

Federal regulations [668.16(e); 668.34] require the University to establish, publish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop a policy regarding *satisfactory academic progress (SAP)*. Each institution must design criteria which outlines the definition of progress towards a degree and the consequences to the student if progress is not achieved.

EMU SATISFACTORY ACADEMIC PROGRESS POLICY

Eligibility for federal, state (excluding VA) and institutional student aid funds is contingent upon a student maintaining satisfactory academic progress (SAP) which is consistent with continued enrollment and graduation requirements at Eastern Mennonite University.

All students, admitted and enrolled in a traditional undergraduate degree program (30 week academic year/ 15 week semesters) or the Adult Degree Completion Program, regardless of enrollment status (i.e. full-time, half-time or part-time) are subject to SAP evaluation. Students who do not receive Title IV aid, but receive only institutional or state aid will also be evaluated.

The evaluation of satisfactory academic progress will occur at the end of each enrollment period. Students who attend summer courses at EMU will also be evaluated at the end of their summer enrollment period.

All students are evaluated on three standards: grade point average (qualitative), credit hour completion ratio (quantitative) and pace of progress (maximum time frame.)

Standard 1: Grade Point Average (Qualitative Measure)

Students must maintain a minimum measure of progress defined as the cumulative grade point average (GPA). Minimum requirements are:

- After one semester or 0-10 credit hours earned, cumulative gpa of 1.70
- After two semesters or 11-20 credit hours earned, cumulative gpa of 1.70
- After three semesters or 21-30 credit hours earned, cumulative gpa of 1.80
- After four semesters or 31-40 credit hours earned, cumulative gpa of 1.80
- After five semesters or 41-50 credit hours earned, cumulative gpa or 1.90
- After six semesters or 51-60 credit hours earned, cumulative gpa or 1.90
- After seven semesters (or more) or 60 credit hours earned, cumulative gpa of 2.0

Standard 2: Credit Hour Completion Ratio (Quantitative measure)

A successful completion of credit hours (pace) is determined by calculating a ratio of credit hours completed (earned) of the credit hours attempted. All courses attempted are used in determining the credit hour completion ratio, *including repeated, withdrawals and incompletes*. The ratio (expressed as a percent) must be at least 67% (minimum determined by dividing the minimum hours required for graduation 120 by 180.)

Standard 3: Maximum Time Frame

Students must complete a program of study (degree) within 150% of the time required to earn the credit hours for the degree. For students who change majors and cannot complete their new degree within the maximum time frame, a request may be submitted for a re-evaluation of progress. A student may receive *institutional* aid for no more than 9 semesters without appealing.

Completion rate required to earn 120 credit hours in 150% maximum time frame:

Academic Year Completed	1	2	3	4	5	6
Minimum Credit Hours required per year	20	40	60	80	100	120
Minimum Credit Hours required per semester	10	30	50	70	90	110

Transfer Credits

Transfer credits accepted by EMU towards a student's degree program will be included when calculating the credit hour completion ratio (in both the earned and attempted career hours) and in the 150% maximum time frame.

Repeated Courses

Students may repeat a course, either to improve the grade or to replace an F or W grade, however, the credit hours associated with the course will be included in the credit hour completion ratio calculation (in career hours attempted) and the 150% maximum time frame requirements for SAP.

Withdrawal from Courses (W grade received)

Students who withdraw from a course and receive a W grade, will have those course credits included in the credit hour completion ratio calculation (in career hours attempted) and the 150% maximum time frame requirements for SAP.

Incomplete Grades

Students receiving an incomplete grade (I) for a course, will have those course credits included in the credit hour completion ratio calculation (in career hours attempted) and the 150% maximum time frame requirements for SAP. If the student is not making SAP and eventually receives a grade to replace the I, the student may request another SAP review.

Additional Degrees

Students who pursue a second undergraduate degree are required to maintain a cumulative gpa of 2.0 and earn 67 percent of attempted credit hours required for the additional degree. The maximum time frame will be calculated on 150% of the remaining credit hours required for the degree.

SAP Publication and Notification

Publication of the SAP policy is referenced in the EMU academic catalog and first year award letter wrap. The entire policy is included on the financial aid website. Students who do not meet the SAP requirements will be notified by the Financial Assistance Office by email (EMU email address) and mail (sent to the "legal home permanent" address in EX.) A copy of any notification is also kept in the student's file.

Financial Aid Warning

A *warning* may be awarded if a student does not meet the required gpa and/or credit hour completion ratio, has been enrolled at EMU four or less semesters and appears to have the ability to achieve SAP after an additional enrollment period. A warning means the student may receive Title IV, HEA and institutional aid for one (next) enrollment period ONLY. If the student does not meet all requirements of SAP at the end of the warning enrollment period, they will be ineligible for federal and institutional student aid (consecutive warning periods of enrollment are not permitted.) A warning may be given without an appeal or other action by the student.

Federal Aid Ineligibility

A student will be denied federal and institutional aid eligibility if satisfactory academic progress is not made and a warning was not granted. Additionally, aid eligibility will be denied if a student who was granted probation (see Financial Aid Probation) for an enrollment period, does not make SAP or does not meet the requirements specified in the “academic plan.” The denied status will remain in effect until the student meets the SAP criteria.

SAP Appeal Process

A student who is denied student aid eligibility based on not achieving SAP has the right to appeal this decision. Appeals must be based on the belief that failure to make satisfactory academic progress was the result of an *unusual and unexpected event* such as the death of a relative of the student, an injury or illness of the student, or other special circumstance that warrants consideration. A student must also identify in the appeal what has changed in their situation that will allow him/her to demonstrate SAP at the next evaluation. Useful documentation (e.g., evidence of hospitalization or other medical treatment) should also be submitted with the appeal.

If the appeal is based on an assertion that current information is incorrect or incomplete, the appeal must be specific about the incorrect information and the basis for asserting the information is incorrect or incomplete.

An appeal must be submitted in writing to the Director of Financial Assistance Office and must be received within thirty days of receiving notice of loss of eligibility.

Appeals are reviewed by the Director of Financial Assistance and may include consultation with the Vice President for Enrollment Management, academic advisors and professors familiar with the student’s academic performance and ability.

Financial Aid Probation

Probation may be awarded for one (next) enrollment period if a student does not meet the required gpa, credit hour completion ratio, or maximum time frame requirement, has been informed of his/her ineligibility to receive aid *and submits a successful appeal*.

Probation may be considered if after five semesters of enrollment a student doesn’t meet the required SAP criteria but is close OR when a student does not make SAP during a warning period but appears likely to make SAP during the subsequent enrollment period.

An academic plan (AP) *may be required* as part of granting probation. However, an AP *must be used* if the student will most likely require more than one enrollment period to regain SAP. A review must take place after one enrollment period and subsequently according to the plan. At a defined point in the AP, the student must be making SAP. In most instances, when granting probation with an AP, the financial assistance office will work with the **Director of Retention** to identify an appropriate AP.

After one enrollment period, a student who was granted probation and who does not make SAP or does not meet the requirements of the Academic Plan, must appeal again.

Reinstatement of Eligibility for Federal/Institutional Aid

A student may be determined eligible for the reinstatement of federal and institutional aid once they have met ALL the conditions of the SAP policy. Reinstatement of aid eligibility will be for one (next) enrollment period. Non-enrollment for a semester/term is not sufficient to re-establish eligibility.

Graduate Degree Programs Seminary (excerpted from Seminary Catalog)

A student whose GPA falls below 2.5 during any given term will be placed on probation for the next term. If sufficient progress is not made to remove the probation, continuation at seminary will be reviewed in Academic Committee where members of the Admissions Committee and a SCC student representative are also present. Three or more F's in an academic year will place a student on academic probation.

Biomedicine, Business Administration, Conflict Transformation, Counseling, Education Nursing (excerpted from EMU Graduate Catalog)

Students who have completed nine hours in a graduate program will be placed on academic probation if their GPA fall below 3.0. The director of the program will notify such students in writing 3 of 4 of the probationary status, which remains in effect until they raise their GPA above 3.0 or are dismissed from the program. A GPA of 3.0 is required for graduation. The admissions committee in each graduate program makes all dismissal decisions.

Graduate SAP policy

Students in all graduate programs will be reviewed for SAP after each payment period and will lose financial aid eligibility (federal and institutional) if their cumulative gpa is less than 2.5 unless “probationary” enrollment status is granted by the program. If probationary enrollment is granted by the program, the student will be given one probation payment period for continued receipt of financial aid and will be evaluated at the end of the probation payment period. If the minimum cumulative gpa of 2.5 is not achieved, aid eligibility will be lost regardless of the program’s decision for continued enrollment.

Graduate students will also be evaluated for credit hour completion rate (67% minimum required) and maximum time frame. Satisfactory progress related to “maximum time frame” will be determined in consultation with the program if needed.

Students who complete a graduate certificate program may not receive federal aid for additional courses unless admitted to a degree program.

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