

# Marist College Satisfactory Academic Progress Policy

Requirements for meeting financial aid eligibility; HEA Section 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), and 34 CFR 668.34 requires colleges to define and enforce standards of Satisfactory Academic Progress. Students receiving federal financial aid must conform to these requirements in order to be eligible for this financial assistance. These Satisfactory Academic Progress requirements must provide a maximum time frame for completion of the degree, a graduated credit accumulation over this time, as well as a quality mechanism. Essentially, these minimum standards require students to demonstrate that they are actively pursuing their degree.

- **Marist College evaluates Satisfactory Academic Progress (SAP) once a year, after the spring semester, for programs of study longer than one academic year. Programs that are one year or less, will be reviewed after each payment period (semester).**
- Marist College uses SAP “Probation” status as defined in the regulation: 34 CFR 668.34 and 668.32
- **Financial Aid Probation**
  - This status is assigned to a student who fails to make SAP and who has *appealed* and has had eligibility for Title IV aid reinstated
  - The College may impose conditions for student’s continued eligibility to receive Title IV aid
  - Student *may* receive aid for one payment period
  - Student *may* have more than one probation – NO consecutive appeals
  - Probation will always follow an appeal – the student will have conditions that will be monitored
  - Probation is allowed for only one payment period.
    - If the student fails to meet SAP and completes an appeal\* and the appeal is approved, the student is placed on “Probation” for one semester – If the student meets SAP after this semester, he/she then becomes eligible for financial aid.
    - If at the end of the term a student needs more time, the college may place the student on an “academic plan” which does not measure against the SAP policy. At this point the student will be measured against his/her “academic plan”
    - The goal of the “academic plan” is to ensure the student’s ability to meet SAP standards by a specific point in time. The plan will allow the student additional time to meet SAP in order to regain financial aid eligibility
- **Academic Plan**

An option used by the college to prescribe a series of measures by which the student will regain SAP status within a specified period of time. The student must agree to the plan, and the school must monitor the student’s compliance with the plan. The student is considered eligible for Title IV funds while in compliance with the plan.

## \* SAP Appeal Process

- The process by which a student who is not meeting the College’s SAP policy petitions for reconsideration of eligibility for Title IV aid
- Student’s appeal must include:
  - Why failed to make SAP
  - What has changed that will allow the student to make SAP at the next evaluation
- **A successful appeal would result in “probation” or an “academic plan”**
- If the student appeal is not approved, or the student chooses not to appeal under the schools process, the student becomes ineligible for Title IV aid.
- Federal Regulations do not provide for a second appeal that immediately follows a previous probation period. While a student may, over the course of an entire academic career, repeat any subsequent probation, two such periods cannot be consecutive without an intervening period during which the student makes SAP.

### PLEASE NOTE:

**Marist College will only grant a one-time appeal unless there is an extenuating circumstance that is approved by the review committee and or the Executive Director of SFS.**

# SAP – Notifications

- The College will notify a student of the results of a Satisfactory Academic Progress review that impacts the student's eligibility for Title IV aid
- The notification will include instructions for filing an appeal

## Marist College SAP Policy – Undergraduate Students

### Qualitative Standard

Students will be reviewed for satisfactory academic progress once per year, after the spring semester. However, if a student is on probation (had an appeal previously approved), Satisfactory Academic Progress will be reviewed after the payment period (semester).

- During the first four semesters students will be reviewed by the Center for Advising and Academic Services (CAAS) and will be notified of their academic standing. Students with a semester GPA below a 2.0 who are otherwise meeting the Qualitative and Quantitative measurements will devolve to the status assigned by the Center for Advising and Academic Services.
- Students must have a cumulative GPA of 2.00 by the end of their fourth semester.
- If credits are transferred from another institution, they will be counted when determining the number of semesters a student has attended.
- At the end of the fourth semester, students who do not raise their cumulative GPA to a 2.0 will not be meeting SAP standards. At that time, students will need to submit an appeal. Please refer to the **SAP Appeal Process** as listed above.

*When calculating grade point average and credits attempted vs. credits earned, the following conditions apply:*

- Transfer credits will be included in attempted hours and hours earned. Grades received for transfer credits will not be computed in the cumulative grade point average.
- Progress will be reviewed once the temporary grade of I (Incomplete) has been replaced with an official grade.
- Repeated classes will count as credits attempted – the higher grade will be used to calculate the GPA.
- A grade of P (Pass) counts as credits attempted and earned, but is not calculated in the GPA.
- A grade of U (Unsatisfactory) or NC (No credit) counts as credits attempted, but not earned and does not affect the cumulative GPA.
- A grade of W (Withdrawal) counts as credits attempted, but is not calculated in the GPA.
- A grade of WF (Withdrawal with a grade of F) counts as credits attempted and will count as an F when calculating GPA.
- If students change their major, all credits attempted, including those taken towards the prior major will be counted when calculating the cumulative GPA. These credits will also be counted in the credits attempted versus credits earned calculation.

## Quantitative Measure

Although the College considers the student in good academic standing, based on a cumulative GPA of 2.00 or better, failure to earn the necessary number of credits toward degree completion can jeopardize the student's aid eligibility. **Students who do not meet the quantitative requirements, regardless of their GPA, will be ineligible for financial aid and must request an appeal from the Office of Student Financial Services.**

<b>Cumulative hours Attempted</b>	<b>Percentage of Yearly Hours Attempted that must be Completed</b>
Less than or equal to 30 Cumulative Attempted Hours	30%
31 – 60 Cumulative Attempted Hours	50%
Greater than 60 Cumulative Attempted Hours	67%

### Definition of Attempted Hours:

- The hours for which the student is registered at the end of the add/drop period.
- All transfer hours
- All hours are included, even if the student did not receive financial assistance during these time periods.

### Pace Measurement:

Students who exceed 150 percent of the normal time required to complete their academic programs are not eligible for additional Title-IV assistance for the period that is in excess of 150 percent of their academic period normally required to complete the program of study.

### Military Service Activation

Students called to active duty that results in withdrawal from all classes will be granted a waiver upon submission of documents verifying activation. Students that meet the Financial Aid Standards of Progress at the time of military activation will retain their financial aid eligibility.

### The Appeal Process for Students who have failed to meet Satisfactory Academic Progress

Students will be notified by the Office of Student Financial Services that they have lost their financial aid eligibility.

Students will initiate the process by requesting an appeal. Such requests should be forwarded to the Executive Director of Student Financial Services within two weeks of aid loss notification.

Possible reasons for appeal: serious personal problems, family tragedy, illness, employment and or difficult adjustment to college, and other unusual circumstances that could reasonably contribute to a lack of academic progress. Appeals should include supporting documentation and a statement from the student which explains what has or will change that will allow the student to make SAP at the next evaluation.

A committee comprised of the Executive Director of Student Financial Services, the Director of Advising and Academic Services, and the Registrar, and others as needed will review the appeal request.

Please note, only one appeal will be granted, whether based on qualitative and/or quantitative standards. Students who have already used the appeal, but do not have a cumulative GPA of 2.00 or meet quantitative standards will regain eligibility once the cumulative GPA and quantitative standards are met. If a student is denied a waiver, the student will have the ability to appeal again the following term since one has not been officially granted.

# Marist College SAP Policy – Graduate Students

Requirements for meeting financial aid eligibility; HEA Section 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), and 34 CFR 668.34 requires colleges to define and enforce standards of Satisfactory Academic Progress. Students receiving federal financial aid must conform to these requirements in order to be eligible for this financial assistance. These Satisfactory Academic Progress requirements must provide a maximum time frame for completion of the degree, a graduated credit accumulation over this time, as well as a quality mechanism. Essentially, these minimum standards require students to demonstrate that they are actively pursuing their degree.

## Qualitative Standard

Students will be reviewed for financial aid satisfactory academic progress once per year, after the spring semester. However, if a student is on probation (had an appeal previously approved), Satisfactory Academic Progress will be reviewed after the payment period (semester).

- The first semester following the Academic Progress Review that the cumulative GPA is below a 3.00, the student will be placed on High Risk Notification status.
- The student must increase their cumulative GPA to a 3.0 after the following Academic Progress Review or they will not be meeting SAP standards and will lose their financial aid eligibility. At that time, students will need to submit an appeal. Please refer to the **SAP Appeal Process** as listed above.
- The Physician Assistant (PA) Program follows a different Academic Probationary review that is monitored by the Director of the Program and reviewed by the Promotion and Remediation Committee (P&RC). The student must maintain the “Academic Progression Standards” set forth in the Marist School of Science Physician Assistant Program Student Handbook.

## Quantitative Measure

Although the College considers the student in good academic standing, based on a cumulative GPA of 3.00 or better, failure to earn the necessary number of credits toward degree completion can jeopardize the student’s aid eligibility. Students who do not meet the quantitative requirements, regardless of their GPA, will be ineligible for financial aid. Students who have lost their financial aid eligibility have the option of requesting a one-time appeal from the Office of Student Financial Services.

- Students must complete 75% of the hours attempted once 9 credits have been attempted.
- Physician assistant Students must complete 67% of the hours attempted

## Pace Measurement

Although the College considers the student in good academic standing, based on a cumulative GPA of 3.00 or better, failure to earn the necessary number of credits toward degree completion can jeopardize the student’s aid eligibility. **A student is ineligible when it becomes mathematically impossible for him to complete his program within the maximum timeframe established by the school for the graduate program. In this situation, an appeal would be possible if your school accepts appeals.** Students must earn 75% of the credits attempted to meet the quantitative requirements. Physician assistant Students must complete 67% of the hours attempted.

Students who do not meet the quantitative requirements, regardless of their GPA, will be ineligible for financial aid. Students who have lost their financial aid eligibility have the option of requesting a one-time appeal from the Office of Student Financial Services.

## Definition of Attempted Hours:

- The hours for which the student is registered at the end of the add/drop period.
- All transfer hours
- All hours are included, even if the student did not receive financial assistance during these time periods.

## **Military Service Activation**

Students called to active duty that results in withdrawal from all classes will be granted a waiver upon submission of documents verifying activation. Students that meet the Financial Aid Standards of Progress at the time of military activation will retain their financial aid eligibility.

## **The Appeal Process for Students who have failed the Satisfactory Academic Progress**

Students will be notified by the Office of Student Financial Services that they have lost their financial aid eligibility.

Students will initiate the process by requesting an appeal. Such requests should be forwarded to the Executive Director of Student Financial Services within two weeks of aid loss notification.

Possible reasons for appeal: serious personal problems, family tragedy, illness, employment and or difficult adjustment to college, and other unusual circumstances that could reasonably contribute to a lack of academic progress. Appeals should include supporting documentation.

A committee comprised of the Executive Director of Student financial services, the Director of Advising and Academic Services and the Registrar, and others as needed, will review the appeal requests.

Please note, only one appeal will be granted, whether based on qualitative and/or quantitative standards. Students who have already used the appeal, but do not have a cumulative GPA of 3.00 or do not meet quantitative standards will regain eligibility once the cumulative GPA and quantitative standards are met. If a student is denied a waiver, the student will have the ability to appeal again the following term since one has not been officially granted.