

Office of the Registrar
PO Box 179, Lincoln University, PA 19352
(610) 932-1087 (610) 932-1216 Fax
Lincoln Hall, 2nd Floor



SATISFACTORY ACADEMIC PROGRESS

SUMMARY

STANDARDS

A student who is meeting the standards for Satisfactory Academic Progress (SAP) is eligible to continue studying at Lincoln University and to continue receiving Financial Aid.

The Satisfactory Academic Progress (SAP) standards include two measures – both of which must be met.

- (1) The GPA Measure: the cumulative grade point average (GPA) must be equal to or greater than the corresponding minima in the adjacent table, and
- (2) The Completion Rate Measure: cumulative earned credits must be at least 75% of the cumulative attempted credits.

Cumulative Credits Attempted	Cumulative GPA
24-29	1.75
30-59	1.90
60 +	2.00

Undergraduate students who have attempted less than 24 credits are considered to be meeting the SAP standards. This allows Freshmen who do not do well in their first semester another chance to perform well.

Note: Grades of “W” and “I” and repeated courses will now be included in attempted. This means that you must pass at least 3 out of every four courses that you attempt and that withdrawing from courses and repeating courses will have negative effects on your completion rate.

SUSPENSION, APPEALS, AND PROGRESS PROBATION

A student who does not meet the SAP standards will be suspended and cannot return to Lincoln until he or she does meet the standards.

A student who is suspended and believes that unusual circumstances contributed to their inability to meet the SAP standards may appeal the suspension. Satisfactory Academic Progress will be measured at the end of every academic year in which the student is enrolled. The Committee on Admissions, Academic Standing, and Financial Aid may authorize a full year of Progress Probation during which the student may continue studying at Lincoln and receive financial aid. The Committee may also approve a second year of progress probation for an undergraduate student if he or she received at least a 2.5 G.P.A. and earned at least 75% of the credits attempted during the year on progress probation.

Unusual Circumstances include (1) illness or injury of the student or (2) death of a relative of the student, or (3) other special circumstances that may generally be considered to be beyond the control of the student.

A graduate student with twelve or fewer graduate credits will be granted an automatic progress probation if his or her graduate cumulative GPA is between 2.70 and 2.99. Graduate students may also follow the standard appeals process.

ACADEMIC PROBATION

ANY undergraduate student whose cumulative GPA is below 2.00 will be placed on Academic Probation. A student who is on academic probation may enroll in not more than 13 credits and cannot represent the University as an official delegate, representative, athlete, or as a holder of offices or committee chairperson of University groups of any kind.

It is possible for a student to be placed on academic probation even though he or she is meeting the SAP standards. For example, a second semester Freshman with a 1.8 GPA or a Sophomore with a 1.95 may meet SAP but be on academic probation. It is also possible for a student to be on Progress probation but not on Academic probation.

IMPORTANT DIFFERENCES FROM PREVIOUS POLICIES

- Academic standards and financial aid standards are now ONE single policy. If you can attend Lincoln, you can be eligible for financial aid.
- Your financial aid will be limited to attempting a maximum of 133% of the credits required for your program.
- You can get suspended without first being on probation. The “3-F’s” automatic suspension is gone.
- Grades of “W” and “I” NOW COUNT IN ATTEMPTED CREDITS. When you repeat a course, the credits are included in attempted credits BOTH times you take it.

FOR MORE INFORMATION

Further explanations and an analysis of a student’s specific circumstances will be available, by appointment, from The Registrar or the Associate Registrar. This summary is not the official policy document and all decisions and interpretations must be based on the official policy document contained on the following pages.

SATISFACTORY ACADEMIC PROGRESS POLICIES

The following policies govern the determination of Satisfactory Academic Progress, Probation, and Suspension and other academic issues related to the administration of financial aid programs. These policies are a part of the broader range of academic policies at Lincoln University.

Academic Probation

A student whose *cumulative grade point average* is less than 2.00 will be placed on *academic probation*. A student who is on *academic probation* may enroll in **not more than 13** credits during a semester or 7 credits during a summer session and cannot represent the University as an official delegate, representative, athlete, or as a holder of offices or committee chairperson of University groups of any kind. The occurrence of Academic Probation is not recorded on the transcript of a student.

Satisfactory Academic Progress Standards

- Frequency of Measurement

Satisfactory Academic Progress will be measured at the end of every year in which a student is enrolled.

- Undergraduate Students

An undergraduate student who has attempted 24 or more credits is considered to be achieving Satisfactory Academic Progress if:

- (1) the cumulative grade point average (GPA) is equal to or greater than the corresponding minima in the adjacent table, **and**
- (2) cumulative *earned* credits are at least 75% of the cumulative *attempted* credits.

Cumulative Credits Attempted	Cumulative GPA
24-29	1.75
30-59	1.90
60 +	2.00

Undergraduate students who have attempted less than 24 credits are considered to be achieving Satisfactory Academic Progress. This policy ensures that a full-time freshman will have a minimum of two semesters in which to meet the standards, although such a student may be placed on academic probation.

- Graduate Students

A student pursuing a post-baccalaureate certificate or a graduate degree is considered to be achieving Satisfactory Academic Progress if, in the student's current certificate or degree program, he or she has at least a 3.00 cumulative grade point average and has earned at least 75% of the cumulative attempted credits.

Earned and Attempted Credits

Earned credits are credits for courses in which a student has received a passing grade. For undergraduate students passing grades include A+ through D and *Pass*. For graduate students passing grades include A through C and *Pass*.

Attempted credits include credits courses with any valid grade, including "F", Incomplete, and Withdraw (both official and unofficial). The credits listed on transcripts as "Study Abroad", "Lincoln-Temple Program", or similar programs, are not counted in attempted credits because the official academic record (credits and grades) will be recorded separately upon receipt of the transcript from the other institution.

The credits in *remedial courses* that a student is required to take do not count toward the minimum credits requirements for a degree. Remedial credits do count in attempted credits, the GPA calculation, and, if a passing grade was received, in earned credits.

When a course is repeated, the credits are included in attempted credits each time the course is attempted. However, the credits are included in earned credits and the GPA divisor only once and the quality points associated with only the best grade are included in the GPA numerator.

Maximum Attempted Credits

A student is eligible for financial aid until he or she attempts 133% of the minimum credits required for the degree or certification program in which a student is enrolled. For example, a student in a program that can be completed in a minimum of 124 credits will not be eligible for financial aid for attempting more than 165 credits.

Transfer students are eligible for financial aid until he or she attempts 133% of the minimum credits *remaining to be completed* at Lincoln for the degree or certification program in which he or she is enrolled. This limit is determined as of the date the student first transfers to Lincoln. Courses taken later at other institutions by transfer students will be treated in the same way as courses taken elsewhere by students who did not initially arrive as transfer students. (see Transfer Credits)

Failure to Achieve Satisfactory Academic Progress

- Academic Suspension

A student who is not achieving *Satisfactory Academic Progress* (SAP) will be placed on *academic suspension* and will not be eligible to enroll in Lincoln University. The occurrence of Academic Suspension is recorded on the transcript of a student.

- Appeals

A student who fails to achieve Satisfactory Academic Progress may appeal to the Committee on Admissions, Academic Standing, and Financial Aid.

If the Committee finds that *unusual circumstances* have contributed significantly to the failure to achieve Satisfactory Academic Progress, the Committee may authorize:

(1) **Progress Probation** or

(2) Permanent exclusion of the affected credits from cumulative attempted credits for purposes of measuring *satisfactory academic progress*.

Unusual circumstances include: (1) illness or injury of the student, (2) death of a relative of the student, or (3) other special circumstances that may generally be considered to be beyond the control of the student. Evidence of the circumstances must be provided.

A student who (1) withdrew from the University during the term in which the unusual circumstances occurred, or (2) did not enroll in the subsequent term, may take advantage of this appeals policy when he or she is ready to return to the University. The appeal must be approved before the student can be readmitted to the University.

- Progress Probation

Progress Probation allows a student to continue studying at Lincoln University and be eligible for financial aid. Progress probation will generally be provided for full academic year. The Committee may approve a second year of progress probation for an undergraduate student if he or she received at least a 2.50 GPA and earned at least 75% of the credits attempted during the year on progress probation. The occurrence of Progress Probation is not recorded on the transcript of a student. Progress probation may be used in Summer session or in full semesters.

- Permanent Exclusion of Credits from Attempted Credits

In cases where a student must withdraw from the University due to unusual circumstances, the Committee may approve the permanent exclusion of the semester's credits from the computation of Attempted Credits. This remedy *may* be sufficient for the student to achieve Satisfactory Academic Progress.

The Registrar is authorized to approve the permanent exclusion of the semester's credits in cases where the student was unable to attend classes for one month or more due the unusual circumstances. All other cases must be approved by the Committee.

- Graduate Students

A graduate student with twelve or fewer graduate credits will be granted an automatic progress probation if his or her graduate cumulative GPA is between 2.70 and 2.99. Graduate students may also follow the standard appeals process.

Readmission Following Suspension

Students on academic suspension may use courses at other institutions to reestablish their Satisfactory Academic Progress (SAP). Applications for readmission to Lincoln University will not be approved for students who have not reestablished their SAP. Reestablishment of SAP requires the receipt of *official transcripts* from the other institution in the Office of the Registrar. Refer to the section on Transfer Credits for the policies on how transfer credits and grades affect GPA calculations, earned and attempted credits, and therefore, Satisfactory Academic Progress.

Transfer Credits

Credits accepted in transfer from other institutions that were completed prior to a student's initial enrollment in Lincoln University are not included in the computation of the *cumulative grade point average*. Such credits are, however, included in the determination of a student's (1) *grade level*, and (2) cumulative attempted credits but only for the purpose of selecting the GPA minimum in the definition of satisfactory academic progress.

Transfer credits accepted from other institutions that received prior approval, as a repeat for a course taken at Lincoln will be included in the computation of the student's Lincoln University *cumulative* grade point average, earned, and attempted credits. Prior approval as a repeat will not be granted for any course in which a grade of "C" or better was earned.

Credits from other institutions that: (1) are taken after a student's initial enrollment at Lincoln, and (2) do not constitute a repeat of courses taken at Lincoln, may be accepted in transfer, but a maximum of 12 credits and their associated quality points may be included in a student's Lincoln University cumulative grade point average.

Grade Level

Undergraduate degree seeking students shall be classified by Grade Level based on the number of earned credits (including credits in remedial courses and all transfer credits) as shown in the adjoining table. Grade Level can affect the amount of financial aid available to a student. For more information, consult with the Office of Financial Aid.

Earned Credits	Grade Level
0-29	Freshman
30-59	Sophomore
60-89	Junior
90 +	Senior

Unofficial Withdrawals

Students who cease attending a class prior to *mid-term examinations week* and do not officially withdraw from the class will be considered to have *unofficially withdrawn* from the class. The *withdrawal date* to be used in all financial calculations shall be the last class day of the mid-term examination week.

Enrollment Status

Undergraduate students shall be *full-time* if they are attempting 12 or more credits during a Fall or Spring semester; students attempting between 9 and 11 credits shall be *3/4-time* students; and students attempting between 6 and 8 credits shall be *half-time* students. During a summer session, 6 or more credits shall be considered as *full-time* and 3 or 4 credits shall be *half-time*.

Graduate students shall be *full-time* if they are attempting 8 or more credits during any term. Graduate students attempting between 4 and 7 credits shall be *half-time* students.