Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students

Satisfactory Academic Progress (SAP) is the term used to define successful completion of degree requirements to maintain eligibility for federal and state financial aid. As required by regulations, Marshall University must determine whether a student meets SAP requirements. SAP evaluation for undergraduate students occurs at the conclusion of each payment period, which is at the end of the fall semester, spring semester, and summer terms. Financial aid eligibility determination for a future term of enrollment cannot be done until SAP evaluation occurs.

The student's entire academic history must be considered when determining SAP status irrespective of whether or not the student received financial aid. This includes Advance Placement (AP) and International Baccalaureate (IB) credits, as well as transfer credits that reflect on the student's academic transcript as courses that apply to a Marshall University degree.

Requirements of the SAP Policy:

The following components are measured to determine whether the student is meeting SAP standards: Qualitative, Quantitative, and Maximum Timeframe.

Qualitative (Grade Point Average)

The qualitative component measures the quality of the student's SAP by conducting a review of the student's cumulative grade point average (GPA). To meet the qualitative requirement, the student must have a minimum cumulative Marshall University and an overall GPA of at least a 2.0. Credits accepted from other schools that may be applied to a Marshall University degree are counted in the calculation of the student's GPA, thus, are included in the qualitative measure.

(Specific external and institutional scholarships, assistantships, and grants may require a different minimum GPA for continued eligibility. This consideration is a separate and distinct factor in renewing or continuing eligibility for these specific financial aid funds. Information about the terms and conditions of specific student aid programs that have GPA requirement and credit completion requirements is provided to the student at the time the award is offered. This information may be reviewed by logging into myMU and accessing financial aid records within MILO.)

Quantitative Measure (Calculating Pace or Completion Ratio)

The quantitative component corresponds to the pace at which the student must progress through his or her program of study. This evaluation is to ensure completion within the maximum timeframe (see below) permitted and provides for the measurement of the student's progress at the end of each period of enrollment. Pace or completion ratio is calculated by determining the cumulative number of credit hours the student has successfully completed divided by the number of cumulative credit hours the student has attempted. Credits accepted from other schools that may be applied to a Marshall University degree are counted in the calculation as both attempted and completed hours. To meet the quantitative requirement, the student's completion ratio must be 67% or higher.

Maximum Time Frame Measure

The maximum timeframe is a period of no longer than 150 percent of the published length of the education program as measured in credit hours. To meet the maximum timeframe requirement, the following rules apply:

Undergraduate Pursuing an Associate Degree
Not to exceed 100 attempted credit hours

Undergraduate Pursuing a Baccalaureate Degree
Not to exceed 180 attempted credit hours

Undergraduate who has an Associate Degree and is pursuing a 2nd Associate Degree
Not to exceed 130 attempted credit hours

Undergraduate who has a Baccalaureate Degree and is pursuing an Associate Degree
Not to exceed 210 attempted credit hours

Undergraduate who has a Baccalaureate Degree and is pursuing a 2nd Baccalaureate Degree
Not to exceed 240 attempted credit hours

In addition to the three measures referenced above to determine a student's SAP, a student who is placed on Academic Probation or Academic Suspension by his or her school or college based on University academic policy is considered ineligible for financial aid.

Effects of Remedial, Repeated, and Pre-requisite Courses

Remedial or developmental courses do not count toward the student's degree requirements; however, they are counted as earned hours and are used to determine a student's academic grade level or classification. Thus, developmental courses are calculated in the quantitative and maximum time frame measures.

(Financial aid may be awarded to cover up to 30 remedial course credits. Remedial course credits in excess of 30 cannot be calculated as enrolled hours for financial aid purposes. This rule is not related to SAP but is a general financial aid eligibility requirement.)

If the student repeats a course, those credits are counted again when calculating attempted credits. However, if the student repeats a course in which he or she has earned a D or F grade taken no later than the semester or summer term during which the student attempts the 60th semester hour, and before he or she earns a baccalaureate degree, the student may apply for the D/F Repeat rule by filling out a form in his or her college office early in the semester in which the course is repeated. When the D/F Repeat rule is applied, the original grade shall be disregarded, and the new grade (excluding a W) shall be used in determining the student's GPA.

(Coursework that a student repeats may be included when determining a student's enrollment status for Title IV-federal student aid purposes as long as it is not a result of 1) more than one repetition of a previously passed course, or 2) any repetition of a previously passed course due the student failing other coursework.)

Pre-requisites or preparatory courses are those in which a student must complete in order to meet admission requirements for a graduate or professional program. They do not count toward the student's degree requirements; however, they are calculated according to the rules set forth in this policy.

Effects of Withdrawal and Incomplete Grades

If the student withdraws from a course after the first week of classes during any given semester (i.e., student receives a grade of "W" for the course), the course credits are included in the count of attempted credit hours. Thus, withdrawn courses are calculated in the quantitative and maximum time frame measures.

Credits for an incomplete course (i.e., student receives a grade of "I" for the course), are always counted as credits attempted for quantitative and maximum timeframe measures but are not included in the GPA or the credits earned count until the incomplete grade changes to a passing or failing grade.

Effect of Change in Major

If a student changes his or her major, the credits the student earns at Marshall University under all undergraduate majors will be included in the calculation of qualitative, quantitative and maximum time frame measures.

SAP Definitions:

Financial Aid Warning

Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures indicated above at the conclusion of a payment period. A student assigned a Financial Aid Warning will be notified in writing. The student may continue to receive financial aid for one subsequent payment period under this status despite the determination that the student is not making SAP.

Financial Aid Probation

Financial Aid Probation status is assigned to a student who fails to make SAP (following Financial Aid Warning status) and who has successfully appealed. A student who is placed on Financial Aid Probation may receive financial aid for one subsequent payment period. A student on Financial Aid Probation may be required to meet certain terms and conditions while on Financial Aid Probation, such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation status will be placed on a Financial Aid Academic Plan. At the conclusion of the SAP Academic Probation payment period, the student must either meet the SAP standards or fulfill the requirements specified in the Financial Aid Academic Plan.

SAP Appeal Procedures:

If a student fails one or more of the three measures (qualitative, quantitative and maximum time frame) or is placed on Academic Probation or Academic Suspension, the student is not eligible for federal and state financial aid including grants, scholarships, work-study and loans. However, students failing SAP standards who have had mitigating circumstances (e.g., death in the family, illness, involuntary military leave) may request reinstatement of their financial aid eligibility by completing the SAP Appeal for Financial Aid Reinstatement Form and submitting it to the Financial Aid SAP Appeals Committee, c/o Office of Student Financial Assistance. The SAP Appeal for Financial Aid Reinstatement Form is available at www.marshall.edu/go/fasap.

The appeal, which must be typed, includes the following student requirements:

1. Detailed explanation for failure to meet SAP standards for each payment period the student failed to perform satisfactorily;
2. Documentation to support the reason for failure;
3. Student Graduation Plan (Degree Works) indicating which courses apply to the degree and which courses remain to complete the program of study;
4. If cumulative GPA is less than a 2.0, a copy of Academic Improvement Plan;
5. Detailed explanation of what has changed that will now allow the student to comply with SAP standards, a statement of academic objectives, and corrective action plan; and
6. Meet and discuss the appeal with an academic advisor or dean and obtain his or her signature.

SAP Appeal Deadlines:

Semester/Term	Date
Fall Semester	One week prior to the first day of classes (for 2013-14, August 19, 2013)
Spring Semester	One week prior to the first day of classes (for 2013-14, January 6, 2014)
Summer Terms	End of Award Year (for 2013-14, June 30, 2014)

SAP Appeals Committee and Decision:

The SAP Appeals Committee is comprised of representatives from the Office of Student Financial Assistance, Student Affairs, and Academic Affairs. Students will be sent official notification of the appeals committee decision. The decision of the SAP Appeals Committee is final.

If the appeal is approved, the student is placed on Financial Aid Probation and the student's financial aid eligibility is reinstated for one subsequent payment period. During the Financial Aid Probation period, the student may be required to fulfill certain conditions for financial aid reinstatement (e.g., enroll in UNI 102,UNI 103, live on campus, or enroll part time). In addition, all students placed on Financial Aid Probation will be provided a Financial Aid Academic Plan.

At the conclusion of the payment period, if the student meets the standards of SAP, the Financial Aid Probation status will be removed. If not, the student's academic performance for the term will be evaluated against the student's Financial Aid Academic Plan. The academic plan requires students to complete 80% of the attempted coursework (100% if the student failed maximum timeframe) and earn a minimum 2.1 GPA for the payment period the student is on SAP Academic Probation. If the student meets the requirements of the Financial Aid Academic Plan, the student will be assigned continued Financial Aid Probation for a subsequent payment period.

(The FA Academic Plan is separate and distinct from an Academic Improvement Plan, which is required of students who fail to maintain a minimum 2.0 Marshall or overall GPA.)

If the student fails to meet SAP standards or the requirements set forth in the Financial Aid Academic Plan, the student will be deemed ineligible for financial aid. The student may appeal again for a future payment period within the published deadlines.