

SUPERSEDES: 09/08/2015	SECTION: Financial Aid
POLICY AND PROCEDURE MANUAL MERCY COLLEGE OF OHIO, TOLEDO, OHIO Signature on File <hr/> Signature: Dr. Susan Wajert, President	CODE NO. 601
	SUBJECT: Satisfactory Academic Progress
	DATE ORIGINATED: 08/25/2015
	DATE COMMITTEE BOARD APPROVED: N/A
	DATE BOARD APPROVED: 06/12/2018
	DATE OF NEXT REVIEW: 2021 April 1-30

Satisfactory Academic Progress (SAP) Policy

PURPOSE:

To provide a policy for determining continued eligibility for student financial aid in accordance with Federal regulations, which require Mercy College of Ohio (“the College”) to establish and implement a policy to measure if a student is making Satisfactory Academic Progress (SAP) toward a degree or certificate.

SCOPE:

This policy applies to all eligible degree and certificate-seeking students.

POLICY:

This policy indicates the standards used to measure SAP at the College for purposes of financial aid eligibility. Funds affected by this policy include all applicable federal, state, and college funds including but not limited to Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Direct Stafford Loans, Federal Direct PLUS (Parent) Loans, Federal Work Study, State Scholarship and Grant programs, all scholarships administered and/or provided by the College.

The College evaluates SAP at the end of each semester for all students and measures progress as follows:

- Qualitative Progress (GPA requirement)
- Quantitative Progress (Time-based progression requirement, including pace of completion and maximum timeframe)

These criteria evaluate the quality and quantity of the academic work a student completes and progress toward completion of his/her academic program. The SAP requirements are minimum standards, and each are outlined in more detail below. Students are encouraged to exceed all the requirements whenever possible.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

Qualitative Progress Requirement

- Students’ cumulative Mercy College of Ohio grade point average (GPA) will be evaluated each semester. For purposes of meeting SAP requirements, undergraduate and

certificate students must maintain a GPA of 2.0; graduate students must maintain a GPA of 3.0. Please note individual programs may have stricter GPA requirements for the purpose of progression.

Quantitative Progress Requirement

- *Pace of completion.* To be eligible for financial aid, a student is required to complete a minimum of 67% of cumulative attempted credits. The College calculates the pace at which a student is progressing by dividing the total number of hours the student has successfully completed (including transfer credits) by the total number of hours he/she has attempted. *Maximum timeframe.* Students must progress through their program to ensure graduation will occur within the specified maximum timeframe. The maximum timeframe for which an undergraduate or graduate student may receive financial assistance may not exceed 150% of the published length of the student's academic program measured in credit hours, whether or not federal aid was received by the student during this time. A student is ineligible for financial aid when it becomes mathematically impossible to complete the program of study within 150% of its published length.

- For example, if the published length of an academic program is 120 credit hours, the maximum timeframe during which the student will be eligible to receive financial aid must not exceed 180* credit hours. Note: this calculation will include any accepted transfer credit hours and prior learning credits that apply toward the degree.

**120 credit hours X 150% = 180 credit hours.*

Students not meeting one or both of the SAP requirements outlined above at the end of a semester will be notified of such in writing. Students who fail to meet SAP requirements are initially given a Warning period during which time they may continue being awarded aid (if otherwise eligible). This Warning period is for the next semester in which the student enrolls at the College. Students who do not meet the requirements by the end of the Warning period are denied future financial aid. A student may appeal the termination of financial aid due to exceptional circumstances.

Exceptional circumstances may include but are not limited to illness, death of an immediate family member, or traumatic events in the student's life.

Incomplete (I) Grade

The Office of Financial Aid follows the guidelines for Incomplete Grades as determined by the Office of Academic Affairs.

Incomplete grades will be monitored by the Office of Financial Aid, as the final assigned grade can affect GPA and SAP requirements.

Repeated Courses - Quantitative

Students may receive financial aid when repeating a failed course, and once for retaking a passed

Office of the Vice President of Strategic Planning and Enrollment Management

06/12/2018

course. Any courses that are repeated will be used in determining if a student is meeting SAP requirements. Each repetition will count toward the attempted hours; however, only the first passing grade will be counted as completed hours for SAP purposes. Financial aid will not cover the third or any subsequent attempts of a course.

Progression/Repeating a Course - Qualitative

To progress successfully through the College, a student must obtain at least a “C” grade in all courses taken. A grade of “D” is considered unsatisfactory for progression in the College but is recorded on the transcript and calculated as 1.0 for GPA purposes. A student may retake for credit any course in which a grade of “D” or “F” has been earned. Only the second grade will be computed in the cumulative GPA; however, both grades will appear on the transcript. Although a student may be permitted to repeat a course more than one time, this forgiveness policy does not apply beyond the first repeat attempt for any one course, such that unsatisfactory grades will be used in the calculation of a student’s GPA when they occur on a second or subsequent attempt.

Withdrawal from a Course

Courses from which a student withdraws are considered in “hours attempted” toward the maximum timeframe, including WP (withdraw passing) and WF (withdraw failing) grades, but not as completed hours.

Transfer Credits

Transfer credit hours that have been accepted by the College toward a current degree are subject to the SAP requirements described in this policy.

Changes in Major or Degree

Students who change their major or degree must submit a plan of study completed by their academic advisor to the Office of Financial Aid. The student is eligible to receive aid for no more than 150% of the credit hours required to complete the new program of study.

Pursuit of a Second Degree

Students who pursue a second degree from the College must submit a plan of study completed by their academic advisor to the Office of Financial Aid. The student is eligible to receive aid for no more than 150% of the credit hours required to complete the second program of study.

Credits earned for a degree already awarded by the College are not included in the 150% calculation for the second degree.

Academic Dismissal

A student who is academically dismissed pursuant to the College’s Academic Dismissal policy will be terminated from financial aid eligibility.

Board Approved:

Revised: June 2018 (*Removed expanded definition of Incomplete Grade*)

Board Approved: 06/12/2018

Board Committee Approved: N/A

Revised: April 2018 (*Added scope, separated policy from procedure, updated name of office to Office of Financial Aid, revised definition of Incomplete Grade*)

Board Approved: 09/08/2015

Board Committee Approved: 08/25/2015

New Policy