

**Effective June 1, 2015**

## **Financial Aid Satisfactory Academic Progress Policy**

Federal financial aid regulations require all students who receive Title IV federal financial aid and/or Minnesota Office of Higher Education (OHE) funds to maintain good academic standing and a satisfactory pace in the progress toward their degree. These regulations apply to all attempted coursework including coursework for which the student did not receive financial aid. A student who does not meet Financial Aid Satisfactory Academic Progress standards (FA SAP) may lose financial aid eligibility, but may regain eligibility when the standards are again met, or with an approved appeal as described below.

Financial Aid SAP review is based on two components of a student's academic performance. The first component is qualitative, represented by a student's cumulative grade point average (GPA). The second component is quantitative, and is determined by students' credit completion ratio. The ratio is determined by dividing the number of credits completed by the number of credits attempted. FA SAP standards are applied consistently for both full-time and part-time students, and both components of the standard must be met to ensure satisfactory academic progress.

The specific cumulative GPA requirement is 2.0. In addition, federal regulations require a 2.0 cumulative GPA by the end of the second year.

A credit completion ratio of 60% of attempted credits meets the quantitative standard.

A student academically dismissed without right of appeal is immediately ineligible for financial aid with no right to appeal financial aid eligibility.

### **Results of FA SAP Review:**

FA SAP review occurs after each summer, fall and spring semester when the Mitchell Hamline Registrar certifies all cumulative GPAs and semester credits as complete. A student not meeting one or both of the FA SAP standards after any fall, spring or optional summer semester will be placed on financial aid warning status and will receive notice of the status sent by email to the student's Mitchell Hamline e-mail address. Financial aid eligibility continues in the warning semester and no action is required of the student. If not currently enrolled, the warning status applies to the next semester of enrollment. FA SAP standards must be met at the close of a warning semester. Failure to meet FA SAP standards at the close of a warning semester advances the student's status to financial aid ineligible in the next semester of enrollment.

Financial Aid ineligible status prevents receiving federal and state financial aid. If academically eligible for registration, a student may attend the college at his/her own expense until FA SAP standards are met. If academically eligible to continue, a student who is ineligible for financial aid may appeal the ineligible status.

A completed and approved FA SAP appeal (form is available on the web or on request from the Financial Aid Office) can restore financial aid eligibility in the ineligible semester. An appeal completed after the close of an ineligible semester will not restore aid retroactively.

Financial aid ineligibility may be imposed immediately in extraordinary circumstances, such as a student who registers and then earns failing grades (F, WA) for all classes in a semester, or a student whose attendance pattern abuses receipt of financial aid.

### **Qualitative Review Standards: Cumulative GPA**

A student whose cumulative GPA is below 2.0 is not meeting the FA SAP qualitative standard.

- Transfer credit grades are not counted towards the cumulative GPA. Transfer credits are counted in the quantitative calculation.
- Grade point values which determine the GPA are found in the Mitchell Hamline handbook, section 6.1. The cumulative GPA is maintained by the Mitchell Hamline School of Law Registrar.
- A grade of S (satisfactory) or P (pass) is not counted toward a student's cumulative GPA, however the credits earned are counted as completed.
- A grade of I (incomplete), W (withdrawal) or WA (Administrative Withdrawal) is not counted in the student's cumulative GPA. The credits for these classes are counted as attempted in the quantitative FA SAP calculations.
- Repeated classes are eligible for financial aid. Repeated class grades are counted in the student's cumulative GPA. Repeated class credits are counted as attempted or completed credits.
- A student academically dismissed without right of appeal is immediately ineligible to receive financial aid and has no right to appeal financial aid ineligibility.

### **Quantitative Review Standards: Percentage of Attempted Credits Completed**

A student whose credit completion ratio is less than 60% is not meeting the quantitative standard. The credit completion ratio is found by dividing the number of successfully completed credits by the number of attempted credits. Successfully completed credits require a grade of A, B, C, D, S or P.

- Transfer credits are counted in the quantitative calculation
- Audited classes are not eligible for financial aid and do not count as attempted or completed credits.
- Repeated classes are eligible for financial aid and do count as attempted or completed credits. The grade is counted toward the student's GPA
- Classes with a grade of S (Satisfactory) or P (Pass) are counted as completed credits in the quantitative review.
- Incomplete (I), Withdraw (W) or Administrative Withdraw (WA) class credits are counted as attempted credits for FA SAP quantitative review

Students who fail to complete/pass 60% of their attempted credits will be placed on Financial Aid Warning or Ineligibility and will be alerted by an email to their Mitchell Hamline email accounts.

Financial aid SAP quantitative standards allow students to attempt up to 167% of the total number of credits required to complete the degree. The Mitchell Hamline School of Law J.D completion requirement is a maximum timeframe of 5 years.

### **Right to appeal FA Ineligibility**

On determination of Financial Aid ineligibility, a student has the right to submit a FA SAP appeal. An approved FA SAP appeal provides one semester of FA probation and is independent of any academic appeal process. A FA SAP appeal requires a student to complete and submit:

- Financial Aid SAP appeal form as a cover sheet (located on the financial aid webpage)
- A statement regarding the circumstances that caused the failure to meet FA SAP standards including third party documentation if relevant. Circumstances may include and are not limited to illness of the student or close family member, death of a relative, divorce, personal problems or issues.
- A statement of changes which will result in achieving FA SAP standards at the end of the probation semester or by the end of the specified time frame
- A semester by semester academic plan, developed with a member of the faculty or the Dean or Assistant Dean of Student Affairs that shows how the student will progress to meet FA SAP standards. The plan should include clear and specific semester goals to aid determination of continued progress at the close of each semester.

The Financial Aid Director and Assistant Director will review the submitted appeal and will communicate the appeal decision to the student through the Mitchell Hamline email address.

If a student's appeal is approved, the student's financial aid status will be one semester of Financial Aid SAP Probation status with financial aid eligibility. Failure to meet FA SAP standards at the end of the probation semester, or to meet the semester goals stated in the academic plan will result in financial aid ineligibility until FA SAP standards are met or a new appeal with a new academic plan is submitted and approved. If academically eligible, students may attend the college at their own expense until FA SAP standards are met.