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The Financial Office has established the following policies and procedures for the Graduate student populations in the Traditional and SGPS programs,

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For a SGPS Graduate Certificate student, the number of credits required to receive a Graduate Certificate could be 12, 15, 16 or 18 depending on what certificate they are seeking. The Minimum Completion Percentage (MCP) is 150% of the course credit hours that it would normally take to complete these different credit completion tracks are:

12 credits x 150% = 18 credit hour maximum timeframe

15 credits x 150% = 22.5 credit hour maximum timeframe

16 credits x 150% = 24 credit hour maximum timeframe

18 credits x 150% = 27 credit hour maximum timeframe

For each credit hour maximum timeframe scenario listed above, if the course credit hours maximum time frame limit is exceeded while pursuing a certificate(s), a student is no longer eligible for federal financial aid. If a student is unaware of what credit completion track they are on, they should contact their Academic advisor.

If a student has a question regarding their allowable maximum timeframe, they should contact their Financial Aid Counselor.

Minimum Completion Percentage (MCP)

The Minimum Completion Percentage (MCP) is the percentage of coursework that a student must earn during enrollment. This component requires Graduate students to earn passing grades in at least 67% of their cumulative course credit hours attempted.

Graduate and Graduate Certificate\* Satisfactory Academic Progress Regulations

Graduate and Graduate Certificate\* students must satisfy the qualitative portion of Satisfactory Academic Progress regulations by maintaining a minimum cumulative grade point average of 3.0.

Classes that are dropped without record will affect the cumulative grade point average. Incomplete courses do not earn credit or influence the grade point average in the semester in which the course is incomplete; however, they are counted on when they are completed.

Federal Regulations require students applying for or receiving federal financial aid to maintain satisfactory academic progress toward their degree. To measure progress, the Financial Aid Office evaluates a student's academic record at the completion of each semester, reviewing both the quantitative (the maximum time frame and completion rate) and qualitative (cumulative grade point average) as a student pursues his/her degree. Failure to meet these standards will result in the suspension of federal financial aid eligibility.

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& ] v v ] ] o t CE v ] v P The first time a student fails to meet the SAP standards as defined above, the student will be placed on financial aid warning. The student will remain eligible for financial aid during the warning period.

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If an appeal is not submitted for acceptable reasons, it will automatically be denied and will not be heard by the SAP Appeal Committee. If the appeal is submitted based on an approved circumstance but does not provide documentation of said circumstance(s), the financial aid counselor will contact the student and request the documentation. If the appeal is complete and all necessary documentation is provided, the financial aid counselor will prepare to present the appeal to the SAP Appeal Committee.

Students should make payment arrangements while waiting on the Committee's decision if necessary. The student will be notified of the Committee's decision in writing. The decision of the Committee is final. There is no secondary or director appeal process. If an appeal is denied, students can only be reinstated for aid eligibility if they satisfy all deficiencies. If an appeal is approved and the student does not fulfill the conditions of his or her probation or academic plan, the student will not be eligible for aid for any future semesters during their academic career unless the student satisfies academic deficiencies. If feasible, a petition may be made to the financial aid director only when a student has failed to perform well during the period of probation due to specific extreme circumstances that differ from the reason for the initial appeal. No petition to the financial aid director will be considered on the basis of a denied appeal decided by the SAP Appeal Committee.

Students whose appeals are accepted, but for whom it would be mathematically impossible to resolve all deficiencies after one semester of attendance, will be placed on an Academic Plan which gives more flexibility in financial aid reinstatement and with the end goal being to resolve all deficiencies. An academic plan varies in length and is determined by the SAP committee. It does not have to equate to the exact number of terms it would take a student to resolve deficiencies. If the student is meeting the criteria identified in the SAP appeal approval at the next review, the student's academic plan may be extended.

Students who have been placed on probation for one semester and will have their financial aid reinstated for the probation semester. If the student fails to maintain the SAP standards at the end of this semester, she will lose financial aid eligibility for the following semester.

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The following types of correspondence will be sent to students:

^ W t Œ v ] v P – This letter is sent to students who are on a warning status based on their performance in the prior semester and are at risk of suspension of aid eligibility after the next term.

^ W / v o ] P ] o – This letter is sent to students who have failed to meet at least one component of S following their warning period, following a probationary period, or following a semester in which the student was on an approved academic plan. Students found to be deficient in GPA, MCP, and/or MTF after review are considered ineligible for forms of federal financial aid during subsequent terms. Aid can only be reinstated through a successful documented appeal for probation (only available following a warning term), or by resolving all deficiencies.

^ W Z ] v • š š u v š – Students who were on a probationary academic plan, suspension,