

## **Satisfactory Academic Progress Policy M.S. HRD students in University Alliance**

Federal regulations require that an institution establish, publish, and apply reasonable standards for measuring whether a student, who is otherwise eligible for aid, is maintaining satisfactory academic progress in his or her course of study. The standards must be the same or stricter than the institution's standards for a student enrolled in the same academic program who is not receiving financial assistance. Listed below is the complete statement of Minimum Standards for Satisfactory Academic Progress for Financial Aid Recipients.

**Maximum Time Frame for Degree Completion** - Students are expected to complete their program of study (degree) in 150% of the time indicated by the program administrator.

**Quantitative Standards** - Students must successfully complete a minimum of 70% of credit hours attempted each academic year.

**Qualitative Standards** - Students must maintain a Cumulative Grade Point Average (GPA) of at least a 3.0 calculated at the end of the academic year in order to be considered a student in good standing.

**Measurement of Academic Progress Requirements** - Academic progress will be measured once a student has completed one full year of study, starting with the student's first term of enrollment. All financial aid applicants are subject to the satisfactory academic standards regardless of whether or not they received financial aid previously. Failures and withdrawals are courses attempted but not completed. Incompletes are not counted toward credits completed until after the coursework is successfully completed and posted by the Registrar. Repeat courses will not count toward credits completed for satisfactory academic progress since the credits were already counted toward the quantitative standards the first time the course was completed.

**When Minimum Standards of Academic Progress Are Not Achieved** - A student who does not make satisfactory academic progress will be placed on financial aid suspension until the requirements are met. The student will be notified in writing of the financial aid suspension. The student can appeal the decision to the Office of Financial Assistance. The appeal must be submitted in writing and specify the extenuating circumstances which prevented achieving satisfactory academic progress.

The following types of mitigating circumstances may be considered when a student appeals: extended illness, death in the family and employment-related mitigating circumstances. The Office of Financial Assistance may request additional documentation in support of the appeal. After the review, the Office of Financial Assistance will notify the student in writing of the action taken.

If the Office of Financial Assistance determines that the academic progress standards can be waived for one semester, the student will be placed on Financial Aid Probation. At the end of the probationary semester, the Office of Financial Assistance will determine if academic progress requirements have been met. If requirements have been met, the probationary status will be removed. If academic requirements have not been met, the student will be placed on financial aid suspension.

Once financial aid has been discontinued, it will be reinstated provided the student has successfully achieved the required number of credits and grade point average and the student has requested reinstatement in writing.