Satisfactory Academic Progress Policy

To be eligible for federal financial assistance, a student must be in good standing and making satisfactory academic progress toward their degree objective per federal regulations 34 CFR 668.16(e), 668.32(f), and 668.34. Each financial aid applicant’s academic progress will be officially verified at the end of each academic year once all grades have been posted using a qualitative and quantitative measure. **Qualitative standard** is the grade point average (GPA) that a student must have at each evaluation. **Quantitative standard** is the pace at which students must progress through their program to ensure that they will graduate within the *maximum timeframe*. This is calculated by dividing the total number of hours the student has successfully completed by the total number of hours the student has attempted.

A student who is not meeting Satisfactory Academic Progress (SAP) is not eligible for financial aid and will be notified of this status by email or letter only if and when a valid ISIR has been received for the academic year. The letter will include instructions on the financial aid appeal process. A student may either appeal this decision or may re-establish their eligibility over time as explained in this policy.

**Transfer Students**

Academic progress will not be verified on entering students until the annual SAP evaluation.

**Enrollment**

Students must be enrolled at least half-time in a *degree-seeking program* that is accredited by approved accrediting agency to be eligible for federal and state financial aid. Enrollment hours are reviewed at the time of disbursement.

<table>
<thead>
<tr>
<th></th>
<th>Graduate Fall Term</th>
<th>Graduate Spring Term</th>
<th>Graduate Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hrs for Full-Time</td>
<td>9</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Assistance/Term</td>
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<td></td>
<td></td>
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<tr>
<td>Hrs for 3/4-Time</td>
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<td>7</td>
<td>5</td>
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<tr>
<td>Assistance/Term</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Hrs for Half-Time</td>
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<td>5</td>
<td>3</td>
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<tr>
<td>Assistance/Term</td>
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</tbody>
</table>
Qualitative Standard (GPA)

Students receiving financial aid are required to make satisfactory progress toward their degree objectives.

**Graduate Students:** SAP will be reviewed annually after the end of each summer term and after all grades have been posted. SAP for entering students will not be reviewed until after completion of at least one semester.

- A graduate student must maintain a cumulative GPA of 3.0 or greater at the end of each academic year. Those below the standard cumulative GPA will not be eligible for financial aid.

Quantitative Standard (Pace of Progression)

A student will be permitted a time limit of eligibility for financial aid accordingly:

**Graduate Programs**

Graduate credits will begin at 0. Any transfer credit applied towards the graduate program will be included in the attempted hours.

<table>
<thead>
<tr>
<th>Career</th>
<th>Standard Time Frame (Credit Hours)</th>
<th>Maximum Timeframe (Maximum Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Biotechnology</td>
<td>36</td>
<td>54</td>
</tr>
<tr>
<td>MPH</td>
<td>42</td>
<td>63</td>
</tr>
</tbody>
</table>

A student must complete at least sixty-seven percent (67%) of the total credit hours enrolled to achieve the maximum timeframe to graduate. For instance, it takes 36 credit hours to graduate with an MS degree. For a graduate program measured in credit hours, a period no longer than 150 percent of the published length of the program is required. The maximum timeframe for students in the graduate program is 54 attempted hours (36 X 150% = 54; 36/54 = 67%).

**Transfer Credits**

Transfer credit hours accepted for the student’s academic program or degree will be counted when measuring the maximum time frame to complete the degree or program and therefore count toward the maximum number of hours attempted for financial aid eligibility.

**Audit Courses**

Audit courses do not earn academic credit; therefore they are not counted in the calculation of attempted hours. Students auditing classes are ineligible to receive financial assistance for those audit classes.
Incompletes

A grade of “I” (Incomplete) accepted for the student’s academic program or degree are counted when measuring the maximum time frame to complete the degree or program and therefore counted toward the maximum number of hours attempted for financial aid eligibility. A grade of “I” (Incomplete) will not impact eligibility for financial aid if a passing grade for that course is earned and replaced on the transcript records during the following semester or the very next semester the course is offered.

Failing Grades

All failing grades will affect the SAP calculation. Failing grades will be counted as attempted hours.

Withdrawals

All course withdrawals will be counted when measuring the maximum time frame to complete the degree or program and therefore counted toward the maximum number of hours attempted for financial aid eligibility.

Repeated Coursework

A student may receive federal financial assistance for retaking coursework that he or she has previously passed in a term based program. This policy applies only for financial aid eligibility.

- Repeated coursework that MAY count towards enrollment
  - Repeated coursework may be included towards enrollment if a student receives an unsatisfactory or failing grade. Students may repeat a failed course until it is passed.
  - Repeated coursework may be included towards enrollment if a student is required to meet academic standards in a course that was previously passed. For Example: If a student earns a grade of “D” in a course that requires a minimum grade of “C” for the degree plan, then the course may be counted towards enrollment. This is limited to one repetition of a passed course.

- Repeated coursework that MAY NOT count towards enrollment
  - Repeated coursework may not count towards enrollment if the student takes the passed course more than once. For Example: If a student earns a grade of “D” in a course and repeats the course to increase his GPA, then he is allowed to repeat the course only once. If the student repeats the course a second time, then the course would not be counted towards the student’s enrollment for that term.

All repeated coursework will affect the SAP calculation. Repeated coursework will be counted as attempted hours.
SAP Appeal Process

Any student denied state and/or federal Title IV financial aid who can prove special circumstances (i.e. illness, injury, family emergency, etc.) pertaining to his/her case may appeal the decision denying aid. Students who wish to appeal their student financial aid eligibility must submit the following documents:

- Appeal letter
  1. A signed detailed letter explaining why the student failed to meet SAP.
  2. What has changed that will allow the student to meet SAP at the next evaluation period?
- A student may provide additional documentation supporting the appeal (i.e., medical documentation, death notice of family member, etc.)
- An academic plan outlining the steps to be taken to achieve SAP requirements will be necessary only if requested by the Office of Student Financial Services.

Appeals submitted after the 10th business day of the notification/determination date will not be evaluated or effective until the next term. Submitting an appeal does not guarantee the reinstatement of financial aid eligibility.

SAP Appeal Decisions

Appeals will be reviewed by the Financial Aid Appeals Committee (FAAC) within 14 business days from the date the appeal and documentation was submitted. Students will be notified in writing (email or letter) of the appeal decision once the review is complete.

- Appeal Approved – Financial Aid Probation
  - If the appeal is approved and it is determined that the student has the ability to meet SAP requirements at the end of the semester, the student will be placed on financial aid probation for that semester.
  - After the financial aid probation period, the student must be making SAP in order to maintain financial aid eligibility.
- Appeal Approved – Revised Academic Plan
  - Students, who require more than one semester to regain SAP, will be required to submit and follow a revised academic plan.
  - If the student was required to submit and follow a revised academic plan, then the student must be successfully following the academic plan which will be reviewed each semester.
  - If the student does not successfully follow the revised academic plan, then the student will lose financial aid eligibility and they will be notified of this status by email or letter.
- Appeal Denied
If the appeal is denied, the student loses eligibility for state, institutional, and federal student financial aid until they re-establish minimum SAP requirements.

### Re-establishing Title IV Financial Aid Eligibility

A student seeking to re-establish eligibility for financial assistance may do so by:

- Achieving the required standards over time.
- Successfully appealing the financial aid decision.

It is the student's responsibility to present evidence to the Office of Student Financial Services at the time he or she has met minimum requirements for reinstatement of student financial aid.