

# **Madonna University Undergraduate Student Academic Progress (SAP) Policy for Financial Aid (5/14/18)**

Federal and State regulations require that students make Satisfactory Academic Progress (SAP) in order to receive Federal or State Financial Aid. This means that the student must maintain a minimum cumulative GPA of 2.0. In addition, the student must also complete a minimum number of credit hours each semester. Federal regulation requires that the standards applied to students receiving financial aid also apply to those students during periods when they are not receiving aid. To measure satisfactory academic progress, the Financial Aid Office uses the following SAP policy.

## **Qualitative and Quantitative Standards:**

For the purpose of determining eligibility to receive financial aid, overall qualitative and quantitative standards are reviewed and evaluated by the Financial Aid Office. Satisfactory Progress is assessed prior to the student's first disbursement of the school year, and again at the end of each semester once grades are available.

### **Qualitative**

- **Cumulative Grade Point Average (GPA)**
  - Students must maintain a semester and cumulative GPA of at least 2.0.

### **Course Incompletes, Complete Withdrawals and Remedial Courses**

- The University does not offer non-credit remedial courses. Incompletes are not included in the calculation of the student's GPA. Students withdrawing from the University will receive credit for all work successfully completed up to the point of withdrawal. Students withdrawing from the University with passing grades will receive credit for all work successfully completed up to the point of withdrawal and the time frame used will count in the quantitative requirement.

### **Period for Grade Review and Changes**

- Once a grade has been recorded, and has remained on the student's record for a period of one year after the last date of the semester in which the grade was earned, it is considered permanent and changes will not be permitted. Students must follow the Academic Grievance Policy in the student handbook for grade change requests.

### **Repeating Courses**

- Students receiving a grade below C (2.0) may be permitted to repeat the course once; twice, if approved by the instructor and department. In computing the GPA, only the grade and credit hours of the last attempt is included in the computation; however, all earlier attempts remain on the transcript. **Please note that students may not receive Title IV aid for any second or subsequent repetition of a passed course. Subsequent repetition of a passed course may**

**not be counted toward the student's enrollment status for Title IV purposes.**

- Madonna University does not guarantee that a course will be offered in the future. Therefore, students will not be eligible to repeat courses no longer offered.

## Quantitative

- **Completion Rate (Pace)**
  - A student must complete at least 67% of all semester hours attempted. This 67% completion rate maintains a pace of progression that ensures completion of the academic credential within the maximum time frame allowed. Pace of progress is calculated by dividing cumulative hours that you have successfully completed by the cumulative hours you have attempted.
  - Satisfactory academic progress for all financial aid programs is based on earning 67% of the total number of semester hours attempted each semester with a minimum 2.0 GPA. 'Attempted credits' are defined as any credits you remain enrolled in after the add/drop period each semester. Credits "earned" or "complete" with satisfactory progress are those courses in which a letter grade is received. The number of credits you complete with a grade of "Incomplete (I)", and for audited classes will not count toward your minimum satisfactory academic requirement of 67% completed.

<b>Satisfactory Progress Chart</b>		
<b>Status</b>	<b>Attempted Credits</b>	<b>Completed Credits (67%)</b>
Full-Time	18+	12+
Full-Time	15	10
Full-Time	13	9
Full-Time	12	8
Three-quarter time	11	7.5
Three-quarter time	9	6
Half time	8	5.5
Half time	7	5
Half time	6	4
Less than half time	5	3.5
Less than half time	3	2

*Semester GPA must be 2.0 with 67% completion rate to make satisfactory academic progress.*

- **Maximum Time Frame**

- An undergraduate student must complete his or her program in a period of time no longer than 150% of the school's published program length. Madonna University will measure the progress of all students in attempted semester credits taken at Madonna University. An 'attempted semester hour' is defined as any semester hour the student remains enrolled in AFTER the add/drop period. Using the 150% limit, students pursuing a bachelor degree are ineligible for financial aid after 180 attempted semester hours (credits). A student enrolled in a certificate program may attempt a maximum 150% of the published length of that individual's program (measured in credits) according to the Undergraduate Catalog. (All ESL courses may be excluded from the 150% limit.) Once this limit has been reached, no further financial aid can be received. The maximum time frame includes semester hours attempted at Madonna University during all periods of enrollment in which the student did or did not receive financial aid. The maximum time frame also includes evaluated semester hours from prior colleges which meet program requirements of the student's current academic objective as determined from official transcripts. This is required if the student has requested inclusion of prior academic credit for any purpose, and is required for all student's with a prior bachelor degree seeking loan eligibility. If the students total credits equal or exceed the maximum time frame of 150% (equivalent to 180 attempted credits for a bachelor's degree), his/her eligibility for financial aid will be terminated.
- Formula to Determine a Student's Total Credits for Financial Aid

**Total attempted semester hours (credits) at Madonna University**

LESS

**All ESL credits**

PLUS

**Credits transferred in from prior colleges which meet program requirements of the student's major**

EQUALS

**TOTAL CREDITS TO BE COUNTED TOWARD MAXIMUM TIME FRAME**

At 180 attempted credits the student is no longer eligible for financial aid at a four year institution (except by petition).

## **Failure to Make Satisfactory Academic Progress for Financial Aid**

- The Financial Aid Office will send letters at the end of each semester, after grades are evaluated, to students who fail to maintain Satisfactory Academic Progress. The summer session is considered a semester and grades are evaluated in the same manner as fall and winter semesters.

### **SAP Procedure**

- Satisfactory Academic Progress for all students must be evaluated whether or not financial aid was received or applied for. Listed Below are the stages for SAP:
  - **Making Progress**
    - Students with no previous academic history at Madonna University or those with good standing are assigned a “Making Progress” status.
  - **Financial Aid Warning**
    - Students who fail to meet SAP standards are immediately assigned to the “Financial Aid Warning” status. Students will receive a "financial aid warning" letter the first time they have experienced academic difficulty which results in not meeting the SAP standards. The letter will remind them of the minimum requirements for their aid programs. *Students will be eligible to receive federal aid for only one semester in a warning status.* These students are notified that their records will be checked again at the end of the semester and that further action will be taken if the student does not meet SAP standards at that time.
  - **Financial Aid Suspension**
    - Students will be sent a financial aid suspension letter if, at the end of the warning semester they continue to not meet SAP standards. Students may only receive aid for one semester under the "warning" status. In order to reestablish aid a student must meet the minimum SAP standards or successfully appeal through the Financial Aid SAP Appeal process
  - **Reinstatement of Financial Aid Eligibility**
    - Students who fail to meet satisfactory academic progress standards in one semester will receive one subsequent semester of aid while in **Financial Aid Warning**. At the end of the warning period, a student who still has not met the standards will be in a **Financial Aid Suspension** status for the next enrolled semester. The student's federal, state and institutional aid is terminated at this point and is not reinstated unless the student subsequently meets the required standards or appeals successfully.

- **Loss of eligibility due to lack of SAP**
  - A student who has lost eligibility to participate in federal or state student aid programs for reasons of academic progress may regain eligibility by enrolling at his/her own expense and demonstrating that he/she is capable of completing a semester without any failures, incompletes, withdrawals, and showing the ability to complete his/her degree requirements complying to financial aid SAP standards. Students seeking to regain eligibility may do so by submitting an appeal for reinstatement. The mere passage of time will not restore eligibility to a student who has lost eligibility for failure to make satisfactory progress.
  - Students who have been academically dismissed from the university but who are subsequently given permission to re-enroll are not automatically eligible to continue to participate in federal, state, or institutional aid programs.
  
- **Financial Aid Satisfactory Academic Progress Appeal process:**
  - To appeal an unsatisfactory progress status, a student should write a letter of petition for reinstatement or continuation of financial aid as part of the Special Academic or Administrative Student Request process and submit to the Office of Financial Aid. The disqualified student must include written explanation of reasons for petition, along with corrective action to be taken as applicable, and attach documentation to support his/her case. Subsequent review and a determination will be made based upon several factors, including Federal and State Regulations, the student's academic and financial aid history, and the student's clearly stated and documented extenuating circumstances.
    - Examples of extenuating circumstances include:
      - Death of an immediate family member
      - Injury or illness of the student
      - Other special circumstances as appropriate

The student will be advised in writing of the decision. If dissatisfied with that decision, the student may request that his/her Petition be submitted for further review by the Financial Aid Appeals Committee by completing the special Academic Request form in the Office of the Registrar. Once determined, the Financial Aid Appeals Committee's recommendation is referred to the Executive Vice President for Enrollment Management and University Advancement, whose decision is final. The student will be notified in writing of the final decision regarding the appeal. Students who believe their financial aid status (WARNING or SUSPENSION) has been determined in error should contact the Office of Financial Aid immediately to discuss their situation and to determine if an error has been made.

- **Other SAP Factors**

- **Changing Programs of Study. Transfer Credit:** A student transferring from one program to another or transferring in to the University are subject to SAP standards. A student may be awarded transfer credits for the common courses among the program a student has withdrawn from and the program a student will be joining. Transfer credits received will not be included in the calculation of the student's GPA (unless current student changing program); h attempted courses, withdrawals and transfer-in hours, except Incompletes, at the University are counted toward the 150% eligibility. SAP-status of a student

All request for program changes must go to the Registrar's Office.

**Enrolling in a Second Program of Study:** A student may request to enroll in a Second Program of study by connecting with the Registrar's office in conjunction with meeting with the Office of Undergraduate Retention. Students enrolling in two different programs will be subject to the same SAP standards and must comply with the qualitative and quantitative aspects.