

MCKENDREE UNIVERSITY
Satisfactory Academic Progress Requirements
Graduate Programs

According to the United States Department of Education regulations, all students applying for federal and/or state financial assistance must maintain satisfactory progress in their course of study to receive these funds. These standards stipulate, but are not limited to, maintaining acceptable grades, completing a sufficient number of credit hours per semester, and completing the graduate degree within a reasonable time frame. A student who does not meet these standards is not eligible to receive federal, state, and/or institutional financial aid. All semesters of attendance are considered for satisfactory progress regardless of whether the student received aid. Adherence to the following standards will be necessary for continued financial aid eligibility.

A student must be making academic progress regardless of whether the student had previously received aid. Before aid is disbursed, a student's progress will be evaluated according to policy guidelines. Any student who has not previously received financial aid may not be notified of their status until they apply for financial aid.

Satisfactory Academic Progress is determined by:

QUALITATIVE MEASUREMENT (GPA)

Students must maintain a 3.0 cumulative grade point average to remain in good standing.

QUANTITATIVE MEASUREMENT: PACE OF PROGRESSION (CREDIT HOURS)

Students must complete attempted hours according to the following:

- ❖ Completion of 67% of cumulative hours attempted (i.e., a student attempts 15 hours; he/she must complete 10).
- ❖ Course grades of "I", "WW", "W", or "F" are considered as attempted and not completed.
- ❖ Courses completed at McKendree, as well as courses transferred and accepted by McKendree are considered in the Pace of Progression completion rate.
- ❖ Once a student completes the class with an "I", they must notify the Office of Financial Aid of the completion and the financial aid status will be reviewed and updated.
- ❖ Repeat courses are considered as attempted and are considered in the Pace of Progress completion rate.
 - A student may repeat any course one time (unless the course is deemed not repeatable by the department).
 - A student may repeat a course twice only if the student failed the course (F) both times it was taken before.
 - All grades will appear on the permanent record.
 - For the purpose of computing grade point average and total hours earned, the student taking a repeat/delete will be credited with the highest grade earned for all attempts.
 - If a course has dropped in credit level (for instance from 4 to 3 hours), the residue credit not covered by the repeat will be reflected on the transcript at the grade originally awarded and will be computed in the grade point average, unless extended credit is earned and awarded.
- ❖ Students pursuing a second bachelor's degree are subject to the same requirements as those students pursuing their initial bachelor's degree.
- ❖ Noncredit remedial courses are not offered at McKendree University.

MAXIMUM TIME-FRAME

Degree must be completed within 150% of the program requirements. (i.e., Teaching in Elementary Education program requires 58 hours. $58 \times 150\% = 87$ maximum hours allowed for completion.) Hours earned at McKendree, as well as hours transferred and accepted by McKendree are considered in this time frame. Any student who has exceeded the maximum time frame and/or who mathematically cannot finish the program within this period will be considered ineligible for financial aid.

McKendree University understands students may change their educational goals and programs of study, and additional education is often needed to enhance career opportunities. These students may provide a written request for reevaluation of their status.

SATISFACTORY ACADEMIC PROGRESS MONITORING

Students are reviewed for Qualitative Measurement, Pace of Progression, and Maximum Time-Frame at the end of each semester (Fall, Spring, & Summer). Students who are on academic plan probation will be evaluated at the end of each semester.

WARNING/SUSPENSION/ACADEMIC PLAN PROBATION STATUS

A student will be placed on Financial Aid **WARNING** if:

- ❖ The cumulative GPA is less than the stated requirement in the Qualitative Measurement section.

AND/OR

- ❖ The student has not successfully completed the minimum 67% of attempted hours including transferred hours.

AND/OR

- ❖ The student has reached or exceeded 78 cumulative credit hours and has not successfully completed the degree requirements.

Financial Aid **WARNING** is for one semester only. A student placed on **WARNING** will continue to receive financial assistance for the **WARNING** semester.

A student will be placed on Financial Aid **SUSPENSION** after a Financial Aid **WARNING** if:

- ❖ The cumulative GPA is less than the stated requirement in the Qualitative Measurement section.

AND/OR

- ❖ The student has not successfully completed the minimum 67% of attempted hours including transferred hours.

AND/OR

- ❖ The student has reached or exceeded 87 cumulative credit hours and has not successfully completed the degree requirements.

A student placed on **SUSPENSION** will lose eligibility to receive financial assistance. Students will receive a notice in writing of their **SUSPENSION** status. Students will have the ability to file a written Non-Satisfactory Progress Appeal; instructions are provided below in the Non-Satisfactory Progress Appeal Section. Standards are enforced even if no prior financial aid was received.

A student who is placed on Financial Aid **ACADEMIC PLAN PROBATION**:

- ❖ If an appeal is approved by the Satisfactory Academic Progress Committee.
- ❖ Will be reviewed at the end of each semester for continued eligibility.
- ❖ The Qualitative Measurement (GPA) and Pace of Progression (67% of attempted hours completed) must be achieved each semester based on their approved Academic Plan.
- ❖ Students on Academic Plan Probation must complete all courses with an above average grade and have semester GPA higher than the previous semester.
- ❖ Students may appeal to have their Academic Plan changed. The appeal must be in writing and approved prior to the student making any changes to their Academic Plan or schedule. The appeal must explain the changes needed and the progression the student expects to achieve.
- ❖ If either or both measurements are not achieved, will result in Financial Aid **SUSPENSION** and lose all financial aid eligibility in future semesters.

NON-SATISFACTORY PROGRESS APPEAL

A student who has been suspended from financial aid may complete and submit a **NON-STATISFACTORY PROGRESS APPEAL FORM** (Available online or in the Office of Financial Aid) for reinstatement within thirty (30) days of notification, if there are extenuating or mitigating circumstances contributing to their inability to meet the requirements. Students may appeal for one of the following reasons:

1. The death of a relative to the student.
2. Severe injury or illness of the student.
3. Other extenuating circumstances which may include **but are not limited to**:
 - ❖ Severe illness of a relative for whom the student has custodial responsibility.
 - ❖ Emergency situations such as fire or flood.
 - ❖ Military reassignment, required job shift change, or job transfer preventing the student from completing a semester.
 - ❖ Separation or divorce.

Such an appeal **must be accompanied by supporting documents** and be submitted to the Director of Financial Aid who will share the appeal with the Satisfactory Academic Progress Committee.

Appeals and supporting documentation are due as soon as possible, but no later than one week before classes are scheduled to begin. Appeals and supporting documentation received by the Office of Financial Aid after the deadline and after classes have begun require a course schedule with instructor's names. The instructor for each course will be contacted to confirm you are attending and participating in class. If the appeal and supporting documentation is received by the Office of Financial Aid after grades have been assessed those grades will be considered when determining your financial aid eligibility.

REINSTATEMENT

A student who has been **SUSPENDED** from financial aid for academic reasons and has not had an appeal accepted may be eligible for reinstatement if they enroll in courses at their own expense and meets the criteria listed for Satisfactory Academic Progress for one semester. Students must notify the Office of Financial Aid by submitting another **NON-STATISFACTORY PROGRESS APPEAL FORM** or by **written request for reinstatement**. The Director of Office of Financial Aid will review the request for reinstatement. The student will be notified in writing whether their financial aid has been reinstated or denied.

The McKendree University's Office of Financial Aid will attempt to notify, in writing, any student currently receiving financial aid who is placed on Financial Aid Warning and/or Suspension. However, failure to receive such notification does not relieve the student of the requirement to read, understand and follow the Satisfactory Academic Progress Requirements for Financial Aid Recipients.