

**Probation.** Students who fail to meet all regulations outlined in the SAP policy are placed on probation for one semester. During the probationary semester, students are eligible to receive financial aid as awarded. Performance during the probationary semester determines whether aid is given in following semesters. If students raise their overall GPA to the required minimum (see table above) and reach the minimum number of successfully completed credit hours required (two thirds of all hours attempted), they are returned to SAP status. Students who fail to reach the minimum required standards are no longer eligible for financial aid and their aid is ended. Students placed on probation are encouraged to contact their academic dean for assistance.

**Termination of Aid.** Financial-aid benefits are ended after the probationary semester if the student fails to reestablish a satisfactory overall GPA and/or reach the minimum credits required to be returned to SAP status. To receive financial aid again, the student must register for classes (at his/her own expense), successfully complete the required number of credit hours, and reach the minimum GPA required to meet the SAP criteria.

**Repeat Credits.** Repeat credits are counted only once as part of the total credits attempted.

**Student’s Right of Appeal.** Students who fail to maintain *Satisfactory Academic Progress* and are placed on probation or who lose future financial aid may appeal such an action. All appeals must be made in writing and submitted to the academic dean of the student’s respective school/college.

**First-year College Applicants.** Admission to the undergraduate colleges/schools and eligibility for financial aid are based on the number of the student’s “solid” units and the overall GPA in secondary school. Solids are such subjects as English, foreign language, mathematics, computer science, science (biology, chemistry, physiology, anatomy, physics), social studies (history, political science, geography), behavioral science (sociology, psychology, organizational behavior, anthropology), and religion (up to two units).

Students accepted to the undergraduate programs of the university (whether on regular, provisional, or probationary status) may be eligible for financial aid for the first semester in attendance. Financial aid thereafter is based on the university SAP policy.

Financial aid of all types (federal, state, Andrews, or other) is awarded on the basis of the guidelines given on pp. 54-57 except for Denominational Grants, Colporteur and Summer Camp Bonuses, Andrews University Family Discount, and personal donations.

Transfer students who have earned 11 or fewer college credits are granted financial aid based on their overall secondary GPA and the number of solids rather than on the college GPA.

For more complete information concerning admission policies, see the Undergraduate Admission or Graduate Admission sections of this bulletin.

**SATISFACTORY ACADEMIC PROGRESS POLICY FOR GRADUATE STUDENTS WITH FINANCIAL AID**

Graduate students also must meet the Andrews University Satisfactory Academic Progress (SAP) policy. The following minimum standards must be met for federal and state financial-aid purposes.

Students must maintain the minimum Andrews University graduate overall GPA required for the degree program in which they are enrolled. This SAP summary indicates the minimum GPA required to meet the university’s SAP policy for each type of

degree program.

Degree	School	GPA	Max Below B-
PhD, EdD	Educ	3.30	3
PhD, ThD	Sem	3.00	3
DMin	Sem	3.00	no policy
EdS	Ed	3.20	3
Master’s	All	3.00	4
Professional Master’s	Sem	2.50	no policy

Compliance with these requirements is monitored by Student Financial Services at the beginning of each semester.

**Probation.** Students who fail to meet the required overall GPA are placed on probationary status during the following semester. During the probationary semester, the student is eligible to receive financial aid as awarded. The student is allowed only one probationary semester for each degree program, except under extenuating circumstances. Academic performance during the probationary semester determines the aid given in the following semesters. If the student raises his/her overall GPA to the minimum required, the student is returned to satisfactory progress status and is eligible to continue receiving aid as awarded. Students who fail to attain the minimum required GPA after the probationary semester are no longer eligible for federal or state financial aid, except under extenuating circumstances.

**Appeal Procedure.** When failure to attain the required GPA is due to extenuating circumstances or circumstances beyond the reasonable control of the student, he/she may appeal for a probationary extension of time limits. All master’s-level students may be allowed a maximum of a one semester probation extension. Doctoral- and specialist-level students may be allowed a maximum of a two-semester probation extension. However, the student must make the appeal for the second probation extension in the same manner as for the first appeal. Students should recognize that appeals are not “automatically” granted. Future financial aid is dependent on reaching the required GPA level by the end of the additional probationary semester(s). All appeals must be made in writing and submitted to the academic dean or appointed representative of the student’s respective school. Proof must support the stated extenuating circumstances. The appropriate authorizing office sends written notification to Student Financial Services of the appeal decision.

# UNDERGRADUATE AND GRADUATE ASSISTANCE

**For Federal Loan information refer to General Loan Information on p. 55.**

**For cash discounts refer to Payment Plans on p. 48.**

**STUDENT WORK PROGRAM**

**Equal opportunity employer.** The university offers a work program for students desiring part-time employment.

- To be employed on campus students must
- Be enrolled as a student. (Undergraduate students are required to be enrolled for at least 12 credit hours. A student enrolled for a full load of class-work may generally work 10 to 20 hours per

week).

- Have a United States Social Security number or proof that one has been requested from the United States Federal Social Security office.
- Have a validation interview with a student labor officer in the Administration Building. At that time the officer and student draw up an affidavit on an I-9 legal declaration form.

For more information contact the Student Labor Office.

**Scheduling.** The student is responsible to arrange his/her classes to permit a work program. For the best job opportunities, the student should keep mornings or afternoons free of classes. All students are expected to be prompt and regular in meeting work appointments. Some students may be required to work during

