



KATHOLISCHE HOCHSCHULE ITI
ITI CATHOLIC UNIVERSITY

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All students are subject to an assessment of their academic performance at the end of each trimester. In addition, financial aid of any kind, including:

- financial aid from the ITI,
- work study stipends,
- Title IV US Federal Assistance Programs (US Direct Loans, PLUS Loans),
- or financial aid from other sources,

is contingent upon continued excellence of study, as demonstrated by the quality of classroom participation and written work, according to the standards enumerated below in points 1)-4).

Financial Aid may also be increased, decreased, or cancelled depending on a variety of relevant circumstances, as determined by the Academic Council.

Further requirements of eligibility and SAP for Title IV US Federal Assistance Program are also enumerated below in part 5).

1) GRADING SYSTEM

In grades awarded for individual courses, the Institute follows a 10-point system as follows:

POINTS	DESCRIPTION
10	work of surpassing excellence
9,5	work that is worthy of much praise
9,0	Work that is done well
8,5	passed adequately
8,0	passed, but with serious flaws
7,5	passed, but generally inadequate
7,0	passed, but manifestly substandard
6,5	failed

Incremental grades between those shown in the chart are possible (e.g., 9,3) and may be given on particular assignments and as final grades for an individual course.

To continue in the program in good standing, students need to maintain a minimum CUMULATIVE average of 8,5.

2) PROBATION

A student who either fails any course, or in a given trimester has a grade average of less than 8,5 (see Grading System, above) will be notified and placed on ACADEMIC PROBATION for the following trimester. If the student participates in any Title IV US loan programs, they will also be placed on Financial Aid Warning (See SAP Definitions below) for the following trimester. A student under academic probation must pass all his courses with a trimester average of 8,5. Failure to do so will be taken as a sign of unfitness for continued studies at the ITI.

3) APPEAL

Appeals about a grade may be made in a meeting convened with the Dean and the professor in question.

An appeal about SAP evaluation is a process by which a student who is not meeting SAP standards, petitions the school for reconsideration of his Academic Probation or eligibility for federal student aid funds or any financial aid. The appeal is made to the Dean in writing and must explain why the student failed to make satisfactory academic progress (death in the immediate family, serious illness or injury or other special circumstances) and what has changed in the student's situation that will allow the student to make satisfactory progress by the next evaluation. The appeal will be decided in the Academic Council.

An appeal must be made within two weeks after the SAP evaluation notification.

4) DISMISSAL

A student can be dismissed from the ITI who:

- (1) fails two courses either in the same trimester or in consecutive trimester; or
- (2) fails to meet the specified grade average after being placed on academic probation; or
- (3) commits two offenses of academic dishonesty; or
- (4) seriously disrupts the common life of the students; or
- (5) as a Catholic Christian, stubbornly and publicly departs from the Church's teaching on matters of faith or morals; or
- (6) in the case of non-Catholics, displays pertinacious contempt for the Church's teaching.

The reason for dismissal has to be documented and agreed upon by the Academic Council before the student is notified. In rare cases the Rector can dismiss the student on his own authority. A written record of the decision will be added to the student's standing file.

5) US FEDERAL REGULATIONS FOR TITLE IV, HEA ASSISTANCE PROGRAMS – SATISFACTORY ACADEMIC PROGRESS (SAP)

All students at the ITI Catholic University (ITI) receiving assistance from US Federal Title IV, HEA Programs (Direct Loans, Unsubsidized Direct Loans, Subsidized Direct Loans or Parent PLUS loans) are not eligible to receive Title IV aid unless they meet the SAP and enrollment standards.

A student must be enrolled at least half-time to be eligible for US Federal Title IV, HEA Assistance Programs. Language courses are a pre-requisite and do not count towards the degree requirements. However, they are counted as earned hours and are used to determine a student's academic grade level or classification. As such they can be calculated as enrolled credits for financial aid purposes.

The ITI uses the ECTS (European Credit Transfer and Accumulation System) in awarding credit hours.

- The MMF program comprises 120 ECTS over 6 trimesters.

- The STM program comprises 300 ECTS over 15 trimesters. The thesis is included in the calculation in years 4 and 5 of the STM degree program. Those entering the STM program at years 4 and 5 take 120 ECTS over 6 trimesters.
- The STL program comprises 120 ECTS over 6 trimesters. The thesis, *Lectio Coram* and thesis defense are included in the calculation of credits.
- The STD degree program, as published, takes at least 6 trimesters, but an additional propaedeutic year of course work may be required, bringing the total to 9 trimesters. The dissertation, *Lectio Coram* and dissertation defense are included.

At the end of each trimester, the SAP is evaluated according to:

- **A Qualitative Component** as enumerated above in point 1) – each student must maintain a cumulative grade point average of 8,5 to remain in good standing.
- The course load must be completed in a **Maximum Time Frame** that is no more than 150% of the published length of the program. Students must complete their degree within a maximum time frame measured by attempted credits equal to 150 percent of the number of credits required for their primary degree program. For example, the MMF program requires 120 completed credits. Therefore, the student must complete the course work within 180 attempted credit hours in order to remain eligible for Title IV financial aid. In the doctoral program, the maximum time frame is measured in trimesters.
- The course work must also be completed in a 67% **Pace of Progression**. Pace is calculated by dividing the cumulative hours the student has successfully completed by the cumulative hours the student has attempted. For example, if a student receives aid based on the full load of 30 ECTS, he must successfully complete 20.1 of the ECTS at the grade point average of 8,5. Language courses are not calculated in the cumulative hours for determining the Pace.

Any student receiving Title IV financial assistance who does not meet these requirements will not be eligible to receive Title IV financial assistance.

Any student who receives an unsatisfactory SAP evaluation at the end of a trimester will be notified and be placed on a one trimester financial aid warning for their next trimester of enrollment. See definition below.

ADDITIONAL SAP INFORMATION

- **Transfer Credits:** Credit hours from another institution that are accepted toward the student's educational program count as both attempted and completed hours.
- **Language courses** are a pre-requisite and do not count towards the degree requirements. However, they are counted as earned hours and are used to determine a student's academic grade level or classification. As such they can be calculated as enrolled credits for financial aid purposes.
- **Audits** will not be counted as hours attempted or completed.
- **Repeats:** If a student repeats a course, those credits and grades are used when measuring the qualitative standard. When a student repeats a course, the total attempted hours will increase with each repeat, but the student may only earn hours for a successfully completed course once. Therefore, repeating courses negatively affects the student's ability to satisfy the Maximum Timeframe and Pace measures.
- **Withdrawal:** If the student withdraws from a course after the drop/add period for any given trimester, the course credits are included in the count of attempted credit hours. Thus, withdrawn courses are calculated in the Pace and Maximum Timeframe measures. See Add/Drop policy in the Handbook.
- Credits for an **incomplete course** (e.g., student receives a grade of 6,5 or incomplete for the course) are counted as credits attempted for Pace and Maximum Timeframe measures but only included in the credits completed when the grade is replaced with a passing grade. The Incomplete is treated as an 6,5 in the qualitative measure (i.e., cumulative GPA calculation) until the incomplete grade is replaced with a passing grade.
- **Additional degrees:** If a student successfully completes a degree and enrolls in a subsequent degree program at the University, that student's SAP eligibility will be "reset" and reviews of SAP for the subsequent degree will only count coursework completed towards the additional degree.

SAP DEFINITIONS

Financial Aid Warning

A student on Financial Aid Warning may continue to receive assistance under the title IV, HEA programs for one payment period despite a determination that the student is not making satisfactory academic progress. Financial aid warning status may be assigned without an appeal or other action by the student.

Financial Aid Probation

For the payment period following a payment period during which a student was on Financial Aid Warning, the ITI may place the student on Financial Aid Probation, and disburse Title IV, HEA program funds to the student if—

- a) The ITI determines that the student did not make satisfactory academic progress during the payment period the student was on Financial Aid Warning;
- b) The student appeals the determination; and
- c) The ITI determines that the student should be able to meet the institution's satisfactory academic progress standards by the end of the subsequent payment period; or the ITI develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.

A student on Financial Aid Probation for a payment period may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.

Academic Plan

An Academic Plan is a written agreement between the student the Office of the Dean and the Office of Student Financial Assistance that may extend the student's probationary period beyond one trimester and specifies specific requirements (i.e., minimum course completion ratio and GPA) that the student must maintain while on probation in order to maintain financial aid eligibility. Academic progress will be measured at the end of each trimester while a student is on an Academic Plan. A student that fails to meet the requirements of the Academic Plan will no longer be eligible to receive financial aid.

Appeal

An appeal about SAP evaluation is a process by which a student who is not meeting SAP standards, petitions the school for reconsideration of his Academic Probation or eligibility for federal student aid funds or any financial aid. The appeal is made to the Dean in writing and must explain why the student failed to make satisfactory academic progress (death in the immediate family, serious illness or injury or other special circumstances) and what has changed in the student's situation that will allow the student to make satisfactory progress by the next evaluation. The appeal will be decided in the Academic Council.

An appeal must be made within two weeks after the SAP evaluation notification.