



## Financial Aid Satisfactory Academic Progress Policy for Graduate Students

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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 is meeting SAP requirements. SAP evaluation for graduate students occurs at the conclusion of the spring semester each year. 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 transfer credit hours that apply to a Marshall University degree.

(This SAP Policy for Graduate Students is not applicable to professional students pursuing a Doctor of Medicine, Doctor of Pharmacy, or Doctor of Physical Therapy degree, but to all other graduate students enrolled in graduate certificate or degree programs.)

### **Requirements of the SAP Policy:**

#### 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 Marshall University and overall GPA of at least a 3.0. Credits accepted from other schools that are applied to a Marshall University degree are counted in the calculation of the student's GPA and are, therefore, included in the qualitative measure.

(Specific federal, state, and institutional scholarships 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 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 award records.)

#### 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 evaluation.

Pace or completion ratio is calculated by determining the cumulative number of credit hours the student has successfully completed divided by the number of 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.



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### Maximum Time Frame Measure

The evaluation of maximum time frame commences the first semester or term of enrollment the student begins his or her graduate program and is counted going forward whether or not the student enrolls in all subsequent semesters or terms. To meet the maximum timeframe requirement, the following rules apply:

<b>Graduate Student Pursuing a Certificate, Master Degree or Ed. S. Degree</b>
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Not to exceed 7 years from the student's start date of the program
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<b>Graduate Student Pursuing a Doctorate Degree</b>
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Not to exceed 10 years from the student's start date of the program
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Financial aid eligibility is limited to the student receiving a maximum of two Graduate Certificates, two Master Degrees, one Ed. S. Degree, and two Doctorate Degrees (excluding Doctor of Pharmacy, Doctor of Medicine, and Doctor of Physical Therapy). If the student is pursuing a second Master Degree, the seven-year count begins again when the student is admitted into the program. If the student is pursuing a second Doctorate Degree, the ten-year count begins again when the student is admitted into the program.

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 their school or college based on University academic policy is considered ineligible for financial aid.

### Effects Repeated Courses

If the student repeats a course, those credits are counted when measuring the qualitative, quantitative, and maximum time frame components.

(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. This rule is not related to SAP but is a general financial aid eligibility requirement.)

### Effects of Withdrawal, Incomplete, and In-Progress 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 a failing grade. Credits for courses in progress (i.e., student receives a grade of "PR" for the course) are not counted as attempted credits for the quantitative measure but are counted in the maximum timeframe measure.



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### Effect of Change in Academic Program

If a student changes his or her academic program (excluding Doctor of Pharmacy, Doctor of Medicine, and Doctor of Physical Therapy), all course credits attempted will be included in the calculation of the maximum time frame measure. Whether or not a student changes his or her major or is seeking a second Graduate Certificate or Degree, qualitative and quantitative measures are evaluated.

### **SAP Definitions:**

#### Financial Aid Probation

Financial Aid Probation status is assigned to a student who fails to make SAP 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. A student assigned a Financial Aid Probation status must sign a probation agreement each time they are placed on probation after a successful appeal. 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 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 by the published deadlines. The SAP Appeal for Financial Aid Reinstatement Form is available at [www.marshall.edu/fasap](http://www.marshall.edu/fasap).

The appeal includes the following student requirements:

1. A completed Free Application for Federal Student Aid (studentaid.gov.) on file by the deadline dates specified below;
2. Not be in Federal Student Loan Default or owe a Title IV (Federal) Student Aid Overpayment;
3. Detailed explanation for failure to meet SAP standards for each payment period the student failed to perform satisfactorily;
4. Documentation to support the reason for failure;
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



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### SAP Appeal Deadlines:

Semester/Term	Date
Fall Semester	Tuesday prior to the first day of classes
Spring Semester	Tuesday prior to the first day of classes
Summer Terms	The last Friday in June

### SAP Appeals Committee and Decision:

The SAP Appeals Committee is comprised of representatives from the Office of Student Financial Aid. Students will be notified by email and directed to log into [MYMU](#) to review the decision of the SAP Appeals Committee. The decision of the SAP Appeals Committee is final; however, the student may appeal again by the published deadlines for a future payment period.

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. 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 the maximum timeframe measure) and earn a minimum 3.1 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 3.0 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, but may appeal again by published deadlines for a future payment period.

A student who has a change made to his or her academic transcript (i.e., grade change) during the semester in which the student is ineligible or Financial Aid Probation, may request a SAP re-evaluation.