

# Satisfactory Academic Progress (SAP)



In accordance with federal regulations, students are required to maintain Satisfactory Academic Progress (SAP) toward their degree in order to be eligible for financial aid. There are two components to meeting SAP requirements: Students must maintain a minimum GPA of 2.0 and students must successfully complete at least 67% of the credits they attempt. These requirements apply to all federal, state and institutional financial aid.

## SAP Requirements

**Minimum cumulative GPA:** undergraduate students must maintain a cumulative GPA of 2.0 or higher (3.0 or higher for graduate students).

**Credit completion rate:** students must maintain a completion rate of 67% or higher. Completion rate is determined by taking the credits completed divided by the credits attempted. Failing grades, withdrawals and incompletes can negatively affect completion rate.

## SAP Procedure

SAP is monitored at the end of each term, including summer.

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### First term failure to meet SAP

**Students are placed on Financial Aid Warning** for their next term. While on warning, students are still eligible to receive financial aid, but they must meet the SAP standards by the end of the warning term to be eligible for aid in subsequent terms.

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### Second consecutive term failure to meet SAP

**Students face Financial Aid Suspension.** This means if a student does not meet SAP in *two consecutive terms*, they will be placed on financial aid suspension and will lose eligibility for financial aid. Students may appeal their Financial Aid Suspension.

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### Suspension Appeal Process

Students can appeal twice during their entire career at MSOE. To appeal, students must:

#### Complete the Financial Aid Suspension Appeal Process.

If extenuating circumstances prevented you from meeting SAP, you are encouraged to appeal your suspension. All appeals require documentation of the extenuating circumstances. Forms are available at [msoe.edu/sap-appeal-form](https://msoe.edu/sap-appeal-form). Completed appeals should be submitted to the Financial Aid Office, CC-301. You may also email your appeal to [finaid@msoe.edu](mailto:finaid@msoe.edu). Appeals are due by 4:30 p.m. on the Wednesday of Week 1 of the term.

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If a student's appeal is **approved**, their next steps are:

- **Develop an Academic Plan:** ongoing for the number of terms outlined. Students must meet requirements starting with the current term.
- **Meet SAP after the current term** with the requirements provided by Financial Aid per your probation requirements.

If a student's appeal is **denied**, the student's financial aid is suspended until they meet SAP.

- Students may use their one-time opportunity to appeal to the Vice President of Academics. Contact the Financial Aid office to initiate this process.

### Questions?

Financial Aid | CC-301  
(414) 277-7223 | [finaid@msoe.edu](mailto:finaid@msoe.edu)

Office Hours: Monday–Friday:

8 a.m.–4:30 p.m.

Learn more at [msoe.edu/sap-policy](https://msoe.edu/sap-policy).

Please note: Satisfactory Academic Progress (SAP) and financial aid suspension are NOT the same as Academic Probation and Suspension. An academic appeal may also be required. Please see more information on Academic Probation and Suspension on the next page.

# Academic Probation and Suspension



## Key Terms

**Good academic standing** A student's cumulative grade point average (CGPA) is 2.00 or higher and cumulative major GPA (MGPA)\* is 2.00 or higher.

**Academic probation:** A student is placed on academic probation when their CGPA is below 2.00 or cumulative MGPA\* is below 2.00. This is a temporary status with the goal of giving students the chance to fix their academic performance.

**Subject to suspension:** A student's CGPA is below 2.00 or cumulative MGPA\* is below 2.00 and had been placed on academic probation in any semester within the last two years.

\*MGPA is calculated when the student has attempted 9 major credits in residence at MSOE. Your MGPA can be viewed on your unofficial transcript on myMSOE.

## What do I do if I am placed on Academic Probation?

### 1. Register for classes for the next semester.

Students placed on academic probation may continue to enroll at MSOE. It is strongly suggested you add the course RSC 0101 – Foundations of Student Success (1 credit) to help you be successful. If you've already taken this RSC 0101, please reach out to RCAS to discuss other options to ensure success.

### 2. Meet with your advisor during the first four weeks of the next semester.

You will make a plan to ensure your CGPA and MGPA are above 2.00 for that semester.

## What happens if I am subject to suspension?

### 1. Have a record review by your department to determine if you will be able to continue to enroll at MSOE.

At the end of Spring Semester, all students with a cumulative GPA below 2.00 or major GPA below 2.00 with at least 9 major GPA credits attempted in residence who have been on academic probation or suspension in any previous Fall or Spring Semester in the last two years will be subject to suspension and will be reviewed. Your record will be reviewed by your department to determine if you will be able to continue to enroll at MSOE. Feedback is also gathered from campus support services.

### 2. The record review will result in one of two decisions:

- You are allowed to continue to enroll in MSOE and are held on academic probation.
- You will be suspended and will not be allowed to continue to enroll. If suspended, the student may submit a written appeal to the Student Advancement Committee (SAC).

## Reflection Letter

Students are permitted and encouraged to submit reflection letters when an academic status of probation or suspension is assigned. These reflection letters are not an appeal, but rather a reflection document designed to give an opportunity to objectively evaluate your academic performance. If reflection letters are submitted, they will be included in the review for subject to suspension. Reflection letters should address:

- What do you believe are the factors that negatively affect your success at MSOE?
- What is your plan to address these factors?
- What student success and wellness resources are you currently utilizing?
- What are three specific action items that, if you are allowed to enroll, you commit to addressing in the Spring Semester?

## Questions?

Registrar's Office | (414) 277-7215  
registrar@msoe.edu  
Campus Center, CC-377

Learn more at  
[msoe.edu/academic-probation](https://msoe.edu/academic-probation).

Please note: Academic Probation and Suspension are NOT the same as Satisfactory Academic Progress (SAP) and financial aid suspension. Please see the next page for more information on SAP. If you received notice about a financial aid suspension, contact the Financial Aid Office with questions at [finaid@msoe.edu](mailto:finaid@msoe.edu).