

# Satisfactory Academic Progress Policy for Financial Aid 2011-2012

## Ave Maria University • Financial Aid Office

Federal regulations mandate that all students demonstrate satisfactory progress toward a degree or certificate to be eligible for financial assistance under the Title IV programs. To monitor this statutory requirement, Ave Maria University (AMU) has developed a policy which includes three required measures of progress; 1). **Maximum Time Frame**, 2). **Pace of Completion**, and 3). **Qualitative Measure of Progress**.

The AMU Satisfactory Academic Progress policy will be applied consistently to all financial aid applicants regardless of whether they had previously received financial aid. Compliance with policy requirements will be checked at the end of each term of enrollment. Due to the short time period between academic years (summer ends the academic year, fall begins the academic year), if it is determined that you are not meeting the policy requirements you may not receive written notification until classes begin. For this reason, it is important that you understand the measures of the policy and how it relates to your academic record at AMU.

### **MAXIMUM TIME FRAME:**

- Students in undergraduate programs requiring 128 hours for graduation will be eligible for financial aid during the first 192 (12 semesters) attempted hours as an undergraduate, including any transferred hours accepted toward for credit toward the degree. Graduate students in the Masters of Theology Program will be eligible during the first 72 attempted hours; the Institute for Pastoral Theology, 54 attempted hours; and doctoral program, 120 attempted hours. Eligibility for financial aid ends once students reach this maximum time frame.

### **PACE OF COMPLETION:**

- At the end of each semester, students must have earned a minimum of 66.7% of cumulative attempted credits. This completion percentage is applicable to both undergraduate and graduate students. Successful completion of courses is defined as having received a grade of A, B, C, D or P. Unsatisfactory grades are “F,” “WF,” “W,” or “I.” Courses audited may not be used to qualify for financial aid and are not counted toward the attempted and earned hours. Transfer credits are calculated in cumulative pace of completion.

### **QUALITATIVE MEASURE OF PROGRESS:**

- All students must maintain a minimum Cumulative Grade Point Average (CGPA), determined by the grade level at which they are classified.
- **Freshman/Sophomore** students who have attempted less than 64 credit hours must meet the minimum grade point average requirements for continued enrollment eligibility as specified in the AMU catalog.
- **Junior/Senior** students must have a minimum of 2.0 CGPA and must maintain at least a 2.0 CGPA for the duration of their undergraduate enrollment.
- **MA Theology and PhD** students must maintain a minimum of 3.0 CGPA for all coursework attempted.
- **Institute of Pastoral Theology** students must maintain a minimum of 2.5 CGPA for all coursework attempted.

## WARNING, SUSPENSION AND PROBATION

- **Warning:** Students who do not meet one or more of the requirements for all three standards will be placed on financial aid warning until the next review.
- **Suspension:** Students who fail to meet the satisfactory academic standards of progress at the end of the warning term will be placed on suspension and will be ineligible to receive financial aid until they meet the minimum GPA and/or completion rate requirements.
- **Probation:** If a student submits a Petition for Reinstatement based on mitigating circumstances (as explained below), the student may be granted one semester on a probationary status in which financial aid will be disbursed to the student.

## ELIGIBILITY

### Mitigating Circumstances

- Students who do not meet the minimum satisfactory academic progress requirements *may request* reinstatement of their eligibility based on any of the circumstances listed below. Request for reinstatement must be made in writing (see Petition section). Approval is *NOT* guaranteed.
  - Death/Illness of an immediate family member
  - Personal injury/illness
  - Physical disability
  - Other extraordinary/extenuating circumstances
- **Petition:** Students seeking reinstatement of their eligibility to receive financial aid must complete a Satisfactory Academic Progress Petition of Reinstatement and attach all required supporting documentation. Notification of action taken by the Office of Financial Aid Reinstatement Committee will be made by mail within 15 days of the request.

**Note:** Financial Aid for the current academic year will be awarded at the time of reinstatement providing funds are still available. All costs of attendance incurred during the period of time in which a student is suspended are the sole responsibility of the student.

## ADDITIONAL POLICIES

### Withdrawals:

- Students who withdraw from school while receiving financial aid will be subject to the provisions of the Refund and Repayment Policy and may be required to repay part or all of the aid received. In addition, withdrawals will affect the pace measure of progress. Students who fail to complete **any** courses in any given semester (0% completion rate) will be placed on Financial Aid suspension.

### Incomplete/Repeated Courses:

- Students who receive an Incomplete (“I”) grade or who repeat courses will be ineligible to receive aid beyond the time frame for the completion of a degree regardless of whether they have completed the necessary course requirements for the degree.