

Mary Baldwin University Satisfactory Academic Progress Policy

The Higher Education Act, as amended, requires that financial aid recipients and applicants maintain satisfactory academic progress (SAP) toward their educational objectives. The law compels students to maintain specified minimum grade point averages, satisfactorily complete a specific number of credit hours each semester and finish their educational objectives within a specific period of time. The law further requires that all semesters of University attendance be considered, including those in which financial aid was not received. Students in all programs of study carrying all types of course-loads are to be evaluated.

The institution must develop reasonable standards for measuring academic progress. The satisfactory progress policy for students receiving Title IV funds must be at least as strict as the policy used for students who do not receive funds.

For both undergraduates and graduates attending the University, academic records are evaluated at the end of every semester. The following are minimum academic standards that must be met:

Qualitative Measure:

Please note that these requirements are set forth for the purposes of financial aid only and may differ from academic requirements. For information on academic standing requirements, contact your advisor. Credits transferred in from other institutions accepted by the Registrar's Office will be counted towards both attempted and completed hours.

Undergraduate (Bachelor's Degree and PBTL) Students:

Class Level	Freshman	Sophomore	Junior	Senior and PBTL
Semester Hours Earned	0-26	27-57	58-89	90 or more
Min. GPA/class level	1.65	1.75	1.95	2.00

Semester Hours: This number of earned credit hours determines your class level.

Minimum GPA/Class level: This is the minimum cumulative GPA you must maintain while classified at the specified class level.

Completion Rate and Maximum Time Frame

You must maintain a 67% cumulative completion rate of the courses in which you enroll. In addition, you may not receive aid for coursework in excess of 150% of the required hours to earn your degree or teaching license. See below for details and an example.

Murphy Deming College of Health Sciences Professional Programs

You must maintain a 3.0 cumulative GPA, subject to review by your program faculty.

You must maintain a 100% cumulative completion rate.

You may not receive aid for coursework in excess of 150% of the required hours to earn your degree.

Graduate Programs:

You must maintain a 3.0 cumulative GPA, subject to review by the graduate faculty.

You must maintain a 67% cumulative completion rate.

You may not receive aid for coursework in excess of 150% of the required hours to earn your degree.

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Cumulative Completion Rate:

Students enrolled in degree programs are expected to complete a certain percentage of the courses for which they initially enroll in order to maintain Satisfactory Academic Progress. If you register for a course and do not drop it before the end of the add/drop period, the course will count as “Attempted Hours.” If you pass a course in which you are enrolled, you will get “Earned Hours.” If you fail, withdraw from, or take an “I” or “ET” in a course, it counts as hours **not** earned (ET’s will count as earned hours once a replacement grade is issued). You can calculate the percentage of completion by dividing your earned hours by your attempted hours. The following example shows how a completion rate is calculated for someone who has completed 4 semesters:

	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Total
Attempted	9	15	12	12	48
Earned	9	12	12	6	39

To determine the percentage of completion, you use the formula:

$$(\text{Earned Hours} / \text{Attempted Hours}) \times 100 = \text{completion rate}$$

In this case it would work out like this: $(39 / 48) \times 100 = 81.25\%$

This person has an acceptable completion rate.

Other Regulations:

Total Withdrawals

No student may completely withdraw from 2 consecutive semesters. Students who completely withdraw from 2 consecutive semesters will be placed on permanent aid suspension.

All F’s in a semester

When a student received all F’s in a semester their last date of attendance in an academic activity will be determined and if it is prior to the 60% point in the semester, financial aid will be reduced according to the federal refund policy. Tuition, room and board charges will not be reduced as the student did not withdraw from the semester.

Repeating a Failed Course or a Passed Course with a low grade

A student may receive financial aid repeatedly to retake a failed course as long as the student is meeting the GPA and completion rate requirements of the SAP policy. The repeated course will be considered a part of the student’s course load for the semester in which the student enrolls. A student may receive financial aid one time to retake a previously passed course. This course will be considered as part of the student’s course load for the semester in which the student enrolls.

Addendum added Spring 2020 due to COVID-19

Pass/Fail classes: Because no grade is issued for classes taken under the Pass/Fail or Credit/No Credit option, these classes are not included in a student’s semester or cumulative GPA calculation. These classes are factored into the quantitative/cumulative completion rate calculation.

For Spring 2020, If a student received all Passes or Credits in a semester and therefore had a semester GPA of 0, they will have successfully completed the semester.

For Spring 2020, classes not completed due to COVID 19 will be excluded from the quantitative/cumulative completion rate calculation. This will be determined by a Grade of W issued after March 10, 2020 or by statement from the student. This policy will continue until such a time as the state of emergency declared due to COVID-19 has ended per the Department of Education.

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Maximum Time Frame:

You may not receive aid for more than 150% of the required course load for your program. This means that you may not receive aid after attempting more than 1 ½ times the number of credit hours required to complete your degree.

Degree	Hours Required to Complete	Max Hours Allowed to Attempt With Aid
Bachelors	120	180
MLitt	36	54
MFA	66 (including MLitt)	99
MAT Elem. or Middle School Education	39	58.5
MAT Special Education	42	63
M.Ed.	34	51
MBA	30	45
MHA	39	58.5
MSN	36	54
MHA/MBA	54	81
MSN/MHA	48	72
MSN/MBA	48	72
MS Higher Ed	38	57
MS-ABA	35	52.5
DPT	125	187
OTD	117	168
PPOTD	30	45
MSPA	122	189
DNP-Nurse Anesthesiology	104	156
DNP-Gerontology track	80	120
DNP-Family Nurse Practitioner track	80	120

What Happens if a Student Does Not Meet the Minimum Requirements?

Warning:

If you fall below the standards of satisfactory academic progress for **GPA and/or completion rate** for the first time, you will receive a **financial aid warning letter**. After receiving your warning letter, you will have **one semester** during which you will continue receiving financial aid while attempting to meet the minimum requirements. At the end of that semester, if you have achieved progress enough to again be within the acceptable range of GPA and completion rate, your financial aid eligibility will be reinstated. Only one financial aid warning per student will be allowed. If you receive a warning, then reach the minimum requirements, then fall below them a second time, your aid will automatically be suspended.

Suspension:

If, at the end of the semester following your warning letter, you are **not** meeting the minimum requirements, your financial aid will be suspended, which means that you will not receive any college, federal, or state financial aid until such time as you have progressed back into the acceptable range. If you exceed the 150% maximum time frame, your financial aid will be suspended permanently for the duration of your degree. Students who completely withdraw from 2 consecutive semesters will be placed on permanent aid suspension as well.

Appeals and Academic Plans:

If your violation of SAP requirements was due to circumstances beyond your control, you may request an appeal form from your financial aid counselor. Provide thorough documentation of your circumstances, and be prepared for the financial aid counselor to request additional documentation. You must also indicate why

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the circumstances causing you not to meet the minimum requirements will no longer affect your ability to achieve. Examples of mitigating circumstances could include COVID-19, illness, or death of a close family member.

If your appeal is approved, you will be placed on **financial aid probation** and you will be required to meet with your advisor to develop an academic improvement plan. With your probation, the financial aid office will also require you to sign a letter that outlines certain conditions of your probation that must be maintained in order for you to continue receiving aid, such as a restriction of the number of credit hours that you may take per semester, a minimum GPA that you must achieve each semester, or other factors. The financial aid office will check each semester to determine whether you are meeting the conditions set forth in your academic plan and letter. If you meet the conditions, your academic plan will continue into the next semester. If you fail to meet the conditions in your academic plan, your financial aid will be suspended. **Appeals may not be made more than once for the same circumstances**, although you may appeal a second time if your financial aid is suspended due to failure to meet the conditions of your academic plan if you have additional circumstances to report.

VA Education Benefits

Students receiving VA educational benefits must meet the same financial aid satisfactory progress requirements and if financial aid eligibility is suspended, must appeal as described above. The VA will not pay tuition or education benefits for classes that are not completed, i.e. if a student drops out and receives an F, the VA will prorate the benefits based on the last date of attendance reported by the professor. If a student formally withdraws from a class and receives a W, the VA will prorate education benefits based on the withdraw date from the class.

If a student with VA benefits appeals their financial aid suspension status and their appeal is approved for their next semester of enrollment, they must also submit the form signed by them and their advisor (if there are questions about certain courses applying to the student's academic plan) requesting certification for the relevant semester and which courses or that all courses are required for their degree plan.