Additional SAP Policies

Changing Majors

Changing majors can have a significant impact on your maximum timeframe. Students who change majors are at risk of losing financial aid eligibility before they can graduate in their new program. We encourage you to meet with a OneStop Counselor about the impact a new major will have on your maximum timeframe. Upon request, a counselor may exclude up to 20.0 credits earned in one or more documented previous majors that do not fulfill any other graduation requirements.

Double Majors

Upon request, students who have been approved by the university for a double major may have their maximum timeframe increased to include hours for one additional major, excluding hours which fulfill other BYU graduation requirements. For this purpose, pre-professional or ROTC requirements count as a second major. Requirements for a minor are never included in a student’s limit for maximum timeframe.

Dropping Classes

Attempted credits do not include classes you drop before the add/drop deadline (the 6th business day of the semester or term). If you need to drop some of your classes before this point, it will not count against your academic progress. However, you may be required to repay some or all of your financial aid. Dropping/withdrawing from classes after the add/drop deadline will affect your academic progress, and you will receive a W on your transcript.

Repeated Courses

Students may repeat any course taken at BYU if the course is still being taught or an equivalent course exists. However, if you take a course for the third time at BYU, it is ineligible for financial aid payment. (This is true regardless of whether or not you received federal aid the first and/or second time and whether you passed, failed, or withdrew from the class.) Beginning fall semester 2011, all grades from repeated courses will be calculated into your GPA and all credit will be counted as attempted hours toward your maximum timeframe.

Incompletes

An incomplete grade may be given for nonacademic extenuating circumstances (serious illness, death in the immediate family, etc.) that arise after the discontinuance deadline (the twelfth week of a semester or the sixth week of a term). The student must have attended up until the discontinuance deadline and be passing the class. In consultation with the student, the instructor designates the specific length of time the student has to complete the course requirements (not to exceed one year). If the work is not completed and official grade submitted by the instructor on, or prior to, the deadline granted by the Incomplete Contract, the “I” grade will be change to an “IE” (which is calculated in your GPA as a failing grade). Prior to that point, “I” grades do not count in your GPA, but both “I”s and “IE”s count as attempted credits for both maximum timeframe and pace calculations.
**Withdrawing or Failing Classes**

Financial aid recipients must begin attendance and participate academically in their courses. If students withdraw from or fail a course upon which their Pell Grant award was based, academic participation must be documented. Although BYU makes every effort to document participation/attendance via Learning Suite and Testing Center data, students may also provide documentation such as:

- A statement of attendance, assignment, or dated class notes signed by the instructor;
- A printed page from Learning Suite/Gradebook/Canvas which shows assignment/quiz with a grade and date, as well as the breadcrumb for the webpage; or
- An email sent directly to the Financial Aid Office from the instructor (specific instructions will be sent to students in this situation). We cannot accept forwarded emails for this purpose.

Without documentation of academic participation, a student may be required to repay the federal aid received for the failed/withdrawn course.

**Walkaways**

Students who earn a 0.0 GPA for a semester or term may immediately lose eligibility for further federal financial aid. Students in this situation may also be required to document academic participation (see “Withdrawing or Failing Classes” above) and often are required to immediately repay all or a portion of their financial aid for the semester or term.

**Discontinuance**

Discontinuing from the university (dropping or withdrawing from all of your classes) after the last day to add will affect your academic progress, and you will receive a “W” grade on your transcript. If you discontinue during the course of a semester or term, you may be required to return a percentage of your federal financial aid. If you discontinue or cease attending after completing 60% of the semester or term, you will not be required to return aid unless there is no documentation of academic participation. However, this situation will impact your academic progress (pace and maximum timeframe) and potentially your eligibility for future aid.

**Financial Aid Suspension**

Students who do not meet SAP standards during the full annual check (end of winter semester) or who exceed the limit for maximum timeframe (end of every semester or term) are ineligible to receive further federal aid, including Pell Grants and Direct Loans.

Note: Financial aid suspension does not prevent students from attending the university. In some cases, students may be able to continue at their own expense so they can improve their performance and regain eligibility for federal financial aid.

**Petitions**
In extraordinary circumstances beyond your control, such as accidents, extreme illness, or death of an immediate family member, you may meet with a OneStop Counselor and submit a petition asking that your financial aid eligibility be reinstated. Generally, a petition includes a one-page description of the circumstances that prevented you from remaining in good standing for financial aid. The petition must also demonstrate that those circumstances have been sufficiently resolved so that you can be successful in the future. Third-party documentation is also required in most cases. Students whose petitions are approved may continue to receive financial aid on probation (see below). Petitions cannot be approved twice for the same circumstances.

Financial Aid Probation

Students who have lost financial aid eligibility and had a petition approved are allowed to continue receiving financial aid on probation. Students on probation are given specific conditions that must be met in order to continue receiving aid in good standing. Students who fail to meet the conditions of their petitions become ineligible for future financial aid.