

## **Satisfactory Academic Progress Policy (Effective February 3, 2021)**

### **Statement of Purpose**

Federal regulations require Midway University to establish satisfactory academic progress standards for student financial aid recipients. These standards measure a student's performance in the following three areas: completion rate, cumulative grade point average (GPA), and maximum time frame. The Financial Aid Office is responsible for ensuring that all students who receive financial aid are meeting these standards. The standards of Satisfactory Academic Progress (SAP) apply for all financial assistance programs including Federal Pell Grant, Federal Work Study, Federal Supplemental Education Opportunity Grant, Federal Direct Loans (Subsidized, Unsubsidized and PLUS), as well as assistance from the state and the institution.

### **Enrollment in Degree Program**

Financial aid recipients must take only courses that are required for the degree program. Courses which are audited and credits which are earned through CLEP testing do not count toward students' enrollment status for financial aid.

#### **1. Completion Rate (Pace)**

A student's academic pace will be measured by comparing the cumulative number of attempted credit hours with the cumulative credit hours earned (i.e., received a grade of A, B, C, or D). This includes any courses for which the student has remained enrolled past the Add/Drop period. A student must earn 67 percent of the cumulative credits attempted to maintain SAP.

The following are considered when evaluating a student's completion rate:

- Withdrawals, incompletes, and failures are considered attempted but not earned hours.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned hours. A student is allowed to receive aid for repeating a previously passed course only once.
- Audited courses are not considered credits attempted or earned.
- Transfer credits, including those received during consortium study, do not count in the calculation of the GPA, but they are included in the calculation of both attempted and earned hours. Courses taken during consortium study will be counted as attempted hours even if Midway University does not accept the grade for credit.

#### **2. Cumulative GPA**

In order to retain financial aid eligibility the student must maintain a cumulative GPA of:

- 2.0 for undergraduate students
- 3.0 for graduate students

#### **3. Maximum Time Frame**

A student will not be eligible to receive financial aid once he/she has attempted more than 150 percent of the normal credits required for the degree program. At Midway University, this means

that students in programs requiring 120 hours for graduation will be eligible for financial aid during the first attempted 180 hours as an undergraduate. All attempted hours are counted, including transfer hours accepted toward the degree program, whether or not financial aid was received, or the course work was successfully completed.

Note: The maximum time frame requirement may be adjusted for students pursuing a second degree. Generally, students will be allowed to attempt up to 150 percent of the additional credit hours required to earn the second degree.

### **SAP Reviews**

Academic progress will be reviewed at the end of the spring semester each year. Students not meeting the completion rate and cumulative GPA requirements stated above will no longer be eligible for financial aid. Students will be notified of the suspension in writing if they fail to meet SAP standards.

### **Financial Aid Suspension**

If the student does not meet the standards for completion rate and cumulative GPA, he/she is no longer eligible for financial aid from federal, state, and institutional sources until such standards are met, or until eligibility has been reestablished through a successful appeal.

### **Appeal Procedures and Reinstatement**

To appeal a financial aid suspension a student must submit the appeal by the midpoint of the term you wish to receive aid. If submitted after the midpoint aid will not be retroactively awarded for that term. A student may appeal due to extraordinary circumstances. Extraordinary circumstances may include, but are not limited to: personal or family illness, tragedy, or other circumstances the student feels have bearing on the situation. Documentation verifying the situation must be provided. The letter of appeal must also incorporate a plan for success that includes how the student's situation has changed and that details specific actions that will allow the student to demonstrate academic progress at the next evaluation. The Financial Aid Office will review all appeals and may refer cases to the SAP Appeals Committee when appropriate. The student will be notified in writing of the outcome of the appeal.

An appeal may be approved, denied, or approved with conditions set forth in an Academic Plan. Students who are granted an appeal will be placed on financial aid probation for one term. At the conclusion of the next term of enrollment (including the summer term if applicable) the student's academic progress will be reviewed. At that time, students who do not meet SAP, or the conditions agreed upon in the Academic Plan, will no longer be eligible for financial aid.

The Financial Aid SAP Policy does not preclude a student from enrolling in subsequent semesters. Students may have their financial aid reinstated by the Financial Aid Office once all SAP standards are met.

### **SAP Appeals Committee**

The SAP Appeals Committee will be the Academic Review Council (ARC). ARC consists of individuals from appropriate departments across campus, and the group has agreed to serve as the SAP Appeals Committee in cases referred by the Director of Financial Aid.



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