

FS Standards of Satisfactory Academic Progress (SAP)

Subject to Change/ Revised March 2024

SAP at a Glance:

- SAP is monitored at the end of every exam period (semester- fall and spring)
- Students are required to maintain a minimum 50% GPA performance out of 100% to remain enrolled and receive aid
- Students have to pass and complete a minimum of 67% of modules enrolled
- Students must complete their academic program within 150% of the published length

FS Standards for SAP

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal Aid. **Satisfactory Academic Progress (SAP)** means the student is proceeding in a positive manner toward fulfilling degree requirements. SAP includes two standards; qualitative and quantitative. Students must meet both standards to continue receiving financial aid. Requirements for each separate criterion are detailed in this policy. To ensure that students are eligible for the Title IV program, the U.S. Financial Aid Administrators will conduct a review at the end of each semester to determine the students' successful progress toward obtaining a degree by comparing cumulative grade average to credits earned.

GPA Standards

To fulfil the qualitative measures, set forth by Frankfurt School of Finance and Management, students must maintain a cumulative minimal 50% performance (German Grading Scale) out of 100% to continue receiving aid.

Completion Rate / Pace of Study

The **Completion Rate** is a quantitative measure assessing the pace at which a student progresses towards a degree. To ensure progress, students are required to complete a minimum percentage of all attempted courses (please see the chart for details). Attempted courses are those for which a student is enrolled at the conclusion of the Add/Drop period for a semester (those that appear on the academic transcript). Students who fulfill this minimum rate of course completion and follow departmental recommendations on course selection should complete their degree within the Maximum Timeframe. Courses graded as NB (nicht bestanden/not passed) or less than 50% are considered as not passed. Students can only retake exams for not-passed modules and have a maximum of two retake attempts. Repeated and non-passing grades will count as attempted credit hours, even if the grade is not calculated in the GPA. Attempted credit hours are all calculated hours in the current degree program, including FS credits, study abroad credits, transfer credits, and any other accredited university level credits.

Maximum Time Frame

To meet the federal requirements for the maximum timeframe allowed for the completion of a degree program, students must complete all required modules by the end of their program in order to earn their degree. The **maximum** allowable time to be eligible for financial aid for a full-time bachelor or master degree is **150%** of the published length of educational program.

If it is determined that a student cannot complete their studies within the maximum allowable time frame, this student will be notified via email within 5 business days of the SAP evaluation, that they are no longer eligible to receive financial aid beyond the one payment period following the evaluation, which the Department of Education allows.

Transfer Students

Students wishing to transfer from another university will have their transcripts evaluated when they apply. Those courses which are applicable to the degree requirements at FS will be accepted and used to measure the quantitative and qualitative SAP requirements. Upon receiving the transfer student's transcript, the Study Finance office will notify students of their eligibility status.

Change of Program or Degree

Students who decide to change their degree or program will be evaluated similarly to Transfer Students with the exception that the grades previously earned at FS will be used to measure the qualitative requirements.

Concurrent Degrees

Although it is unlikely to occur, students may pursue two graduate degrees concurrently. Each student will be charged the tuition for each program and the Cost of Attendance for one degree will be adjusted to reflect the two tuition charges. Students must meet the Satisfactory Academic Progress requirements for both programs to retain eligibility. The two sets of courses will be viewed as one program. Loans will be processed to the maximum yearly eligibility for graduate students.

Additional Degrees

Students who have completed a graduate degree program and wish to pursue another degree must apply for admission to that program as would any other applicant and meet the admission requirements for the new program. Federal loan eligibility will be limited to the aggregate program maximums under Federal Regulations.

Evaluation Period

Frankfurt School evaluates Satisfactory Academic Progress at the end of every exam period (semester- fall and spring), by reviewing the number of modules the student attempted, and the grades awarded for the modules attempted. For the purposes of the SAP calculation, exam retakes will not be put into consideration until the next SAP student evaluation, therefore any outstanding modules, which the student is enrolled in, will be calculated as part of the quantitative and qualitative measures of the SAP policy. When exam retake results are finalized, these will replace the previous grades from the previous SAP evaluation and will be reflected in the next evaluation period. Students are not allowed to retake previous modules, which they have received a passing grade.

FS Process of Appeals

Students who fail to meet SAP will receive a financial aid **warning** notification, which results in a toleration of a student's federal financial aid funds for the length of one payment period. This allows the student to attempt regaining SAP status. Failure to achieve SAP status after one payment period results in the loss of eligibility.

Students will not be eligible to receive any forfeited disbursements (disbursements not processed or released due to loss of eligibility) for prior semester/s. Students who have lost Title IV eligibility will be financially responsible for any payment items incurred in this time.

Loss of Title IV eligibility may be **appealed** by the student. Some examples which would warrant an appeal include but are not limited to: chronic illness, death or loss of family, hospitalization, mental illness, and or any other extraordinary circumstances. Students who successfully appeal will be put on financial **probation** for the following semester. These students will only be able to receive further disbursements for one payment period until they meet our SAP standards.

Should the student wish to appeal their loss of eligibility, and therefore be put on financial

probation, they must get into contact with the U.S. Financial Aid Administrator, Maria Tonder, no later than 30 days of being notified of their loss of eligibility. The process of the appeal is as follows: students will write a statement concerning their circumstances (1-2 pages), why these circumstances should be considered extraordinary, and how these circumstances have changed which would allow the student to make SAP for the following evaluation period, with any supporting documents that they may have; these documents are to be sent to m.tonder@fs.de. The deadline for submittal is within the prior mentioned 30 days of notification.

A final decision on the appeal will be issued within **10 days** of receiving the necessary paperwork via email. Should the appeal be denied, students can regain their eligibility for the program, upon meeting SAP requirements. Should the appeal be accepted, students will continue to receive their disbursements for one payment period for which they are eligible for. Following a financial probationary period, students will only be eligible for funds in accordance with Title IV regulations as stipulated by the US Federal Government; this eligibility depends upon the student's achieving satisfactory academic progress, as well as maintaining full-time enrolment status.

These terms are non-negotiable and failure to comply will result in a total dismissal from any and all Title IV funding with Frankfurt School.

I hereby acknowledge the SAP policies and procedures of Frankfurt School of Finance & Management, and consent to these stipulations to receive Title IV funding,

Signature of Student

Date of Signature

I hereby acknowledge that this student has been informed on the SAP policies and procedures of Frankfurt School of Finance & Management,

Signature of School Official

Date of Signature

Official Stamp

The following definitions apply to the terms used in this section:

- **Warning:** A warning semester is given to every student the first time they violate minimum GPA or completion rate requirements. Students are still eligible to receive financial aid while in warning status.
- **Probation:** If a student has received a warning semester and is still in violation of the SAP requirements, the student is suspended from receiving financial aid. The student may appeal this decision and if the appeal is approved, the student will be placed on a probation semester, emailed an academic plan and will be eligible to receive financial aid for this semester.
- **Appeal:** Personal statement and supporting documentation asking for financial aid to be reinstated based on an extenuating circumstance that prevented the student from meeting Satisfactory Academic Progress. Appeals that are approved will allow a student a probationary semester and require that the student sign an academic plan.
- **Completion Rate (Pace of Completion):** All students must complete at least 67% of the credit hours they attempt. The rate is calculated by dividing the number of successfully completed credits by the number of attempted credits.

Other items to note:

- SAP includes all degree seeking students in the Undergraduate, Graduate, and PhD programs.
- Financial Aid is defined as: Frankfurt School Institutional Aid and Federal Title IV funding