

**Satisfactory Academic Progress for U.S. Direct Loan programs:**

Student loan recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements for the academic session in which they are enrolled.

Failure to maintain satisfactory progress, as described below, may result in cancellation of financial aid awards, and the student may have to repay any funds already received.

This policy applies only to eligible U.S. and eligible non-U.S. citizens receiving Title IV aid, specifically the U.S. Direct loans and Direct PLUS loans.

**Basic Standard for Satisfactory Performance:**

Undergraduate students must meet institutional requirements for minimum satisfactory academic progress. This is defined as successfully completing a minimum of 60% of a full course load for the academic session and maintaining the University's published academic standards required for graduation (please refer to the Undergraduate Calendar <http://calendar.carleton.ca/undergrad/> or the Graduate Calendar <http://calendar.carleton.ca/grad/>). Students enrolled half time, must achieve passing grades in all courses.

Students must complete their educational program within a time frame no longer than 150% of the published length of the educational program (eg. an undergraduate student in a 4 year degree has 6 years to successfully complete the degree requirements).

Federal regulations require that the University tracks the academic progress of student loan recipients from the first date of enrolment at Carleton University, whether or not student loans were received at that time. Credits transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the completion rate standards, but these courses do not affect the calculation of the CGPA.

**Treatment of WDN, DNC, AUD, SAT, UNS, F, FND, No Grade Reported, and Repeated Course Work**

1. Course withdrawals (WDN) after the drop/add period are not included in the CGPA calculation but are considered a non-completion of attempted course work.
2. Did not complete the course (DNC). Not included in the CGPA calculation, and are considered a non-completion of attempted course work.
3. An audit (AUD) grade is not considered attempted course work. It is not included in the CGPA calculation or completion rate determinations.
4. A satisfactory / unsatisfactory performance (SAT and UNS) is treated as attempted credits that are earned, but is not included in calculation of CGPA.
5. F, FND, ABS -grades are treated as attempted credits that were not earned, and so are included in both the calculation of CGPA and minimum completion rate.
6. Grade not available (GNA) is an interim notation which indicates that the grade for a course is not available and will be considered a non-completion of attempted course work until the grade is replaced with the appropriate grade and academic progress can be re-evaluated.
7. For a course that is repeated, the CGPA computation will take account of the most recent grade earned, but every repeated attempt will be included in the completion rate determinations. If the student has already achieved a passing grade for that course, they may be asked to provide written documentation which outlines the reasons for the repeated attempt.

### **Student Loan Warning Status**

Students who fail to meet the basic standards for satisfactory academic standard, or who fail to achieve passing grades in at least 60% of a full course load, will be placed on Academic Warning for the subsequent study period until the next evaluation of Satisfactory Academic Progress.

Student loans can be received during study period while on academic warning. Students may be required to provide proof of successful course achievements during the previous term of study before the loan disbursement is released to the student.

Students will be notified in writing of their academic warning.

### **Student Loan Denied Status**

While students are on academic warning they must meet the basic standards for satisfactory performance. Failure to do so will place a student on Student Loan Denied status for subsequent study periods. No financial aid will be disbursed until the student is removed from Student Loan Denied status.

Students failing to satisfy the 150% requirement will also be placed on Student Loan Denied status. No aid will be disbursed during subsequent semesters/terms unless the student has made an appeal and the appeal is granted for that semester/term. There are no exceptions to this requirement. There is no academic warning once the 150% standard has been exceeded.

Students will be notified in writing of their probationary status.

### **Reinstatement of Aid After Student Loan Denied Status**

Reinstatement of financial aid after a student is placed on Student Loan Denied status is achieved in one of the following ways:

1. The student submits a written letter of appeal in accordance with the appeal process, and the Awards Office grants the appeal. The student is placed on Student Loan Probation for the study period rather than on Student Loan Denied status.
2. The student attends Carleton University, pays for tuition and fees without the help of student financial aid, and does well enough in the course work to meet all the Satisfactory Academic Progress standards. The student regains aid eligibility. Students on Student Loan Denied status for failure to meet the 150% requirement cannot regain eligibility this way.

Students whose attempted credits have exceeded 150% of their program cannot regain financial aid eligibility except through the appeals process and on a term-by-term basis.

### **Appeal Process**

The student must submit an appeal of Student Loan Denied status in writing to the Awards Office at Carleton University by the date specified in the Student Loan Denied notification letter. Additional documentation from the student may be requested. All decisions made by the Awards Office are final.

### **For further information, please contact:**

Awards & Financial Aid Office  
202 Robertson Hall  
Carleton University  
1125 Colonel By Drive  
Ottawa, ON, K1S 5B6  
(Tel): 613-520-3600 or 613-520-2600 ext. 8501  
email: [awards@carleton.ca](mailto:awards@carleton.ca) (please reference U.S. Student Aid in the email subject line)