Satisfactory Academic Progress

In compliance with regulations governing federal and/or state financial aid programs, The Citadel is required to monitor each student to be certain that he or she is maintaining Satisfactory Academic Progress (SAP) in his or her course of study. SAP standards are separate from The Citadel's academic policies and are reviewed annually at the end of each spring semester.

How the Policy Works
Students that fail to meet published SAP standards will be ineligible to receive federal or state financial aid funds. However, those students failing to meet the minimum standards, as prescribed in this policy, may appeal their status by following outlined conditions.

Academic Year
The academic year for SAP determination is comprised of the fall, spring, and summer terms.

Minimum Standards
Unsatisfactory academic progress is defined as a failure to meet any of the following standards:

Undergraduate Students
1. Academic Progression
   a. Full-time students (enrolled in at least 12 hours/semester) must earn 24 credits hours in an academic year. Full-time students enrolled in one semester are considered to be meeting progression standards by earning at least 12 hours.
   b. Part-time students (enrolled in less than 12 hours/semester) must earn at least 66% of credit hours attempted in an academic year.
2. GPA – A student's GPA must meet the required minimum for their grade level according to The Citadel's academic policies for continuance.
   a. 1.3 with < 39 attempted hours
   b. 1.5 with 40 – 69 attempted hours
   c. 1.7 with 70 – 99 attempted hours
   d. 2.0 with > 99 attempted hours
3. Attempted credit hours cannot exceed 207 hours (more than 150% of program length).

Graduate Students
1. Academic Progression
   a. Full-time students (enrolled in at least 9 hours/semester) must earn 18 credit hours in an academic year. Full-time students enrolled in one semester are considered to be meeting progression standards by earning at least 9 hours.
   b. Part-time students (enrolled in less than 9 hours/semester) must earn at least 66% of credit hours attempted in an academic year.
2. GPA – A student must earn at least a 3.0 grade point average.
3. Attempted credit hours cannot exceed 150% of the student's program length.

SAP Appeal
Students that have not met SAP have the opportunity to complete an appeal to regain eligibility for federal aid. Completion of this process does not guarantee reinstatement of federal financial aid. Students are responsible for full payment of tuition/fees regardless of financial aid status. It is also the student's responsibility to be aware of and to meet all fee payment and financial aid deadlines.

The **SAP Appeal Packet** is available on Office of Financial Aid & Scholarship's webpage at citadel.edu.

The SAP Appeal must include:
1). A completed SAP Appeal Form and Academic Improvement Plan approved by the Academic Support Center and signed by both the advisor and the student, and
2). A letter written by the student that defines why the student failed to make SAP and what has changed that enables the student to meet SAP at the next evaluation.

If a student fails to either regain regular SAP eligibility after one semester or meet the conditions of the Academic Improvement Plan the student is ineligible to receive federal financial aid (Title IV aid).

Appeal Deadlines
Completed appeal forms must be turned in two weeks before the end of the term for which the appeal is filed.

Grades
Only letter grades are given to evaluate a student's progress. The following definitions of letter grades are applicable:

"A" Superior
"B" Very Good
"C" Satisfactory; Acceptable
"D" Marginal; Passing
"F" Unsatisfactory
"P" Grade assigned in pass/fail courses that do not carry credit hours to designate passing performance.
"S" Grade assigned in pass/fail courses that carry credit hours to designate that a grade of "A", "B" or "C" has been earned and credit has been awarded.
"U" Grade assigned in pass/fail courses and in ENGL 101 to designate that a grade of "D" or "F" has been
earned and no credit has been awarded.
"W" Withdrawal from a course prior to the official deadline.
"I" An Incomplete is awarded when course requirements have been very nearly met but for authorized reasons (illness, injury, family emergency, etc.) cannot be completed during the current semester.
"IP" Grade assigned for courses in which requirements are not expected to be met in one academic term. The grade of "IP" must be removed in the next full semester, or the "IP" becomes an "F." The summer session will not be considered a semester in this case. Under extenuating circumstances, an extension may be awarded by the Associate Provost for Academic Affairs with the recommendation of the instructor. The removal of the "IP" is the responsibility of the student. Students may not enroll in a course in which they currently have an "IP."

Students that are enrolled in audit courses will not receive financial aid for these courses.

Students can access midterm progress and semester grade reports online by using BANNER Self-Service through the Lesesne Gateway portal.

Taking or Repeating Courses to Improve the GPA/Grade Replacement
The regulatory definition for full-time enrollment status (for undergraduates) has been revised to allow a student to retake (one time only per previously passed course) any previously passed course. For this purpose, passed means any grade higher than an "F," regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to have passed the course. This retaken class may be counted towards a student's enrollment status, and the student may be awarded Title IV aid for the enrollment status based on inclusion of the class. A student may be repeatedly paid for repeatedly failing the same course (normal SAP policy still applies to such cases), and if a student withdraws before completing the course that he or she is being paid Title IV funds for retaking, then that is not counted as his or her one allowed retake for that course. However, if a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

Transfer Credits
When evaluating SAP, a student's transfer credits, accepted by The Citadel toward completion of the student's degree program, will count as both credit hours attempted and hours earned.

Change of Major
Students that have changed majors and earn more than the maximum allowable number of credit hours toward graduation will be required to submit a SAP Appeal.

Second Degrees
Students that are completing a second degree will be required to submit a SAP Appeal to explain the reason behind earning more than 150% of allowable credit hours.

Financial Aid Funds Covered By SAP Standards
Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (SEOG)
Federal Work Study
Federal Direct Loan, subsidized and unsubsidized
Federal Direct PLUS Loan
Federal Direct Graduate PLUS Loan
South Carolina Teachers Loan
South Carolina Career Changers Loan
South Carolina Palmetto Fellows Scholarship
South Carolina LIFE Scholarship
South Carolina Need-Based Grant
Other federal/state programs as required
Some Private Educational Loans (as required by the lender)