

Satisfactory Academic Progress

Federal financial aid regulations require schools to monitor students' academic progress in order to maintain eligibility for Title IV Federal Financial Aid (Federal Pell Grant, SEOG, Federal Work Study, Federal Perkins Loan, Federal Stafford Loan (subsidized and unsubsidized), & Parent Loan for Undergraduate Students). The Office of Student Financial Services of MidAmerica Nazarene University (MNU) has established the following Satisfactory Academic Progress (SAP) policy. In order to maintain eligibility for federal and state funds, students must comply with MNU's standards for SAP. Two primary measures are used for determining whether or not a student is making SAP.

1. Qualitative Standard: Maintain a minimum cumulative grade point average at the end of each semester; and
2. Quantitative Standard: Completion of a minimum number of attempted credit hours within a maximum time frame.

If students fail to meet the SAP requirements as stated in the policy, they will no longer be eligible for Title IV and state funds. The Office of Student Financial Services will notify affected students in writing regarding the loss of their eligibility. The notification will include the necessary requirement(s) needed to regain their eligibility, and will also inform them of the appeal process.

Qualitative Standard

Undergraduate GPA Standard:

Prior to the completion of the students' second academic year, they must maintain minimum GPA standards in accordance to the academic policy issued by the Academic Dean. At the end of each semester, we will monitor the cumulative GPA of our students according to the following scale:

Cumulative Total Hours Attempted	Minimum Cumulative GPA
1-23 credit hours	1.50
24-55 credit hours	1.75
56 credit hours and above	2.00

Once students have completed their second academic year, they **MUST** have at least a 2.00 cumulative GPA.

Masters GPA Standard

Students must maintain a minimum cumulative 3.00 GPA. This will be monitored at the end of each semester.

Quantitative Standard

In order to receive Title IV and state aid, a student must make clear progress towards a degree by completing their degree requirements within a certain number of credit hours. The maximum time frame cannot exceed 150% of the published length of the program measured in credit hours attempted. For work transferred in, the total number of credit hours accepted by MNU will be included in the number of attempted and completed credit hours in the calculations for SAP.

“Attempted” credit hours are the number of credit hours recorded on the student’s academic transcript at the end of the semester for which the student received a grade. Course repetitions count as credit hours attempted. The credit hours in which a student receives a letter grade of NC, F, I, or W are included in the number of attempted credit hours. Remedial courses are also included in the calculation of attempted credit hours.

“Complete” credit hours are the number of credit hours recorded as earned on the student’s academic transcript at the end of each semester for which a student received a passing grade. Course repetitions will result in only the repeated grade posted and figured in to the cumulative earned credit hours. Grades of W or INC are not considered as replacement grades. An incomplete course is not counted as earned credit hours unless the student successfully completes the course requirements within the maximum time frame of six months. An incomplete grade may place a student’s financial aid on hold until a grade is received and SAP is met. Remedial courses are included in the calculation of completed credit hours.

<u>Traditional Undergraduates:</u> -Offers 126 credit hour, four year bachelor degree program -Maximum time frame = 189 cumulative attempted hours -66.67% of attempted cumulative hours must be completed - Evaluated after each spring semester	<u>AA/MHR Undergraduates:</u> -AA offers a 63 credit hour, two year AA degree program -MHR offers a 32 credit hour, one year bachelor degree program -Maximum time frame = 95.50/48 cumulative attempted hours -66.67% of attempted cumulative hours must be completed -Evaluated after each semester
<u>Masters of Arts in Counseling</u> -Offers a 61 credit hour, two year masters degree program -Maximum time frame = 91.50 cumulative attempted hours -66.67% of attempted cumulative hours must be completed -Evaluated after each semester	<u>Certificate in Play Therapy:</u> -Offer a 24 credit hour, one and a half year certificate program -Maximum time frame = 36 cumulative attempted hours -66.67% of attempted cumulative hours must be completed -Evaluated after each semester
<u>MBA/MAOA</u> -Offer a 36 credit hour, 22 month/12 month masters degree program -Maximum time frame = 54 cumulative attempted hours -66.67% of attempted cumulative hours must be completed -Evaluated after each semester	<u>Masters of Education/Educational Technology/Special Education</u> -Offer a 31/33 credit hour, 12 month masters degree program -Maximum time frame = 46/49 cumulative attempted hours -66.67% of attempted cumulative hours must be completed -Evaluated after each semester

Financial Aid Probation and Suspension

Traditional students who have less than 56 cumulative attempted hours, have not completed two academic years, and who do not meet the qualitative requirements listed previously at the time of evaluation, will be placed on a semester of financial aid probation by the Office of Student Financial Services. First time graduate students who do not meet the qualitative requirement at the time of evaluation for their first semester will be placed on a semester of financial aid probation if they have at least a cumulative 2.85 GPA. If students fail to meet the SAP requirements following the probationary semester, they will be placed on financial aid suspension and considered ineligible for federal and state aid (loans and grants). Traditional students who have completed two academic years, traditional students with over 56 cumulative attempted hours, and graduate students with more than one semester completed, will be placed on financial aid suspension and considered ineligible for federal and state aid if they do not meet the qualitative requirements.

Appeal Process

Extenuating circumstances may warrant an exception to this policy. Students must file a letter of appeal and include an explanation of the circumstances with supporting documentation to the Office of Student Financial Services. The letter of appeal must be filed within 14 days of notification of loss of financial aid. The appeal must include student name, SSN and must also be signed. We will accept your letter of appeal via Fax at (913) 791-3482 or through the regular postal mail system.

The student will also need to meet with an Academic Advisor in order to provide a written plan which stipulates how and when the student will restore their eligibility according to the SAP policy. The academic plan must be received before the committee can review the appeal request.

The committee will review the appeal and provide a written response to the student within five business days of the committee meeting.

The decision of the committee is final. The committee will not re-consider the appeal unless there is new data or documentation to be considered.

Extenuating circumstances that will be seriously considered include the following:

- Death of a family member
- Extreme illness or injury of a family member
- Personal illness or injury
- Other unusual/extreme hardship causing your lack of success

Students are allowed one appeal per academic year, with a maximum of two appeals throughout their enrollment at MNU.

Reinstatement

Students may be reinstated and regain their financial aid eligibility once they are within the standards set forth by the Satisfactory Academic Progress policy. Students may not be paid retroactively for periods in which they failed to maintain satisfactory academic progress.