Satisfactory Academic Progress (SAP) Policy and Process

Federal regulations require that Antioch University Los Angeles establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for the purpose of authorizing receipt of financial aid under the programs authorized by Title IV of the Higher Education Act. In compliance with regulations, the institution's SAP policy and procedures are defined in the Academic Policies and Procedures section of this Catalog (For more information, including the SAP Appeal Process, see University SAP Policy (http://aura.antioch.edu/cgi/viewcontent.cgi?article=1008&context=policies_600_1x)).

The Financial Aid Office monitors financial aid students’ Satisfactory Academic Progress (SAP) at the end of every term, based on reports produced by the Office of the University Registrar. The Office of the University Registrar reviews student records each term to verify that students are maintaining a satisfactory rate of progress toward completion of their degree. Students are evaluated on the basis of the completion rate for units for which they are officially registered.

In calculating the rate of academic progress, units completed are compared to units attempted on a per term basis, as well as on a cumulative basis (PACE). Units attempted are defined as the total number of units for which a student was officially enrolled on or after the end of the Add/Drop period. Learning activities are considered complete only if all course requirements have been met, the evaluation form is present in the Office of the University Registrar, and the student has received Credit Awarded for the course or other learning activity.

Financial Aid Consequences of SAP Warning and Probation

A student who does not meet minimum credit standards is considered to be in violation of SAP policies. In addition to receiving written notification from the Office of the University Registrar of SAP Warning, students receiving Title IV federal aid will receive a Financial Aid Warning letter from the Financial Aid Office, with an explanation of the consequences of not meeting the SAP Warning requirements. Generally, students have the balance of the term and/or the following term to remedy the problems that resulted in SAP Warning. This student will be permitted to continue to participate in the Federal student aid program for a subsequent term.

If the student does not meet minimum credit standards in the subsequent term, the student will receive a financial aid termination letter and would forfeit eligibility for all financial aid programs unless the following occurs within ten working days:

• The student submits an Academic Standing Appeal to the Academic Standing Appeals Committee, stating the reasons why the student has been in violation and the ways he/she plans to rectify the situation (see Financial Aid Appeal Process later in this section)
• The student submits a SAP Improvement Plan to the Academic Standing Appeals Committee. The Plan must be drafted with the student’s academic advisor and must include an outline of classes and projects necessary to achieve SAP. A timeline must be included.
• The Committee approves the appeal and plan

In this case, the student would be placed on Financial Aid Probation and would receive aid for each subsequent term, provided that he/she successfully completes each step in the SAP Improvement Plan (this could take several terms to get back on track). Once the student reaches SAP compliance, the probation will be lifted and aid will resume as before.

Loss of Title IV Eligibility

If a student’s Financial Aid Appeal is not approved, or if he/she does not make the progress necessary to be removed from Financial Aid Probation, the student will lose Title IV eligibility.

Title IV eligibility will also be lost if the student reaches the maximum time frame allowed for completion of his/her program of study. The Office of the University Registrar will determine if it is possible for a student to meet minimum credit standards within the maximum time allowed to complete the program. If it is determined to be impossible, the student will be withdrawn immediately.

Re-establishing Title IV Eligibility

If a student seeks to re-establish eligibility for financial aid, he/she may do so by achieving minimum SAP standards, thereby removing them from Probation. If the student wishes to continue attempting to meet the minimum credit standards by attending classes, payment arrangements would need to be made with the Student Accounts office. However, neither paying for one’s classes nor sitting out a term affects a student’s SAP standing, so neither is sufficient to re-establish aid eligibility.

Federal Work-Study Consequences of SAP Problems

If a student on Financial Aid Probation does not respond or make acceptable arrangements within ten working days as noted above, he/she will be terminated from the work-study position and the award will be rescinded.
Financial Aid Enrollment Status Issues

All forms of financial aid are disbursed each term. To be eligible for most types of financial aid, students must be enrolled at least half-time. Under federal guidelines, only students with full-time status may be granted maximum awards. Financial aid awards may be drastically affected when students:

- Change from full- to half-time status
- Fail to maintain Satisfactory Academic Progress
- Take a Leave of Absence
- Register for Enrollment Maintenance
- Withdraw

Students on financial aid who are planning changes in enrollment status or who are experiencing academic difficulty must contact the Financial Aid Office to discuss financial aid implications prior to making any change.

Financial Aid Repayment on Withdrawal

Recipients of federal aid programs are subject to federal, state and institutional regulations regarding the return of Title IV funds. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all their classes prior to completing more than 80% of a quarter or 75% of a semester will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received.

At AULA, a student's withdrawal date is:

- The date the student officially notifies the Office of the University Registrar in writing of his or her intent to withdraw, or
- The student’s last date of attendance at a documented academically-related activity, or
- The date posted by the instructor indicating last day of attendance, or
- The date the student is withdrawn by the University.

Return of Title IV Funds

Institutions must provide for a "fair and equitable" refund of the largest amount calculated under either the state or institutional refund policy, or the requirements that are applicable by using the Federal Return of Title IV Funds Policy for students who receive Title IV financial aid, whichever is most beneficial to the student.

Federal Return of Title IV Funds Policy

Students who receive federal financial aid (in the form of a Pell Grant, Supplemental Educational Opportunity Grant, Direct Stafford, Parent PLUS, Grad PLUS or Perkins loan) and withdraw from their classes are subject to the Federal Return of Title IV Funds policy. Federal financial aid regulations have defined that a student who withdraws or stops attending prior to completing 60% of a term has not earned 100% of the federal financial aid that was received.

Institutional Refund Policy

AULA’s institutional refund policy is defined as a student who withdraws or stops attending on or before completing 80% of a quarter or 75% of a semester. Click here (http://aulacatalog.antioch.edu/studentaccounts/tuitionrefundpolicy) for tuition refund policy details.

Returning funds

The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the term divided by the total number of calendar days in the term. Scheduled breaks of more than four consecutive days are excluded. A student may be required to return a portion of their federal aid.

Excess funds repaid by either the school or student must be returned to the programs in the following order:

1. Federal Direct Stafford Stafford Unsubsidized Loan
2. Federal Direct Stafford Stafford Subsidized Loan
3. Federal Perkins Loan
4. Federal Direct Grad PLUS Loan
5. Federal Direct PLUS Loan
6. Federal Pell Grant
7. Federal Supplemental Educational Opportunity Grant
8. Other Title IV assistance
9. State Grants
10. Institutional Aid
11. Private Aid
12. Vocational Rehabilitation
13. Money paid on Student Account
14. Other

Students’ Rights and Responsibilities

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware.

Students have the right to know the:

- Financial aid programs available at Antioch University Los Angeles
- Application process which must be followed to be considered for aid
- Criteria used to select recipients and calculate need
- Antioch University Los Angeles refund and repayment policy
- FAO policies surrounding satisfactory academic progress
- Special facilities and services available for the disabled

Students are responsible for:

- Completing all forms accurately and by the published deadlines
- Submitting information requested by FAO staff in a timely manner
- Keeping the FAO informed of any changes in address, name, marital status, financial situation, or any change in student status
- Reporting to the FAO any additional assistance from non-University sources such as scholarships, loans, fellowships, and educational benefits
- Notifying the FAO of a change in enrollment status
- Maintaining satisfactory academic progress

Entrance Counseling and Master Promissory Note

In addition to the above, new AULA financial aid students must complete the federally required entrance counseling by accessing the Department of Education website at https://studentloans.gov. Students will use their FAFSA ID to login. Entrance counseling includes:

- Importance of staying in contact with servicers when address or enrollment status changes.
- A general understanding of the average loan indebtedness, the interest rates on loans borrowed and applicable grace period.
- Various repayment, deferment, forbearance, and cancellation options.
- The consequences of delinquency and defaulting on their student loans.
- Repayment obligations even if they do not complete their program or if their expectations of the school were not met.
- Requirements for satisfactory academic progress and the consequences should academic progress not be maintained.

Students are also required to complete the Master Promissory Note (https://studentloans.gov/myDirectLoan/whatYouNeed.action?page=mpn). Use your FAFSA ID to login.

Exit Counseling

Prior to students dropping below half-time for any reason (LOA, EMS, graduating, withdrawal, enrollment below half-time), they must complete exit counseling at https://studentloans.gov. Students will use their FAFSA ID to login, access their student loan information and complete the Exit Counseling.

The exit information includes:

- The anticipated average monthly repayment obligation, repayment regulations, and the consolidation process.
- Update holder of their loan(s) if a change of permanent address, expected employer and address, Driver’s License number, and two references if different from original information on loan applications.
- Provide information of the lender/servicer addresses and telephone numbers.