

Marist College Satisfactory Academic Progress Policy

Marist College SAP Policy – Undergraduate Students

Requirements for meeting financial aid eligibility; HEA Section 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), and 34 CFR 668.34 requires colleges to define and enforce standards of Satisfactory Academic Progress. Students receiving federal financial aid must conform to these requirements in order to be eligible for this financial assistance. These Satisfactory Academic Progress requirements must provide a maximum time frame for completion of the degree, a graduated credit accumulation over this time, as well as a quality mechanism. Essentially, these minimum standards require students to demonstrate that they are actively pursuing their degree.

Qualitative Standard

Students will be reviewed for satisfactory academic progress twice per year, after the fall and spring semesters.

- Students will be placed on financial aid warning whenever the semester GPA is below 2.00, but the cumulative GPA is at or above 2.00.
- During the first four semesters* :
 - Students will be placed on financial aid probation the first semester that the cumulative GPA is below a 2.00. At the end of the following semester, students who do not raise their cumulative GPA to 2.00, but receive an academic status of High Risk probation will be on High Risk probation for financial aid eligibility unless the student has completed four semesters.
 - Students must have a cumulative GPA of 2.00 by the end of their fourth semester.
- After the second academic year*:
 - Students must maintain a cumulative GPA of 2.00 to be eligible for financial aid. These students are not eligible for a probation period.
 - Students with a semester GPA below 2.0 who are otherwise meeting the qualitative and quantitative measurements will devolve to the probationary status assigned by the Center for Advising and Academic Services.
- Students who have lost their financial aid eligibility have the option of requesting a one-time appeal from the Office of Student Financial Services. Please refer to the Appeal Process.

***Credits transferred from another institution will be counted when determining the number of semesters a student has attended.**

When calculating grade point average and credits attempted vs. credits earned, the following conditions apply:

- Transfer credits will be included in attempted hours and hours earned. Grades received for transfer credits will not be computed in the cumulative grade point average.
- Progress will be reviewed once the temporary grade of I (Incomplete) has been replaced with an official grade.
- Repeated classes will count as credits attempted – the higher grade will be used to calculate the GPA.
- A grade of P (Pass) counts as credits attempted and earned, but is not calculated in the GPA.
- A grade of U (Unsatisfactory) or NC (No credit) counts as credits attempted, but not earned and does not affect the cumulative GPA.
- A grade of W (Withdrawal) counts as credits attempted, but is not calculated in the GPA.
- A grade of WF (Withdrawal with a grade of F) counts as credits attempted and will count as an F when calculating GPA.
- If students change their major, all credits attempted, including those taken towards the prior major will be counted when calculating the cumulative GPA. These credits will also be counted in the credits attempted versus credits earned calculation.

Quantitative Measure

Although the College considers the student in good academic standing, based on a cumulative GPA of 2.00 or better, failure to earn the necessary number of credits toward degree completion can jeopardize the student's aid eligibility.

Cumulative hours Attempted	Percentage of Yearly Hours Attempted that must be Completed
Less than or equal to 30 Cumulative Attempted Hours	30%
31 – 60 Cumulative Attempted Hours	50%
Greater than 60 Cumulative Attempted Hours	67%

Definition of Attempted Hours:

- The hours for which the student is registered at the end of the add/drop period.
- All transfer hours
- All hours are included, even if the student did not receive financial assistance during these time periods.

Students who exceed 150 percent of the normal time required to complete their academic programs are not eligible for additional Title-IV assistance for the period that is in excess of 150 percent of their academic period normally required to complete the program of study.

Students who do not meet the quantitative requirements, regardless of their GPA, will be ineligible for financial aid. Students who have lost their financial aid eligibility have the option of requesting a one-time appeal from the Office of Student Financial Services.

Military Service Activation

Students called to active duty that results in withdrawal from all classes will be granted probation upon submission of documents verifying activation. Students must meet the Financial Aid Standards of Progress at the time of military activation to be granted automatic probation.

The Appeal Process for Students who have failed to meet Satisfactory Academic Progress

Students will be notified by the Office of Student Financial Services that they have lost their financial aid eligibility.

Students will initiate the process by requesting a one time appeal. Such requests should be forwarded to the Executive Director of Student Financial Services within two weeks of aid loss notification.

Possible reasons for appeal: serious personal problems, family tragedy, illness, employment and or difficult adjustment to college, and other unusual circumstances that could reasonably contribute to a lack of academic progress. Appeals should include supporting documentation.

A committee comprised of the Executive Director of Student Financial Services, the Director of Advising and Academic Services, and the Registrar, and others as needed will review the appeal request.

Please note, only one appeal will be granted, whether based on qualitative and/or quantitative standards. Students who are not granted an appeal or those who have already used the appeal, but do not have a cumulative GPA of 2.00 or meet quantitative standards will regain eligibility once the cumulative GPA and quantitative standards are met.

Marist College SAP Policy – Graduate Students

Requirements for meeting financial aid eligibility; HEA Section 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), and 34 CFR 668.34 requires colleges to define and enforce standards of Satisfactory Academic Progress. Students receiving federal financial aid must conform to these requirements in order to be eligible for this financial assistance. These Satisfactory Academic Progress requirements must provide a maximum time frame for completion of the degree, a graduated credit accumulation over this time, as well as a quality mechanism. Essentially, these minimum standards require students to demonstrate that they are actively pursuing their degree.

Qualitative Standard

- Students will be reviewed for satisfactory academic progress twice per year, after the fall and spring semesters.
 - Students will be placed on financial aid warning whenever the semester GPA is below 3.00, but the cumulative GPA is at or above 3.00.
 - The first semester that the cumulative GPA is below a 3.00, the student will be placed on financial aid probation. At the end of the following semester, if the cumulative GPA is below a 3.00, the student will lose their financial aid eligibility.
- Students who have lost their financial aid eligibility have the option of requesting a one-time appeal from the Office of Student Financial Services.

Quantitative Measure

Students must complete 75% of the hours attempted once 9 credits have been attempted.

Although the College considers the student in good academic standing, based on a cumulative GPA of 3.00 or better, failure to earn the necessary number of credits toward degree completion can jeopardize the student's aid eligibility. Students who exceed 150 percent of the normal time required to complete their academic programs are not eligible for additional Title-IV assistance for the period that is in excess of 150 percent of their academic period normally required to complete the program of study. Students must earn 75% of the credits attempted to meet the quantitative requirements.

Students who do not meet the quantitative requirements, regardless of their GPA, will be ineligible for financial aid. Students who have lost their financial aid eligibility have the option of requesting a one-time appeal from the Office of Student Financial Services.

Definition of Attempted Hours:

- The hours for which the student is registered at the end of the add/drop period.
- All transfer hours
- All hours are included, even if the student did not receive financial assistance during these time periods.

Military Service Activation

Students called to active duty that results in withdrawal from all classes will be granted probation upon submission of documents verifying activation. Students must meet the Financial Aid Standards of Progress at the time of military activation to be granted automatic probation.

The Appeal Process for Students who have failed the Satisfactory Academic Progress

Students will be notified by the Office of Student Financial Services that they have lost their financial aid eligibility.

Students will initiate the process by requesting a one time appeal. Such requests should be forwarded to the Executive Director of Student Financial Services within two weeks of aid loss notification.

Possible reasons for appeal: serious personal problems, family tragedy, illness, employment and or difficult adjustment to college, and other unusual circumstances that could reasonably contribute to a lack of academic progress. Appeals should include supporting documentation.

A committee comprised of the Executive Director of Student Financial Services, the Director of Advising and Academic Services, and the Registrar, and others as needed will review the appeal request.

Please note, only one appeal will be granted, whether based on qualitative and/or quantitative standards. Students who are not granted an appeal or those who have already used the appeal, but do not have a cumulative GPA of 3.00 or do not meet quantitative standards will regain eligibility once the cumulative GPA and quantitative standards are met.