



INTRODUCTION

Federal regulations mandate all students are required to maintain Satisfactory Academic Progress (SAP) toward a degree in order to receive financial assistance through Title IV federal financial aid (including, but not limited to, the Pell Grant, Direct Loan, Parent PLUS, Graduate/Professional PLUS, Federal Work-study, Supplemental Educational Opportunity Grant, TEACH Grant) and need-based state aid programs. Students must meet the academic standards as outlined in the SAP policy. These standards are for financial aid purposes only and neither replaces nor overrides academic policies outlined by Martin University. The SAP policy applies to all undergraduate and graduate students.

Policy Components

There are three components of SAP consisting of; maximum time frame for completing the educational program, pace of completion, and qualitative. A student must maintain satisfactory progress in all three areas whether or not the student received financial aid in the past. SAP will be evaluated at the end of each semester. (See Evaluation and Notification)

1. Maximum Time Frame

All students are expected to finish their program within a maximum time frame as determined by the university. All attempted credit hours are considered toward the maximum time allowance, regardless of whether or not the student received financial aid.

Undergraduate Students: A student's total cumulative attempted hours may not exceed 150% of the minimum hours required to earn a bachelor's degree. (Example: 120 required hours x 150%=180 hours)

Graduate Students: A student's total cumulative attempted hours may not exceed 150% of the minimum hours needed to complete the degree program for which they are enrolled. (Example: 48 required hours x 150%=72 hours)

2. Quantitative Measure (Pace of progression)

Undergraduate and graduate students must be on target to complete their academic program within the set time frame. To determine if a student is meeting this standard, total cumulative earned hours are compared to total cumulative attempted hours. This is calculated by dividing the total cumulative earned hours by the total cumulative attempted hours. The result must be 67% or greater, which means the student must complete and pass two-thirds of their cumulative attempted hours.

Examples:

Cumulative Earned Hours	Cumulative Attempted Hours	SAP Evaluation
12	24	12/24 = 50%; Does NOT meet SAP
60	75	60/75 = 80%; Does MEET SAP
60	99	60/99 = 60.61%; Does NOT meet SAP

3. Qualitative Measure (GPA and Academic Standing)

Undergraduate Students with 0-29 credit hours must maintain at least a cumulative 1.70 cumulative GPA and be in good standing, not dismissed nor suspended from their academic program, as determined by the academic units' policies.

Undergraduate Students with 30 or more credit hours must maintain a 2.00 cumulative GPA, and be in good standing, not dismissed nor suspended from their academic program as determined by the academic unit's policy. Graduate Students: Students must maintain at least a cumulative 3.00 cumulative GPA and be in good standing, not dismissed nor suspended from their academic program, as determined by their academic units' policies.

Degree Program Minimum	Cumulative GPA
Undergraduate students with 0 – 29 credit hours	1.70
Undergraduate students with 30 or more credit hours	2.00
Graduate Students	3.00

Evaluation and Notification

SAP will be evaluated at the end of each semester for all students who are eligible to enroll in future semesters within the next award year. Students who are at least applicants for an upcoming term within the next award year will also be reviewed.

Financial Aid Satisfactory Academic Progress Warning (Financial Aid Warning)

Students will be placed on financial aid warning if they fail to meet either the qualitative or quantitative standard at the time of review. A Warning status letter will be sent to each student placed on SAP Warning. Students placed on warning are then reviewed at the end of each academic semester.

Students will be removed from financial aid warning in the following semester if they meet or exceed SAP standards.

Disqualification from Financial Aid (Loss of Financial Aid Eligibility)

Students on financial aid warning who fail to meet the stated standards of progress in their next semester of enrollment will be ineligible for financial aid. This period of ineligibility is called Financial Aid Suspension.

Students that are not keeping pace and fall below 67% or are not meeting the qualitative cumulative GPA standard may find that it will take more than one semester to meet the minimum requirements for progress. In either of these cases an Academic Plan in collaboration with the Academic Advisor and or Student Success Services will need to be implemented to measure progress for multiple semesters (see next section for appeal process).

Students who pre-register for a subsequent semester before grades are evaluated and who use financial aid to defer tuition and fees may owe a financial aid repayment if they do not maintain satisfactory academic progress and are placed on Financial Aid Suspension after grades are posted and reviewed.

Disqualification from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment. Students should consult with a Financial Aid Counselor to determine how to regain eligibility for financial aid.

It is the student's responsibility to monitor his or her academic progress and to be aware of the requirements of his or her program and SAP standards.

Appeal Process

A student determined ineligible for financial aid for failure to meet Martin University's Satisfactory Academic Progress standards has the right to make a written appeal to the Student Financial Aid Office if he or she can demonstrate:

- failure to meet the minimum standard was caused by extenuating circumstances beyond his or her control.

Examples of these circumstances:

- Serious illness
 - Accident or injury
 - Medical or family emergency
 - Death of a student's relative
 - Federally-declared disaster directly affecting the student and/or his family
 - Other personal crisis beyond the student's control.
- he or she has resolved the issue(s) that caused the deficit, and

- the issue(s) will not affect his or her performance in the future.

If an appeal is approved, the student will be placed on probation. His or her SAP will be evaluated the following semester he or she is enrolled to ensure the student is still meeting the appropriate requirements. If at that time the standards are not being met, a SAP hold will be placed back on the student's account and any federal aid and need-based state grant aid in future semesters will be canceled.

Self-Correction

Students who lose eligibility for federal and need-based state programs due to not meeting SAP requirements may:

- earn the necessary GPA or semester hours to meet the minimum requirements while not receiving federal and need-based state financial aid, or
- submit an SAP appeal.

Unless academically dismissed, students denied federal and need-based state aid may continue attending using other aid sources or by funding their education themselves. If a student is not meeting SAP standards and he or she self-corrects his or her issue(s) in a future semester and still meets all other SAP requirements, he or she will become eligible for federal financial aid the following summer semester. If a student corrects his or her issue during a summer or fall term and wants to be considered for federal financial aid prior to the next award year's annual SAP evaluation, he or she must file an appeal. If a student corrects his or her deficit during a summer session and submits an appeal, and the appeal is approved, the student will not be eligible for federal financial aid and need-based state aid for any summer session. The student would be eligible beginning the fall semester.

Late Grade Posted or Grade Change

If a student is held for SAP and a grade is posted late or a professor changes a student grade and the student wants his or her SAP re-evaluated, the student must file an appeal. There is no automatic process to clear SAP holds for students who have a late grade post or a grade changed. It is the student's responsibility to submit an appeal. If no appeal is submitted, SAP will be re-evaluated during the next award year's annual SAP evaluation process.

Multiple and Dual Degrees

For students who are pursuing a second undergraduate or graduate degree or are working on dual degrees, hours from both degrees are counted when evaluating SAP. If determined not to meet the maximum time frame component of SAP, the student has the option to submit an appeal documenting their situation. If an appeal is approved, the student will be placed on SAP plan which will generally allow the student to attempt up to 150% of the additional credit hours required to earn his or her second or dual degree.

Degree Level Changes

SAP standards are evaluated based on academic degree levels. Therefore, if a student switches degree levels while at Martin University, his or her SAP standards will be evaluated based only on his or her academic data for the degree level he or she is currently active in. Therefore, as an undergraduate, a student may be determined to not be meeting SAP standards. However, if the student switches to a graduate degree, the next time a SAP evaluation is completed for the student, it will only be based on his or her graduate career information; no undergraduate career information will be factored into the evaluation (unless an undergraduate course is coded as a career transfer). If a student held for SAP switches careers and wants his or her SAP re-evaluated based on his or her new career prior to the next semester's SAP evaluation, he or she must submit an appeal. It is the student's responsibility to submit an appeal. SAP holds will not automatically be cleared, and SAP standards re-evaluated for students who change careers within an evaluation period. Their SAP will be re-evaluated during the next semester's SAP evaluation process, if no appeal is filed.

Instructions for Submitting an Appeal

- Complete the SAP appeal application. This appeal application is available on the MU website.
- Attach a typed and signed letter. The appeal letter must explain the following:
 - a description of the unforeseen circumstance which may have prevented the student from meeting the SAP standards,
 - how the situation has been resolved, how the student will prevent reoccurrence, and how the student has improved academically.

- Attach supporting documentation.
 - Documentation of circumstances described in your letter must be included with the written appeal. Note: the inability to attend classes due to lack of funds is not an extenuating circumstance. Additional documentation may be requested after your appeal is reviewed.
- Submit the Degree Audit completed and signed by an Academic Advisor (Advising Center, or Department faculty advisor)
- Submit the appeal application, letter, degree audit, and documentation to the Student Financial Aid Office. Please retain a copy of all documents submitted for your records. No documents will be returned to the student.

Monitoring the Status of Your Appeal

Your appeal will be reviewed by the SAP committee. All decisions are final. A second review can only be requested if the student can provide new information and documentation that may have been omitted from the initial appeal. If a decision has not been made by the time your bill is due, it is your responsibility to pay your balance in full or discuss your payment options with the Bursar's Office.

The student will receive written notification of the decision made on your appeal. The status of your appeal can be monitored on your Student Portal account.

Below is a listing of the potential appeal statuses:

- **In-Progress:** Your appeal has been received, but not reviewed.
- **Deferred:** Your appeal has been reviewed, but the committee has deferred your appeal for additional information. The student will receive a letter in the mail detailing the additional information or documentation needed.
- **Approved:** Your appeal has been approved, and the student is on SAP probation. While on SAP probation, the student may only receive financial aid for ONE payment semester. At the end of your probation semester, the student must have corrected your SAP issue(s) and be meeting the SAP standards, or if placed on an academic plan, the student must be meeting the requirements specified in your plan. The student will be placed on an academic plan if it has been determined the student will not be able to correct your SAP issue(s) in one semester. The student will receive written notification outlining your SAP plan. A SAP plan will ensure the student will be able to meet SAP standards by a specific point in time.
- **Denied:** Your appeal was not approved based on the information the student provided. The student are not eligible to receive federal or need-based state financial aid. If the student intends to remain enrolled at Martin University, the student must pay your bill with other sources.

Limit of Appeals

There is no limit on the number of appeals a student can submit; however, a student may not appeal using the same extraordinary and extenuating circumstance twice.

Other SAP Information

Additional information regarding grades, credits, academic policies and study abroad.

- Earned Hours: A, B, C, D, Pass, and Transfer Hours accepted by Martin University
- Attempted Hours: All earned hours, plus W, F, I (with exceptions listed below)
- Accepted Transfer and Test Credits: Count as earned and attempted hours; are not factored into the student's GPA calculation.
- Repeat Courses: Courses count as attempted hours each time taken, regardless of whether federal financial aid is received. If the class is passed, it is also counted as earned hours.
 - If a student is using any of his or her repeat options offered through the Registrar's Office, the initial enrollment in the course (the class which is being replaced) will be included as attempted hours and excluded from earned hours if previously passed (which impacts pace), and it will be excluded in the GPA calculation.
- Incomplete and Withdrawal Grades: Count as attempted hours; do not count as earned hours.
- Audited/Non-Credit Courses: Excluded from all calculations and will not be considered when determining SAP status.
- Credit by Exam Courses: Courses are counted as attempted hours, and if the course is passed, it is also counted as earned hours. If a student receives an A, B, C, D, or F grade for the course, it is factored into their GPA calculation.

- Academic Bankruptcy: Will impact a student's cumulative GPA; however, has no impact on earned and attempted hours (maximum time frame and pace includes courses coded as bankruptcy and fresh start)

Academic Program Changes

If a student changes their academic program (changes majors), credits specific to the earlier major(s) will still be evaluated when determining a student's SAP status. Therefore, coursework taken by a student for enrollment in another major(s) will be counted during their SAP review.