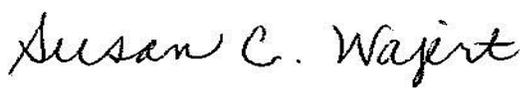


SUPERSEDES: NEW	SECTION: 600-Financial Aid
POLICY AND PROCEDURE MANUAL MERCY COLLEGE OF OHIO, TOLEDO, OHIO  Signature: Dr. Susan Wajert, President	CODE NO. 601
	SUBJECT: Satisfactory Academic Progress
	DATE ORIGINATED: June 2015
	DATE BOARD COMMITTEE APPROVED: 08/25/2015
	DATE BOARD APPROVED: 09/08/2015
	DATE OF NEXT REVIEW: Annually

Satisfactory Academic Progress (SAP) Policy

PURPOSE:

To provide a process for determining continued eligibility for student financial aid which, is in accordance with Federal regulations. *Whether or not a student has or will receive financial aid*, Federal regulations require Mercy College of Ohio to establish and implement a policy to measure if a student is making satisfactory academic progress toward a degree or certificate. Mercy College must evaluate students' Satisfactory Academic Progress (SAP). Mercy evaluates progress at the end of each semester and measures student progress as follows:

- Qualitative Progress (GPA requirement)
- Quantitative Progress (Time-based)

These criteria evaluate: the quality and quantity of the academic work a student completes and progress toward completion of his/her academic program. The satisfactory academic progress requirements listed below are minimum standards. Students are encouraged to exceed all of the requirements whenever possible.

This policy indicates the standards used to measure Satisfactory Academic Progress (SAP) at Mercy College of Ohio 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 Mercy College of Ohio.

The criteria contained in the policy are applied to all eligible degree and certificate seeking students. Students not meeting the requirements of the policy are notified.

Students who fail to make Satisfactory Academic Progress are initially given a Warning period during which time they may continue being awarded aid (if otherwise eligible). 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.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

Qualitative Progress Requirement

- Students' cumulative Mercy College of Ohio grade point average (GPA) will be evaluated each semester. In order to meet graduation requirements for all students and programs, a cumulative 2.0 GPA is considered making SAP. Students enrolled in a program of more than two academic years must have a minimum GPA of 2.0 by the end of the equivalent of the second academic year of coursework.

Quantitative Progress Requirement

- Students must progress through their program to ensure graduation will occur within the specified maximum timeframe. Mercy College of Ohio calculates the rate 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. A student is ineligible for financial aid when it becomes mathematically impossible to complete the program of study within 150% of its published length.

The maximum timeframe for which an undergraduate 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.

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 will include any accepted transfer credit hours and prior learning credits that apply toward the degree.

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

Incomplete (I) Grade

If a student is unable to complete all course requirements due to extenuating circumstances, and approved by the instructor, an incomplete grade may be issued. The incomplete grade will not be calculated into the grade point average. Incomplete coursework must be completed by the tenth class day of the next semester or the grade will be changed to an F. The student will receive a grade for the course when all work has been successfully completed and graded by the instructor. The instructor will change the Incomplete (I) grade to the letter grade earned in the course. The assigned letter grade will be reflected in the next semester which the student is enrolled. Incomplete grades will be monitored by the Financial Aid Office, as the final assigned grade can affect GPA and SAP requirements.

Repeated Courses

Students may receive financial aid for repeating courses. Any courses that are repeated will be used in the calculation of a student's Satisfactory Academic Progress. Each repetition will count toward the attempted hours; however, only the course(s) being counted in the GPA calculation will be counted in completed hours for SAP. See the College catalog for limits on repeated courses.

Progression/Repeating a Course

To progress successfully through Mercy College of Ohio, 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. Unsatisfactory grades will be used in the calculation of a student's Satisfactory Academic Progress.

Withdrawal from a Course

Courses that a student withdraws from are considered in "hours attempted" toward the maximum timeframe, including WP (withdraw passing) and WF (withdraw failing) grades.

Transfer Credits

Transfer credit hours that have been accepted by Mercy College of Ohio toward a current degree are subject to the Satisfactory Academic Progress calculations. Mercy College of Ohio calculates the rate 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 attempted.

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 financial aid office. The student is eligible to receive aid for no more than 150% of the credit hours required to complete the new program of study. The 150% limit is applied to all credit hours earned by the student while enrolled at Mercy College of Ohio, and includes transfer credits accepted from previously attended institutions.

Pursuit of a Second Degree

Students who pursue a second degree from Mercy College of Ohio must submit a plan of study completed by their academic advisor to the financial aid office. The student is eligible to receive aid for no more than 150% of the credit hours required to complete the second program of study. The 150% limit is applied to all credit hours earned by the student while enrolled at Mercy College of Ohio, and includes transfer credits accepted from previously attended institutions.

Credits earned for a degree already awarded by Mercy College of Ohio are not included in the 150% rule.

Academic Dismissal

Students may be dismissed from Mercy College of Ohio if they fail to maintain the required cumulative grade point average for the coursework in which they are enrolled. Academic dismissal will occur when a student's cumulative grade point average on attempted coursework falls below the following:

- Less than 1.0 after attempting 10-19 semester credit hours
- Less than 1.5 after attempting 20-29 semester credit hours
- Less than 1.7 after attempting 30-39 semester credit hours
- Less than 1.8 after attempting 40-49 semester credit hours
- Less than 1.9 after attempting 50-59 semester credit hours
- Less than 2.0 after attempting 60 semester credit hours.

A student who is academically dismissed will be terminated from aid eligibility and must appeal for re-admission to Mercy College of Ohio. (See College catalog for re-admission guidelines)

CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Warning

The first time a degree seeking student fails to maintain satisfactory academic progress by the end of the financial aid payment period/semester, a warning period is automatically generated by the Financial Aid Office. Certificate students are monitored at the end of each semester as well. The student will receive a letter of warning from the Director of Financial Aid and the student does not need to appeal. The student is provided a warning period to improve his/her standing in order to meet the requirements of SAP. During this warning period, the student will receive financial aid according to standard procedure, assuming the student meets all other eligibility requirements. If after this warning period the student fails to meet the satisfactory academic requirements, financial aid eligibility will be terminated.

Termination of Aid - Appeal Process

A student who has had his/her financial aid terminated after the warning period has the right to appeal. 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. The student must provide supporting documentation to demonstrate the circumstance for being unable to meet the SAP criteria.

Outcome of the appeal can be 1) termination of aid, or 2) the aid may be reinstated for a probationary period determined by the Director of Financial Aid. The Director of Financial Aid makes final determination. Students who wish to appeal should follow the steps and deadlines below.

Appeal Steps

Students who want to appeal the termination of financial aid must complete the following steps:

1. Submit a letter of appeal to the Financial Aid Director which should include the detailed reason for appeal.
2. Provide all required or requested documents, such as an updated plan of study provided by the academic advisor.
3. Provide supporting documentation with the appeal letter, such as grade changes, medical documentation, or other materials supportive of the appeal.
4. The appeal letter and all supporting documents must be sent to the Mercy College of Ohio Financial Aid Office marked, "Attention: SAP Appeal."

Of Note: Neither paying for one's classes without financial aid or sitting out (not attending) classes for any period of time affects a student's academic progress standing, the appeal process must still be completed when the student again applies for financial aid.

Appeal Deadline

File your Appeal as early as possible. Allow up to 10 business days to process your appeal once received by the Financial Aid Office.

Notification of Appeal Determination

Students are normally notified in writing through both their Mercy College of Ohio email account and/or U.S. Mail if their appeal for reinstatement of financial aid is approved or denied.

Student's responsibilities if appeal is granted

If a student's appeal is approved, he/she will be placed on financial aid "Probation". While on Probation, the student may receive financial aid for one semester. In order to be eligible for aid for subsequent semesters, the student must meet the terms of the appeal. For all Probation students this includes:

- Successfully completing all the courses attempted during the semester with no withdrawals from classes or final grades of "F", "I", "W", "WP", or "WF"
- Maintaining a semester GPA of 2.0 or higher.

In addition, for students who are on Probation due to the maximum timeframe rule, they must also:

- Complete their degree within the date listed on their appeal.
- Follow the academic plan that was submitted with their appeal.

Additional requirements may be listed on the appeal approval notice.