1. PURPOSE
To comply with federal regulation, The American University of Paris tracks the Satisfactory Academic Progress (SAP) of student loan recipients from the first date of enrollment at AUP. AUP evaluates SAP twice each year, in January and June. Failure to maintain SAP may result in cancellation of financial aid awards, as described below. This policy also describes how students may regain eligibility for financial aid after they have been placed on Student Loan Denied status.

2. WHO IS AFFECTED BY THIS POLICY
Students receiving Title IV aid, specifically Federal Stafford and PLUS loans.

3. LEGAL CONTEXT OR REGULATORY BODY
34 CFR 668.16, 668.34 (SAP); Federal Student Aid Handbook Volume 1, Chapter 1

4. POLICY STATEMENT

SAP Requirements
Federal regulations require that the University track the academic progress of student loan recipients from the first date of enrollment at AUP, whether or not student loans were received at that time. Credits transferred from all other institutional sources will be considered attempted and completed credits in the evaluation of the completion rate standards, but these courses do not affect the calculation of the GPA. Students who have completed their degree requirements, but who are still attending courses, are NOT eligible to continue to receive aid even if they are below the maximum time frame.

Undergraduate students receiving student loans must meet AUP’s institutional requirements for minimum satisfactory performance as well as the following:

- The student must maintain a minimum cumulative GPA of 2.00 (3.00 for graduate students);
- The student must maintain a minimum cumulative completion rate of two-thirds of credits attempted (67%);
- Students must complete their educational program within a period no longer than 150% of the published length of the educational program.

Student Loan Probation Status
Student failing to meet the above requirements will be placed on Student Loan Probation for the subsequent semester of enrollment, until the next evaluation of SAP (January or June). Students are entitled to receive loan disbursements during the probation semester. Student loan disbursements for the next period of enrollment will be held until the grades and course completions have been reviewed for the semester of Student Loan Probation.

Student Loan Denied Status
Students on Student Loan Probation status will be placed into Student Loan Denied status when they fail either to:

- Meet the minimum completion rate of two-thirds of credits attempted (67%); or
- Maintain the minimum cumulative GPA of 2.00.

While students are on Student Loan Probation or Student Loan Denied status, they must maintain the above requirements. Failure to do so will place a student on Student Loan Denied status for subsequent semesters of enrollment. No financial aid will be disbursed during subsequent semesters until the student is removed from Student Loan Denied status. No aid will be disbursed during subsequent semesters unless the student has made an appeal and the appeal is granted for that semester. There are no exceptions to this requirement.
Students may also be placed on Student Loan Denied status in the event that they fail to satisfy the 150% requirement. For example, students enrolled in a 128-credit bachelor degree program who have attempted in excess of 192 credits (including transfer credits) are no longer eligible for financial aid. There is no probationary period or Student Loan Probation status once the 150% standard has been exceeded. Students who have been placed on Student Loan Denied status will receive an official notification letter.

**Reinstatement of Aid after Student Loan Denied Status**

Reinstatement of financial aid after a student is placed on Student Loan Denied status is achieved in one of the following ways:

- The student submits a written letter of appeal in accordance with the appeal process and The Office of Financial Aid grants the appeal. The student is placed on Student Loan Probation for the semester/term rather than on Student Loan Denied status. Students whose attempted credits have exceeded 150% of their program cannot regain financial aid eligibility except through the appeals process and on a semester-by-semester basis.
- The student attends AUP and pays for tuition and fees without the help of student financial aid and does well enough in the course work to meet all the Satisfactory Academic Progress standards. The student regains aid eligibility with probationary status. Students on Student Loan Denied status for failure to meet the 150% requirement cannot regain eligibility this way.

**Loan Appeal Process**

The student must submit an appeal of Student Loan Denied status in writing to the Deputy Director of Admissions and Financial Aid by the date specified in the Student Loan Denied notification letter. Students may appeal the decision based on situations of a death of a relative, injury, illness, or other special circumstances. Students can be on either financial aid warning or probation. In the case of financial aid warning, students are not required to submit a successful appeal for reinstatement. The Office of Financial Aid will review the appeal and notify the student in writing of its decision within 14 working days after the review. All decisions made by The Office of Financial Aid are final.

5. **RESPONSIBILITIES**

- Office of Admissions and Financial Aid: Works with The Office of the Registrar to evaluate a student’s SAP and notifies the student of changes to his/her student loan status (i.e. probation, denied). Evaluates letters of appeal and notifies students of decision in a timely manner.
- Student: Understands this policy and meets SAP requirements.

6. **DEFINITIONS**

- **Title IV**: Title IV of the Higher Education Act of 1965, as amended in 1998, (Title IV, and HEA program) establishes general rules that apply to federal student financial assistance programs.

7. **APPROVALS & HISTORY**

   This longstanding policy was reviewed in March 2018. The next review will take place in November 2020.

8. **ISSUING OFFICE AND CONTACT**

   The Office of Admissions and Financial Aid
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