

Satisfactory Academic Progress (SAP) Policy
Manchester College
Student Financial Services
Revised December 2017

Federal regulations mandate that all students make satisfactory, measurable academic progress toward completion of a degree in order to receive federal assistance through Title IV federal grant, work, and loan programs.

1. Manchester College's SAP standards comply with the requirements of the U.S. Department of Education.
2. These are financial aid standards and do not replace or override Manchester's academic policies.
3. Satisfactory academic progress will be reviewed at the end of each academic year.
4. It is students' responsibility to stay informed of the College's SAP standards and policy.

Beginning July 1, 2011, Satisfactory Academic Progress standards changed in accordance to new federal regulations. These new SAP standards will be monitored beginning with the 2011 fall semester.

The academic progress of all financial aid applicants and recipients will be reviewed for:

1. Cumulative Grade Point Average
2. Cumulative Credit Hour – Attempted/Completed ration, and;
3. Maximum Time Frame for Degree Completion.

Students must maintain satisfactory progress in all three areas regardless of any financial aid received in the past.

Requirements:

1. Cumulative Grade Point Average (CGPA) – see Chart A

Students who fall below the standards outlined in Chart A will be placed on Financial Aid Suspension. After two years of full-time attendance a 2.0 cumulative CGPA is required. Note: Students who have attempted 90 or more credit hours must earn a 2.0 CGPA or higher to remain eligible for financial aid.

2. Cumulative Credit Hour Attempted/Completed Ratio – see Chart A

Students must earn/complete a minimum of 67% of their attempted credit hours.

Attempted credit hours include all courses in which a student enrolls for in a given academic term (session/semester). Earned hours are those in which students earn passing grades. Note: Credit hours for courses from which students withdraw are included in the attempted hour calculation and affect the completion rate.

Courses in which credit has already been earned may be repeated ONE time and remain eligible for financial aid (unless the course is designed for repeated enrollments). Credit for both enrollments will be included in the attempted hours; however, the credits and grade from the most recent enrollment will be counted toward the completed hours and CGPA. Passed courses repeated more than once are not eligible for financial aid and are not counted when determining a student's enrollment status for that semester.

Courses in which an Incomplete grade has been recorded will be counted as attempted hours but will not count towards hours earned. Students are responsible for notifying Student Financial Services when the Incomplete has been replaced by the final course grade. A request to review the SAP requirements may be submitted at that time.

3. Maximum Time Frame for Degree Completion – see Chart A

Students are eligible to receive financial aid for up to 150% of the hours required to complete a baccalaureate degree (BA or BS) and 120% of the masters degree (MAT or PGx). Baccalaureate degrees at Manchester College require completion of 120 credit hours; therefore, students may receive financial aid for up to 180 attempted credit hours. Students in the Master of Athletic Training program may not exceed 61 attempted hours, and students in the Master of Pharmacogenomics program may not exceed 36 attempted hours.

Transfer credits: Accepted transfer credits will be included in the 150% calculation for undergraduate and 120% calculation for masters degrees to determine students' remaining financial aid eligibility. Transfer credits will also be used to calculate students' attempted and completed credit hours.

The maximum allowable time frame is not affected by a change to the major.

Students who have completed all degree requirements but have not applied to graduate or received the degree, are no longer eligible for aid.

Effective July 1, 2011 Chart A

Total Hours Attempted	Undergraduate Programs			Graduate Programs
	<u>1-24 hrs.</u>	<u>25-47 hrs.</u>	<u>48+ hrs.</u>	<u>1-61</u>
1. Minimum required cumulative GPA	1.6	1.8	2.0	3.0
2. Minimum percentage of completed credits (Hrs. Earned ÷ Hrs. Attempted)	67%	67%	67%	80%
	180 hours			MAT: 61 hours PGx: 36 hours

Evaluation and Notification of Financial Aid Eligibility

The Satisfactory Academic Progress standards will be reviewed at the end of each academic year (Fall/January/Spring). At the end of each academic year students must earn the minimum cumulative GPA, minimum number of credit hours and be within the maximum timeframe (see chart above). At the time of each evaluation, a student who has not achieved the required GPA or who is not completing his or her educational program at the required pace, is placed on **Financial Aid Suspension and is no longer eligible to receive assistance from federal, state and institutional financial aid. Financial aid includes grants, scholarships, work-study and loans.**

SAP Appeal Procedures:

Students who fail to meet one or more of the requirements for Satisfactory Academic Progress and have mitigating circumstances may request reinstatement of their financial aid eligibility by submitting a written letter of appeal. Reasons considered acceptable for an appeal may include: (1) serious illness or accident involving the student; (2) death, accident or serious illness in the immediate family; (3) change in academic program; (4) other extenuating circumstances. Students are expected to submit a personal statement which demonstrates an understanding of what SAP measure(s) were not met and what has changed that will allow the student to be successful at the next SAP evaluation period.

Students are limited to two appeals during their enrollment at Manchester College. Successful appeals will be approved with a probationary status not to exceed one semester. Students may find it will take more than one semester to meet the minimum requirements for progress. In this case it may be necessary to complete an Academic Plan in collaboration with the registrar and academic advisor to measure progress for multiple review periods. The determination of the Academic Plan will be communicated to the student upon appeal.

The appeal should be submitted to Student Financial Services and should include:

1. Student's personal statement;
2. Documentation to support the situation indicated in the appeal (i.e. Physician's statement, death certificate, etc.);

Appeals must be submitted by August 1 prior to the academic year in which the student is requesting reinstatement.

SAP Terminology

Withdrawals (W): Courses recorded on the student's permanent academic transcript will be included as credit hours attempted. These will have an adverse effect on the student's ability to meet the requirements of the credit hour progression schedule for financial aid.

Incomplete grades (I): Courses that are assigned an incomplete grade are included in the cumulative credit hours attempted. These cannot be used as credit hours earned until a successful grade is assigned.

Repeated Courses: Retaking courses in which the student either received a passing or failing grade affects the student's ability to meet the progress requirements. All attempted credit hours are counted in the quantitative standard. Students are allowed to repeat a course only one time in which they achieved a passing grade (unless the course is specifically designed to be repeated). Students will not earn federal financial assistance after one allowable repeat. For example, a student earns a "D" in a course and wants to repeat the class (the student has already repeated a passing grade course one other time). If the repeat course makes the enrollment full-time (9 credits + 3 credit hour repeat) the federal aid will be adjusted to $\frac{3}{4}$ time enrollment for 9 credit hours. If the course is added to full-time enrollment of 12 or more credit hours, the student can receive federal aid based on full-time status.

Transfer Credits: Only transfer credits officially accepted will be counted in the maximum number of attempted and completed credits for financial aid eligibility. If the student is required to take additional hours that would exceed the maximum cumulative allowable hours, the student must submit a written appeal to Student Financial Services. If the appeal is approved, the student may continue to receive financial aid.

Second Degree Students: Students who are enrolled in a degree program, which is equal to or lower than a degree already earned, will have the previous degree's accepted credit hours applied toward the current degree program. The accepted credits will be counted in the maximum number of allowable credit hours for financial aid eligibility.