

# John Carroll University

## STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID

(rev. July, 2011)

Students receiving financial aid funded by the State government or by the Federal government (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH, Federal Work Study, Federal Perkins Loan, Federal Stafford Loan, and Federal PLUS Loan), as well as all John Carroll University funding, must conform to the university's standards as outlined below. The Higher Education Amendments of 1980 require a university to define and enforce standards of satisfactory academic progress. The policy outlined below is effective July 1, 2011 as set forth in final federal regulations 668.16, 668.34. These guidelines encourage students to successfully complete courses for which aid is received. These financial aid standards of academic progress are separate from, and in addition to, academic standards required by the University for continued enrollment. In order to receive financial aid at John Carroll University, a student must be enrolled, be making satisfactory academic progress toward graduation, and remain in good academic standing. All students receiving financial aid will be reviewed at the end of each semester. The criteria by which academic progress is determined through quantitative and qualitative measures as well measurement of pace and the established maximum time frame allowed for completion of program.

### Quantitative

At the end of each term of enrollment, students will be reviewed to determine if they have successfully achieved the appropriate number of credit hours. Part-time and Graduate students must successfully complete a minimum of one-half (50%) of credit hours attempted each period of enrollment. Attempted hours are hours for which a charge was incurred, excluding audited hours.

### Qualitative

For all **undergraduate** students who have not yet completed two full academic years (four semesters), a cumulative GPA of 1.75 must be achieved. Students who have completed two academic years or four semesters must maintain a minimum cumulative GPA of 2.0.

Successfully completed classes will have grades that include A, A-, B+, B, B-, C+, C, C-, D+, D or SA, CR, P, HP

**Note: Incomplete grades** will be calculated in academic progress as an 'F' until the incomplete grade is changed to a completed grade. Only the most recent grade for a **repeated course** will be reflected in the calculation of the student's GPA.

**Transfer coursework** approved will have no effect upon the cumulative grade point average.

### Pace

In addition pace, as defined as a student's progression to ensure completion within the maximum time frame, is also measured. This measurement is a calculation of the number of credit hours completed divided by the number of credit hours attempted.

### Maximum Time Frame

All students must complete their degree program within 150% of the published length of their degree program. For undergraduate students, the awarding of financial aid cannot be granted in excess of 192 attempted hours. **Only transfer hours accepted will be measured for pace and maximum time frame. Repeated courses** are included in the total attempted hours. **PLEASE NOTE:** State aid is limited to ten semesters and JCU funding is limited to eight semesters, regardless of whether or not the student has reached the 192 credit-hour limit. Students acquiring additional degrees or second majors will be measured by same maximum time frame.

### Transfer hours and repeated courses

Only those hours accepted towards a JCU degree will be evaluated and included in the calculation of pace and maximum time frame. **Transfer coursework** approved will have no effect upon the cumulative grade point average. Repeated coursework will be included in total attempted hours but only the highest grade will be calculated in student GPA calculations. Unlimited repeated courses will be funded through federal aid if the course has not been passed. Only one repeated course can be funded if previously passed.

### Review

Students will be reviewed to evaluate if they are meeting the Standards of Academic Progress at the end of each semester of enrollment. In the event that a student fails to meet the criteria established in the table below the student will be placed on financial aid **WARNING**. For students in a warning status, financial aid from all sources will automatically continue for the subsequent semester of enrollment. If the student does not return to satisfactory academic progress at the completion of the semester, the student will be placed on financial aid **SUSPENSION**. Financial aid suspension means the termination of all federal, state, and institutional aid. **Students who choose to attend JCU while on financial aid suspension may do so at their own expense and will not regain eligibility for financial aid until academic progress is being met.**

### Undergraduate SAP Monitoring Policies

Academic Terms Completed	1	2	3	4	5	6	7	8	9	10	11	12
Funding	JCU Funding Available											
	State Funding Available											
	Federal Funding Available											
Credit Hours Earned	8	16	24	32	40	48	61	74	87	101	114	128
Grade Point Average	1.75						2.00					

### Graduate and Post-Bac SAP Monitoring Policies

Graduate and Post-Bac students must successfully complete a minimum of half (50%) of credit hours attempted each period of enrollment. Attempted hours are hours for which a charge was incurred, excluding audited hours. Students must maintain a cumulative GPA of at least 2.75 and successfully complete classes with grades of A, A-, B+, B, or CR in order to receive course credit for the degree. Students seeking a teaching license, must receive a grade of C or higher in courses (undergraduate or graduate) they are taking for their teaching content areas.

### Part-time Student SAP Monitoring Policies

Students enrolled less than full-time will be measured for pace based on a 50% completion of attempted hours for each period of enrollment. Students in the first half of their program must maintain a cumulative GPA of 1.75. Upon completion of the half of their program requirements or 74 credit hours the cumulative GPA requirement is a 2.0.

### Exceptions to SAP Policy

#### Reinstatement of Financial Aid after Dismissal

Certain situations may exist whereby a student may be allowed to continue enrollment and receive financial aid while not explicitly meeting these Federal Standards of Progress. Students that have been dismissed from the University in a prior semester, but never had aid suspended, and are duly readmitted to the University are eligible for reinstatement of Financial Aid. Once approval for readmission is granted by the Academic Dean's Office, student aid will be reviewed and reinstated, and remain intact as long as the student is making reasonable progress toward degree completion. Under these circumstances, **Reasonable Progress** is defined as maintaining at least a 2.50 semester GPA as a full-time student (Undergraduate: 12 credits) each semester until the cumulative GPA reaches the appropriate standards for satisfactory academic progress. This progress will be monitored at the end of each semester of enrollment by the Dean's Office until the student has returned to overall good academic standing. **Failure to abide by these academic expectations in any semester subsequent to readmittance will result in a final suspension of all federal aid without any further chance of appeal.**

#### Appeal Process

A student that believes extenuating circumstances prevented their compliance with satisfactory academic progress may appeal. A student must indicate in writing to the Appeals Committee the reasons why it is believed that aid should not be terminated as a result of academic performance. Once the appeal has been reviewed, the student will be notified in writing as to whether the warning or suspension is still justified or amended. In order for an appeal to be reviewed, the following information must be submitted:

- A **written explanation** of mitigating or extenuating circumstances that affected the ability to meet the standards of academic progress. Be sure to explain how this additional semester will bring the performance into the federal compliance. Attach any documentation that will substantiate the appeal (i.e. medical documentation, supporting documentation, etc.)
- A detailed *Academic Plan* with appropriate support mechanisms in place that will ensure the ability to achieve the semester hours and GPA requirements to return to satisfactory progress. This plan must be created in conjunction with the Academic Dean and include supporting recommendation from an Academic Dean.

Aid is reinstated after appeal on a semester basis. Failure to maintain GPA requirements and credit hour stipulations of the academic plan will result in permanent suspension of financial aid without further chance of appeal. Incomplete appeals will not be reviewed. An override of SAP will only be allowed for only one semester. If an appeal is denied, the student is ineligible for financial aid. **Appeals must be submitted within seven days of notification of suspension or by the end of the first Friday of the semester.** A student wishing to appeal the Committee's decision may do so with the Vice President for Enrollment whose decision is final and permanent.