



Satisfactory Academic Progress Policy (SAP)

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving federal student financial assistance. 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. Failure to maintain SAP, as described below, will result in cancellation of financial aid awards, and the student may have to repay any funds already received.

Qualitative

In order to remain eligible, a student must achieve the academic standing necessary to pursue in his/her program at Université de Montréal, HEC Montréal or École Polytechnique. The Financial Aid Office - FAO (Bureau de l'aide financière) will review a student's SAP before the delivery of each disbursement and conduct a review at the end of each trimester based on the grade scale to determine whether or not the student progresses toward obtaining a degree. The FAO does not make judgment on the satisfactory results but refers to the academic grade scale. At Université de Montréal, an undergraduate student must normally maintain a 2.0 GPA to remain enrolled in the program and to continue to receive aid through the Direct Loan program. A graduate student must normally maintain a 2.7 GPA to remain enrolled in the program and to continue to receive aid through the Direct Loan program. Withdrawals and incompletes are not included in the overall grade average. Students must complete all required courses by the end of the degree. When a student repeats a course and achieves a passing grade, the original grade will then be replaced in the grade average. All students on initial entry to the university are in good standing.



At HEC Montréal and École Polytechnique, students must refer to their schools regulations. These students must regularly provide the FAO with their last transcripts, in order to review their SAP. In some cases, the FAO may double check this information with his counterpart.

At UdeM :

To know the program requirements, students must check with their Department. The academic regulations regarding the standards of success and program progression for undergraduate studies are available at:

https://secretariatgeneral.umontreal.ca/public/secretariatgeneral/documents/doc_officiels/reglements/enseignement/ens30_1-reglement-etudes-premier-cycle.pdf

For graduate studies, regulations are available at:

https://secretariatgeneral.umontreal.ca/public/secretariatgeneral/documents/doc_officiels/reglements/enseignement/ens30_2-reglement-pedagogique-etudes-superieures-postdoctorales.pdf

Quantitative

Undergraduate students must be enrolled for a minimum of 12 credits during the trimester to be considered full time. Half-time enrollment is 6 credits. Graduate students can be registered full-time, half-time or part time (for a minimum of 6 credits), regarding their status in the program. That status is set by each Department in accordance with the program progression and the Department's regulations.

In order to meet the quantitative standard, students (full time, half time or part time) must complete and pass a minimum of 67% of courses attempted each academic year. The minimum and normal timeframe for a program completion is indicated in the program description. The maximum timeframe permitted for graduate studies is indicated in the regulation (see link above).

Financial aid will be disbursed 5 working days after the course cancellation deadline specific to each Department (see Department calendar). Students who withdraw after that will have their

Services aux étudiants
Bureau de l'aide financière
Pavillon J.-A.-DeSève
2332, boul. Édouard-Montpetit, 4e étage
Bureau A-4302
Tél. : 514 343-6145
Courriel : financementetudes@sve.umontreal.ca
Site web : <https://vieetudiante.umontreal.ca/aide-financiere-emploi>



eligibility to retain part of their financial aid calculated on the percentage of the trimester 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).

Withdrawal and Cancellation

Course cancellation (« annulation d'inscription ») can only be made before the deadline determined by the university's academic calendar, usually 2 weeks after the beginning of the trimester. The cancellation within this timeframe results in a reduction of tuition fees in accordance with the number of courses cancelled. The student who cancels his/her registration in whole or with only 5 credits or less remaining, becomes ineligible for Federal Student Aid.

“Abandon des cours”, is a **withdrawal** from courses with tuition fees remaining. The student is still considered registered full-time even if he/she has opted out of all his/her courses. To maintain eligibility to financial aid with *withdrawal* for all his/her courses of the trimester, the student would have to submit a justification to the FAO. All *abandon* (withdrawals) will be taken into consideration when assessing the quantitative standard of our SAP policy. *Abandon* (withdrawals) must be made one month prior to the end of the trimester.

<http://www.etudes.umontreal.ca/payer-etudes/abandon-cours.html>

Deadlines for *Abandon* and *Annulation* for graduate studies are available on the FESP regulations:

http://www.etudes.umontreal.ca/reglements/etudes_superieuresPostdoc.html

A student who is re-admitted to his program may apply for financial aid as soon as he/she is registered back in the program.

Transfer Students

Transfer students' transcripts will be evaluated by the Program Director. Those courses 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 our institution will be used to compute the qualitative requirements.

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Change of Program or Degree

Students who decide to change their degree will be evaluated similarly to Transfer Students with the exception that the grades previously earned at our university will be used to measure the qualitative requirements.

Concurrent Degrees

Although it is unlikely to occur, students may pursue two degrees concurrently. They are charged the tuition for each program and the Cost of Attendance (COA) for one degree will be adjusted to reflect both tuition charges. Students must meet the Satisfactory Academic Progress requirements for both programs to retain eligibility. The two sets of courses will be viewed as one program. Loans will be processed to the maximum yearly eligibility for that student.

Additional Degrees

Students who have completed a 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.

Appealing financial aid ineligibility

The student may appeal the loss of financial aid eligibility based on injury, illness, death of a relative, or other special circumstances. All appeals must be received by the Financial Aid Office within 30 days of the student receiving SAP notification.

The appeal must be made in writing, clearly demonstrating why they were unable to maintain satisfactory academic progress and what has changed that will allow them to be successful during the next evaluation period.

Supporting documentation from a professional overseeing the student's medical or psychological wellbeing or from any other legitimate source (e.g. obituary, legal documentation) may be requested.



It will be to the discretion of the Financial Aid Office whether or not to approve the appeal and reinstate Federal Student Aid eligibility status. The decision of the Financial Aid Office is final. An appeal will not likely be overturned unless there is compelling new documentation that was not available to the student during the initial appeal.

A student placed on Financial Aid Probation must meet the requirements as outlined below. If SAP is not met the student will lose financial aid eligibility.

Any subsequent appeal must be for reasons different from the first appeal

Probation

FSA definition

Financial aid probation—A status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

Financial aid warning—A status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

At the UdeM an undergraduate student will be on probation if his/her cumulative average is between 1,7 or 2 or by a decision of the dean and a graduate student will be on probation if he/she does not meet the requirements of the program.

Without a plan

If we determine, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, we will place him/her on probation without an academic plan. We will review the student's progress at the end of that one payment period, as probation status is for one payment period only.



With a plan

If we determine, based on the appeal, that the student will require more than one payment period to meet progress standards, we will place him/her on probation and develop an academic plan for the student on a one year basis. We will review the student's progress at the end of one payment period as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan.

If after the probationary period the student does not meet the standards of the SAP policy he/she will be ineligible for financial aid until they meet the requirements of the program and are reinstated in the program. Any student who becomes ineligible for student aid after having been on Financial Aid Probation will be notified of this in writing. Reasons for ineligibility and terms for reinstatement will be clearly outlined for the student.

4.0 Reinstatement of Financial Aid

A student can continue to enroll without the benefit of financial aid, as long as it is permitted by the Registrar's Office, if the student can demonstrate SAP during this time he/she can send a request for financial aid review to the Financial Aid Office. Reinstatement will be to the discretion of the Financial Aid Office.

Repeat course

At HEC Montréal and École Polytechnique, students must refer to their school's regulations. These students must regularly provide the FAO with their last transcripts, in order to review their SAP. In some cases, the FAO may double check this information with his/her counterpart.

At UdeM

The academic regulations regarding the repeat course for undergraduate studies are available at (art. 13):

<https://secretariatgeneral.umontreal.ca/documents-officiels/reglements-et-politiques/reglement-des-etudes-de-premier-cycle/#reprise>

For graduate studies, regulations are available at (art 35):

<https://secretariatgeneral.umontreal.ca/documents-officiels/reglements-et-politiques/Reglement-pedagogique-des-etudes-superieures-et->

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[postdoctorales/#:~:text=a\)%20Le%20deuxi%C3%A8me%20cycle%20est,troisi%C3%A8me%20C3%A9tape%20de%20cet%20enseignement.](#)

This may affect the qualitative component of SAP measurement by improving the G.P.A. It may also impact the quantitative component of measurement as the course credit can only be counted once.

Incomplete grade

An incomplete (INC) is a temporary notation and as such will not remain on the student's academic record beyond the date set for completion of the course work. Students are expected to complete all course work by the deadlines prescribed by the teacher. There may be special circumstances (e.g. a serious illness of the student or the death of a close relative) in which the teacher has agreed to allow late work to be submitted by the student. In these approved cases, the teacher will submit a temporary notation of INC in place of a final grade

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At UdeM

The academic regulations regarding the incomplete grade for undergraduate studies are available at (art 9):

<https://secretariatgeneral.umontreal.ca/documents-officiels/reglements-et-politiques/reglement-des-etudes-de-premier-cycle/#reprise>

For graduate studies, regulations are available at (art 35):

[https://secretariatgeneral.umontreal.ca/documents-officiels/reglements-et-politiques/Reglement-pedagogique-des-etudes-superieures-et-postdoctorales/#:~:text=a\)%20Le%20deuxi%C3%A8me%20cycle%20est,troisi%C3%A8me%20C3%A9tape%20de%20cet%20enseignement](https://secretariatgeneral.umontreal.ca/documents-officiels/reglements-et-politiques/Reglement-pedagogique-des-etudes-superieures-et-postdoctorales/#:~:text=a)%20Le%20deuxi%C3%A8me%20cycle%20est,troisi%C3%A8me%20C3%A9tape%20de%20cet%20enseignement)

This may affect the qualitative component of SAP measurement by improving the G.P.A. It may also impact the quantitative component of measurement as the course credit can only be counted once.