UNIVERSITY OF GASTRONOMIC SCIENCES

SATISFACTORY ACADEMIC PROGRESS (SAP) REGULATIONS

UNDERGRADUATE AND MASTER PROGRAMS

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal aid. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree requirements. SAP includes two standards; qualitative and quantitative. Students must meet both standards to continue receiving financial aid.

Qualitative

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain at the University of Gastronomic Sciences. The Financial Aid Office will conduct a review at the end of each academic year to determine the students successful progress toward obtaining a degree by comparing cumulative grade average to hours earned. A student must maintain an overall minimum 60% grade average out of 100% to remain enrolled in the program, which corresponds to a grade of minimum 18 out of 30. In order to meet the university's requirement for graduation, a student must have a minimum grade average of 18. In order to obtain financial aid, students must meet the requirements as outlined in the document "Fee Exemption and Merit-Based Loan Regulations."

Students may be dismissed by their program at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. A student must maintain a 60% overall grade average (18/30) regardless of their eligibility for or participation in the U.S. Title IV program. Termination of students will follow policies and procedures adopted by the program and reported to the Academic Committee. Dismissal may be appealed to the Rector, whose decision is final. The details are specified below.

Quantitative

All students must attend classes on a full-time basis and participate in a minimum of 70% of all lectures, laboratory workshops, and field study. In order to meet the quantitative standard, students must accumulate required number of ECTS as specified in the study program (in general 60 ECTS / academic year for the undergraduate program and 60 ECTS / academic year for the Master programs).

The maximum allowable timeframe is the amount of time, calculated in ECTS credits, students have to complete their studies to remain eligible for financial aid. Students are allowed 150% of the published program length calculated in ECTS credits attempted (earned, failed, missed and repeated) during the program in relation to ECTS limit required to complete the program as published.

The pace rate indicates the rate at which students are progressing toward their program completion in the maximum time allowed. Students must complete at least 67% of the ECTS credits attempted at each SAP evaluation.

The University of Gastronomic Sciences evaluates Satisfactory Academic Progress at the end of the summer semester for the three-year undergraduate program and two-year graduate program, and at the

end of the first half of the year in the one-year master programs. Students who fail a required examination must repeat the examination and obtain a passing grade before completion of their degree. When a student repeats an examination and achieves a passing grade, the original grade will not be counted in the grade average. There are no non-credit remedial courses. Scheduled awards for the next academic year for students who are not making Satisfactory Academic Progress will be cancelled.

Students who withdraw after the start of the semester will have their eligibility to retain part of their financial aid calculated on the percentage of the semester attended. Students who attend more than 60% of the term may retain all of their aid. See the section on Return to Title IV (R2T4) below.

Transfer Students

Transfer students' transcripts will be evaluated by the Applications Committee. Those course credits which are applicable to the degree requirement will be accepted and will be used to measure the quantitative SAP requirement. Only those grades earned at the University of Gastronomic Sciences will be used to compute the qualitative requirement.

Change of Program or Degree

Students who decide to change their degree or program objective will be evaluated similarly to Transfer Students with the exception that the grades previously earned at the University of Gastronomic Sciences will be used to measure the qualitative requirements.

Additional Degrees

Students who have completed an undergraduate or graduate degree program and wish to pursue another degree must apply for admission to that program as would any other applicant and meet the admission requirements for the new program. Federal loan eligibility will be limited to the aggregate program maximums under Federal Regulations.

Summer Term

Summer terms are considered equivalent in all ways to Fall and Winter terms and all grades and credits earned during this period will be treated equivalently.

Incomplete and Repeated Courses

It is not possible to refuse a grade; all passing grades are automatically registered. That said students retain the right to withdraw from an exam. The student must withdraw before the grade is communicated during an oral exam, or before a written exam is submitted for evaluation. If a student fails the exam, she or he must take the exam again. For Master students, the new exam will be assessed with a penalty.
Undergraduate students can only withdraw during an exam when the student realizes that he/she is unprepared and would get a bad grade. The student will need to take the exam again in another exam session. It is not possible to withdraw from a course. All exams need to be passed. If a student withdraws, this still counts as part of the SAP towards the attempted credit hours.

Withdrawals

Withdrawals from individual courses are not allowed. Students must complete all courses and will repeat examinations (if failed) until courses are successfully completed.

Non-credit remedial courses

UNISG does not offer non-credit remedial courses.

Appeals of SAP and Suspension of Financial Aid

Dismissal from an academic program may be appealed to the Rector after all other avenues of appeal have been exhausted. The dismissal decision by the Rector is final and may not be appealed by the student.

Students who are readmitted to their program may apply in writing to the Rector to continue receiving financial aid. The student should specify the exceptional circumstances that lead to the poor academic performance and state the reasons why those circumstances will not affect future academic progress. Each case will be individually reviewed and the Rector will use his or her judgement to determine if the original situation has been resolved to the point where the student can reasonably be expected to succeed. If the student still does not make satisfactory progress, then he or she will be ineligible for future aid.

For complete details on all Appeals Policies, see: https://www.unisg.it/en/administration/statues-regulations/

A student not meeting SAP requirements has the option to appeal their suspension of financial aid. The student must be approved for academic appeal before they can appeal their Financial Aid status. It is the responsibility of the student to initiate any appeal. Academic reinstatement by the Registrar Office does not constitute reinstatement of federal aid eligibility. Neither paying for your own classes nor sitting out for an enrolment period is sufficient to re-establish eligibility for Title IV aid.
Appeals are reviewed based on a documentable extenuating circumstance impacting academic performance. Extenuating circumstances are considered to be past events that are no longer barriers to academic progress. The appeal application should support how the student is now in a position to be academically successful. It must be emailed to financialaid@unisg.it
Examples of extenuating circumstances to be considered for appeal:

- Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time
- Death of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Withdrawal due to military service

Appeals are reviewed by an appeal committee and all decisions of the committee are final. Students are strongly encouraged to appeal within 15 days of notification of suspension to allow adequate time for processing and review.

If a student loses financial aid for a failure to maintain satisfactory academic progress, the student may be able to regain eligibility by getting better grades. Until then, however, the student will be ineligible for financial aid and will have to pay for the college costs on his or her own. The student will be ineligible for all forms of federal student aid, including all types of federal education loans.
In some cases, a student may be able to appeal the satisfactory academic progress rules. These circumstances include when failure to make satisfactory academic progress was due to injury or illness of the student, death of a relative of the student or other special circumstances. The appeal should not only document the special circumstances (e.g., a letter from the student's doctor) and explain how the circumstances affected the student's performance, but also explain what has changed which will allow the student's performance to improve.

However, these are the only circumstances in which a student may regain financial aid eligibility. A family's financial circumstances will not help alleviate the suspension. Students lose eligibility for federal student aid if they are no longer maintaining satisfactory academic progress, regardless of financial need. If the appeal is approved the student will be put on probation and the student's academic progress will be monitored at the end of each term and mandatory meetings with the student's advisor will be arranged. The Financial Aid Office will check SAP at the end of each term.

A student is placed on SAP probation after a SAP appeal has been filed and accepted. Probation terms are one semester in length. The student is given specific requirements that must be met in order to maintain financial aid eligibility in the future. If SAP probationary requirements are not met within the probation term, the student will again become ineligible for financial aid and may need to file another SAP appeal. The minimum GPA requirement will be determined on a student-by-student basis and will be specified in the SAP appeal acceptance email or letter. Probation is only possible once in a study program.

Pollenzo (CN), ITALY
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UNISG Financial Aid/CW