



## 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 also includes Advance Placement (AP) and International Baccalaureate (IB) credits, as well as transfer credits that apply to a Marshall University degree.

### **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 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 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 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:



## Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students

<b>Undergraduate Pursuing an Associate Degree</b>
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Not to exceed 100 attempted credit hours
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<b>Undergraduate Pursuing a Baccalaureate Degree</b>
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Not to exceed 180 attempted credit hours
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<b>Undergraduate who has an Associate Degree and is pursuing a 2<sup>nd</sup> Associate Degree</b>
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Not to exceed 130 attempted credit hours
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<b>Undergraduate who has a Baccalaureate Degree and is pursuing an Associate Degree</b>
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Not to exceed 210 attempted credit hours
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<b>Undergraduate who has a Baccalaureate Degree and is pursuing a 2<sup>nd</sup> Baccalaureate Degree</b>
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Not to exceed 240 attempted credit hours
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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, but they are counted as earned hours and are used to determine a student's academic grade level or classification. Hence, they are calculated according to the rules set forth in this policy. (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 60<sup>th</sup> semester hour, and before he or she earns a baccalaureate degree, the student may have the D/F Repeat rule applied. 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. This rule is not related to SAP but is a general financial aid eligibility requirement.)

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, Incomplete and CR/NC 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 counted as credits



## Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students

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. "NC" grade(s) are counted as attempted for quantitative and maximum timeframe but not included in the GPA or credits earned. "CR" grade will be counted in attempted, maximum timeframe and credits earned but will not be included in the GPA.

### Effect of Change in Major

If a student changes his or her major, all the credits the student earns toward any Marshall University undergraduate degree 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 at the conclusion of a payment period. Students placed on Financial Aid Warning will be notified by email and directed to log into [MYMU](http://MYMU) to review their SAP record. 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. Students who do not enroll during the period in which the Financial Aid Warning period was assigned will forfeit that status.

#### 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. Students failing SAP standards who have had mitigating circumstances (e.g., death in the family, illness, involuntary military leave), however, may request reinstatement of their financial aid eligibility by completing the SAP Appeal for Financial Aid Reinstatement Form by the published deadlines and submitting it to the Financial Aid SAP Appeals Committee, c/o Office of Student Financial Aid. The SAP Appeal for Financial Aid Reinstatement Form is available at [www.marshall.edu/fasap](http://www.marshall.edu/fasap).



## Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students

1. A completed and valid Free Application for Federal Student Aid (FAFSA) 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

### SAP Appeal Deadlines:

Semester/Term	Date
Fall Semester	Tuesday prior to the 1 <sup>st</sup> week of classes
Spring Semester	Thursday prior of the 1 <sup>st</sup> week of classes
Summer Terms	Last Friday of 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% (100% for maximum timeframe) of the attempted coursework 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, but may appeal again for a future payment period by published deadlines. 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, on Financial Aid Warning or Financial Aid Probation, may request a SAP re-evaluation.