

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

**FOR FINANCIAL AID**

**EFFECTIVE FALL 2017**

**Based on Federal Code of Regulations §668.34:**

**EFFECTIVE FALL 2016**

The Higher Education Act and state government require that in order to receive any Title IV Aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Direct Stafford Loan, Federal Direct Parent, plus Loan for Undergraduate Students (PLUS) and State Student Grant); a student must maintain satisfactory academic progress towards a degree. All academic semesters are utilized to determine Satisfactory Academic Progress (SAP) eligibility regardless of whether Federal Financial Aid was received. In order to receive an undergraduate degree from Martin University (University), the student must have a minimum of 120 credit hours towards a degree, including the general education core requirements.

**SAP Warning status**

Students who fall below the SAP standards will be placed on SAP Warning status. Students on SAP Warning status are eligible for aid. Students on SAP Warning status who fail to meet SAP a second consecutive semester will be placed on suspension status. Students on suspension status are not eligible for Federal Financial Aid.

Undergraduate student's requirements

Hours Attempted 1- 60 – Grade Point Average (GPA) Minimum 1.5

Hours Attempted 61 and above – Minimum GPA 2.0

## **Graduate Students Requirements**

Graduate students must maintain a minimum cumulative GPA of 3.0. All graduate -level courses taken at Martin University in which the letters grade of A, B, C, D, and F count towards the cumulative GPA in determining SAP, even courses that were retaken (designated as an "R" on the transcript). Graduate courses with a Pass (P) or Non-Pass (NP) do not count towards the cumulative GPA. Graduate courses in which the student Withdrew (W) or received an Incomplete (I) do not count towards the cumulative GPA. Grades associated with courses taken at another institution and transferred to Martin University do not count towards the cumulative GPA. Financial aid will be cancelled immediately for any student who is suspended or dismissed.

### **Minimum Semester Hour Completion Rate**

Each semester (fall, spring, and summer), a graduate student must earn a minimum of 67% of the credit hours in which he/she is enrolled as of the end of the schedule adjustment period. The schedule adjustment period is also known as drop/add. The schedule adjustment period ends the second week of classes, the last date of the drop/add or census date.

### **Maximum Time Frame**

All students must complete their academic program within 150 percent of the required credit hours of that academic program as defined in Martin University's academic regulations in the course catalog and degree plans. All undergraduate courses taken are counted toward the maximum timeframe of 150%.

### **Financial Aid Warning Rate of Completion**

Undergraduates - students who earn less than 67% of credit hours will be placed on financial aid warning. At the end of each fall and spring academic semesters, a full-time student must have earned at least 12 credit hours and part-time students must have earned at least 6 credit hours while matriculating at Martin University.

All students are required to meet the cumulative grade point average (CGPA) **and** the cumulative hours earned to demonstrate satisfactory academic progress for Federal Financial Aid. A review will be made at the end of each semester to determine if the student meets the criteria. Failure to

meet the cumulative grade point average **and** the cumulative hours earned will result in the student being ineligible to receive Federal Financial Aid.

### **FINANCIAL AID WARNING CUMULATIVE GRADE POINT AVERAGE**

Full time undergraduate students who have earned up to 60 credit hours but do not have at least a 1.5 GPA; will be placed on Financial Aid Warning for one semester. The student is required to meet with his/her Academic Advisor to develop an academic success plan. At the end of the semester, if the student has not met the requirements of SAP, the student will be placed on suspension and become ineligible to receive Federal Financial Aid. If the student becomes ineligible for Federal Financial Aid, the student can appeal the decision by following the guidelines as set forth in the Financial Aid Appeal Process.

### **Appeal Guidelines**

Students on suspension status may appeal if they demonstrate extenuating circumstances. Every effort will be made to give careful and timely consideration to each appeal. Decisions are rendered within 5-10 business days of receipt. Appeals, if granted, are for **one** semester. Most appeal approvals, if applicable, will come with a condition that the student must meet certain academic criteria for the appeal semester in order to be eligible to appeal for a future semester. Appeal forms may be obtained from the Registrar's Office, Financial Aid Office and Martin University's website. Appeals should be in writing and addressed to:

SAP Committee,  
Martin University,  
2186 North Sherman Drive,  
Indianapolis, IN 46218.

Appeal letters must be received by the SAP Committee no later than ten days prior to the beginning of the semester in which financial aid funds are requested. Appeal letters must include the completed SAP form along with necessary supporting documents.

## **FINANCIAL AID APPEAL PROCESS**

Students requesting an appeal must submit a letter requesting reinstatement to the SAP Committee explaining the circumstances which affected the student's academic performance.

All appeals will be reviewed on a case-by-case basis. (Please note that any information mentioned in the appeal is subject to verification and all information will be taken into consideration.)

The SAP appeal letter should:

- be addressed properly and grammatically correct;
- include the student's name, address, phone number, student identification number and major;
- indicate clearly why the student was not able to make SAP (Satisfactory Academic Progress);
- indicate what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation;
- indicate what the student will do differently academically if they are awarded Federal Financial Aid to continue their matriculation at Martin University.

If the appeal is approved, the student will be placed on Financial Aid Probation for one semester.

Once a decision has been rendered, no further information will be considered.

## **FINANCIAL AID PROBATION**

Only students who have been granted an approved appeal will be placed on Financial Aid Probation.

Financial Aid Probation **is for one academic semester**. At the end of the academic semester, the student's academic record will be reviewed to determine if the student has met the requirements specified in the academic plan.

## **RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS**

Any student whose financial aid has been suspended can reestablish satisfactory progress by any of the following methods:

- Repeating and passing failed courses with a **C** or better
- Converting incomplete grades to a **C** or better

**WITHDRAWALS (“W” GRADES)**, which are recorded on the student’s transcript, will be included as credits attempted and will have an adverse effect on the student’s ability to maintain satisfactory academic progress. WP (withdrawal passing) and WF (withdrawal failing) are designated at mid-semester or beyond mid-semester when a student withdraws.

**INCOMPLETE GRADES**

Incomplete grades will count toward hours attempted until that grade is converted at the end of the next semester that course is offered.

**SUCCESSFUL COMPLETION OF COURSES**

Successful completion of a course is defined as receiving one of the following grades: **A, B, C, or D.**

Courses with grades of **F, I, and W** will not qualify in meeting the minimum standard.

**REMEDIAL COURSES**

Martin University no longer offers remedial courses. Potential students are referred to the High School Equivalency Program through Warren Township which is located on Martin University’s campus.

**REPEATED COURSES** will be counted as hours completed.

**CHANGE OF MAJOR**

A student may change from one major to another during attendance at the University, however, the students who change from one major to another are still expected to maintain satisfactory academic progress and complete the course work within the credit hours limitation stated.

**SECOND BACCALAUREATE DEGREE**

A student seeking a second baccalaureate degree will begin a new grade point average (GPA) grouping and follow the University’s SAP policy. This new GPA grouping will include a separate GPA and separate completion rate. Second Baccalaureate Degree students will need to complete all degree requirements in order to complete the degree.

**COURSE LOAD**

The number of hours in which a student is enrolled on the day following the published date of the University’s DROP/ADD period will be used as the official enrollment date for financial aid purposes.

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Full-time status is 12 credit hours or more for an undergraduate student and 9 credit hours for a graduate student.

**TRANSFER STUDENTS**

Credit hours transferred from other institution will count towards both the attempted and completed hours.

**ACADEMICALLY SUSPENDED STUDENTS** who return to the University must meet the Satisfactory Academic Progress outline based on the number of semesters enrolled.

**NON-MATRICULATING STUDENTS** are not eligible for federal and state aid.

**Satisfactory Academic Progress Chart**

At the end of each academic semester a full-time student must have earned at least 12 credit hours and part-time students must have earned at least 6 credit hours with a cumulative GPA as listed below while matriculating at Martin University.

<b>Full-Time Student Number of Semesters</b>	<b>Cumulative Credit Hours</b>	<b>Cumulative GPA</b>
1	12	1.5 or higher
2	24 or more	1.5 or higher
3	36 or more	1.5 or higher
4	48 or more	1.5 or higher
5	61 or more	2.0 or higher
6	72 or more	2.0 or higher
7	84 or more	2.0 or higher
8	96 or more	2.0 or higher
9	108 or more	2.0 or higher
10	120 or more	2.0 or higher

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<b><u>Part-Time</u> Student</b>	<b>Cumulative Credit</b>	<b>Cumulative GPA</b>
<b>Number of Semesters</b>	<b>Hours</b>	
1	6	1.5 or higher
2	12 or more	1.5 or higher
3	18 or more	1.5 or higher
4	24 or more	1.5 or higher
5	30 or more	1.5 or higher
6	36 or more	1.5 or higher
7	42 or more	1.5 or higher
8	48 or more	1.5 or higher
9	54 or more	1.5 or higher
10	61 or more	2.0 or higher
11	66 or more	2.0 or higher
12	72 or more	2.0 or higher
13	78 or more	2.0 or higher
14	84 or more	2.0 or higher
15	90 or more	2.0 or higher
16	96 or more	2.0 or higher
17	102 or more	2.0 or higher
18	108 or more	2.0 or higher
19	114 or more	2.0 or higher
20	120 or more	2.0 or higher