

# FINANCIAL AID SATISFACTORY PROGRESS POLICY

## INTRODUCTION

Federal regulations require that all institutions participating in the Title IV Student Financial Aid Programs establish, publish, and apply standards of satisfactory progress for each student enrolled.

To ensure compliance with these regulations, the following policy governing standards of satisfactory progress for all students attending Mayville State University will be in effect. Students who fail to meet these standards of satisfactory progress will be ineligible to receive financial aid until eligibility has been re-established.

## SATISFACTORY PROGRESS POLICY

To be eligible to receive Title IV funds, institutional scholarships (except for scholarships based on participation in athletics or extracurricular activities such as music), state and federal funds, the student must be in good academic standing and must be making satisfactory progress toward the completion of a degree. The following measures have been established as grade point average and PACE standards indicating satisfactory progress toward a degree. These standards apply to all enrolled students, both aid and non-aid recipients.

**All students must maintain a minimum cumulative GPA of 2.00 and attain at least a 2.00 GPA each semester or they will be placed on financial aid warning.** Students will be allowed one semester of financial aid warning under this standard. If at the end of the following semester the student is still below a 2.00 cumulative or term GPA, the student will be disqualified from receiving future financial aid.

Students on warning who attain at least a 2.00 term GPA but remain below the required 2.00 cumulative GPA will be on a plan of study (POS) status until the term and cumulative 2.00 GPA has been met.

All students must attain a 1.00 term GPA or face automatic academic suspension. If reinstated by the Academic Standards Committee, these students will be placed on a financial aid warning for one semester.

**Pace standards requires all students to complete a minimum of 67% of the credit hours attempted cumulatively and per term.** A student on financial aid warning, probation, or plan of study **must complete a minimum of 67% of the hours attempted each semester** to avoid financial aid disqualification. However, on a semester basis, **ALL** students must complete a minimum of 25% of the total hours attempted or face immediate financial aid disqualification for future semesters. The minimum 25% requirement includes students that have officially withdrawn during the semester.

**Pace standards includes a maximum time frame allowed for financial aid eligibility.** A student who continues to meet the minimum satisfactory progress standards according to this policy is eligible to receive financial aid at Mayville State University up to a lifetime maximum of 180 semester credit hours attempted if pursuing a baccalaureate degree. Students pursuing a two-year program will receive financial aid for a lifetime maximum of 90 credits. Credits earned at other accredited post-secondary institutions will apply toward the maximum number of credits allowed. Changing majors or degree programs will not exclude previous attempted credits when determining maximum credits attempted.

### **Additional Standards used to Evaluate Satisfactory Progress:**

- A. All students, including transfer students, enrolling at Mayville State University for the first time will be assumed to be making satisfactory progress.

- B. Cumulative credit hours attempted for each academic year will be the total number of hours a student is registered for on the last day to add a class for each academic semester.
- C. Student must be making satisfactory progress according to the requirements of the policy **PRIOR** to receiving financial aid.
- D. Credit hours completed with a grade of “D” or better, or “S” if attempted on a Satisfactory/Unsatisfactory basis, will be used to calculate hours earned.
- E. All consortium and collaborative courses will be included in the evaluation of financial aid satisfactory progress.
- F. Grades of Failed (F), Unsatisfactory (U), Incomplete (I), Withdrawn (W) and Not Reported (NR) count as credits attempted but not completed and will be applied toward the maximum number of credits attempted.
- G. Courses that are repeated will count in the calculation of hours attempted and completed hours earned if the student receives a passing grade.
- H. Courses taken for audit only or life experience credit will not be considered for aid.
- I. Any student who withdraws from the University because of extenuating circumstances (such as lengthy and serious illness, family emergencies, legal or emotional reasons) thus fails to make satisfactory progress may appeal to re-establish financial aid eligibility. All students are encouraged to appeal.

## **EVALUATION**

To determine each student’s eligibility status at the completion of a semester, the GPA standard will be reviewed by the vice president of academic affairs. The Financial Aid Office will perform a quantitative review of academic records at the completion of each semester (fall, spring, and summer). All students who fail to meet the GPA standard or the quantitative standard of satisfactory progress will receive notification regarding financial aid warning or financial aid disqualification by letter. All students who have not previously received financial aid will also receive notification at the time they are placed on financial aid disqualification so that they are aware of their standing immediately should they decide to apply for aid at a later date. All students have access to their statuses by accessing their self service information on the Mayville State University website through Campus Connection.

## **WARNING**

A student who is on academic/financial warning due to GPA must bring his/her cumulative grade point average up to the required level during the next semester or he/she may be disqualified from financial aid. A student who is on financial aid warning due to quantitative hours (PACE) must bring his/her cumulative quantitative requirement up to 67% during the next semester or he/she will be disqualified from financial aid. The student is eligible to receive financial aid with a warning status. All students placed on a financial aid warning must visit with the Director of Financial Aid about their status before any federal financial aid funds will be disbursed to the student’s account.

## **PLAN OF STUDY (POS)**

A student may be placed on a plan of study status if the Financial Aid Committee approves the student’s appeal and determines that it will take the student longer than one semester to meet the cumulative 2.00 GPA and 67% completion requirements. The POS is a plan of study that has been developed by the student and their advisor. In some cases the Financial Aid Committee will require a form of POS by

requiring a higher term GPA and/or percentage of completed credits. The student remains eligible to receive financial aid under this status if he/she follows the POS.

## **PROBATION**

A student who has a successful appeal will be placed on financial aid probation for one term only. If the student fails to meet the requirements of the probation status as determined by the Financial Aid Committee, the student will be disqualified from financial aid for the future.

## **DISQUALIFICATION**

Any student failing to meet the standards of this policy will be ineligible to receive financial aid until a successful appeal has been made.

## **RE-ESTABLISHING ELIGIBILITY**

Any student dropped from consideration for financial aid per the provisions of this policy may appeal to the Financial Aid Committee and be considered. Students who are determined ineligible to receive financial aid are encouraged to remain in school in order to re-establish their eligibility by attaining the required minimums of 2.00 cumulative GPA and 67% cumulative PACE.

## **APPEAL**

A student who has been placed on financial aid disqualification may appeal by submitting a written appeal to the Financial Aid Committee. The written appeal must explain in detail and document the circumstances that impacted the student's academic performance. The student must describe what has changed and what he/she is doing to improve their academic performance. Students appealing the maximum timeframe must explain the reason for reaching the maximum number of credits allowed and include a POS of remaining courses and date of anticipated graduation.

If the appeal is denied, the student has the right to appeal in person to the Financial Aid Committee. The action of the Committee will be final.

## **UNOFFICIAL WITHDRAWAL**

Students who receive all failing or incomplete grades in a given semester are considered to have unofficially withdrawn from the university and are immediately placed on **Financial Aid Disqualification** without a warning period first. Federal regulations require that a refund calculation be done for all students receiving state and federal funds, unless we can document an official last date of attendance beyond the 60% point in one of the student's classes. The calculation and return of these funds may result in the student owing a balance to the University. Pell recipients whose class activity cannot be verified may have to pay back all or a portion of their grant funds.

## **COOPERATIVE EDUCATION/INTERNSHIP**

Students registered through an Internship 497S course, and employed in a full-time internship position, as documented, are granted full-time equivalent student status by the University, and are eligible for all financial aid for which they qualify (e.g. Pell Grant awards are based on actual hours enrolled).