 87505