SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. Midwestern State University (MSU) makes its minimum standards applicable to all federal, state, and institutional financial aid programs for the purpose of maintaining a consistent policy for all financial aid applicants. Though this policy establishes the minimum standards for all financial aid programs at MSU, individual aid programs may have unique qualitative and/or quantitative standards specific to the program as mandated by law or the program’s governing entity. Such programs include, but are not limited to, the TPEG Grant, the GOLD funds, the TEXAS Grant Program, Mustangs Guarantee Program, the Texas B-On-Time Loan Program and the TEACH Program. Information concerning the minimum standards of such programs can be obtained from the MSU Financial Aid Office.

Minimum Standards of Satisfactory Academic Progress

To retain eligibility, financial aid recipients must show satisfactory progress based on the following qualitative and quantitative standards:

1. Cumulative Grade Point Average (GPA)
2. Maximum Time Frame for Program of Study
3. Successful Credit Hour Completion Rate

1. **Cumulative Grade Point Average (GPA)**

Students must meet the following minimum cumulative GPA requirement according to their level of study to retain financial aid eligibility:

| Undergraduate Level Students | 2.00 Cumulative GPA | Teacher Certification Level Students | 2.50 Cumulative GPA |
| Graduate Level Students | 3.00 Cumulative GPA | 2nd Baccalaureate Level Students | 2.00 Cumulative GPA |

2. **Maximum Time Frame for Program of Study**

Students will be limited to the following number of cumulative attempted hours toward their program of study to retain financial aid eligibility:

| Undergraduate Program of Study | 180 cumulative attempted hours | Teacher Certification Program of Study | 60 cumulative attempted hours |
| Graduate Program of Study | 54 cumulative attempted hours | 2nd Baccalaureate Program of Study | 60 cumulative attempted hours |

Additionally, students working on a subsequent program of study will have his/her maximum time frame for program of study evaluated on an appeal basis, as explained on the following page.

Consideration to the Maximum Time Frame may be given to those students whose degree program requires more hours than the standard length of time. These programs include, but are not limited to:

- School of Business Administration
- School of Education
- School of Health Services
- School of Arts and Sciences
- School of Natural and Applied Sciences
- School of Education and Psychology
- School of Science and Mathematics
- School of Social Work
- School of Nursing
- School of Nursing (Accelerated)
- School of Radiologic Science
- School of Radiologic Tech
- School of Pharmaceutical Science
- School of Social Work
- School of Social Work (Accelerated)

3. **Successful Credit Hour Completion Rate**

Satisfactory academic progress requirements are monitored for all enrollment periods, including those for which financial aid was not received. NOTE: Summer guest students are not eligible to receive financial aid. To retain financial aid eligibility, students must successfully complete/earn a minimum of 67% of all attempted course work during the student’s college career; this will allow the student to remain on track to complete the program of study within the maximum time frame allowed. Attempted course work includes credit-by-exam hours (such as CLEP, Advanced Placement, etc...), high school concurrent hours as well as all registered hours at MSU as of the census date (12th class day in a long semester and 4th class day in the summer term) for each enrollment period whether or not the student earned a grade or received credit. And, all transfer credits accepted by MSU are included as attempted hours AND completed/earned hours. All partial credit hours will be rounded down to the nearest hour. Examples of Completion Rate: a student has attempted a total of 65 cumulative hours and has earned a total of 44 cumulative hours which equals 67.7% (or, 44 divided by 65) and, therefore, has met the 67% completion rate, as above. Likewise, a student has attempted a total of 65 cumulative hours and has earned a total of 40 cumulative hours which equals 61.5% (or, 40 divided by 65) and, therefore, has NOT met the 67% completion rate, as above.

The following are considered hours attempted, but not successfully completed and/or earned:

- Grades of F or NC for Undergraduate Level Students
- Grades of F, NC, or X (Thesis) for Graduate Level Students
- Course Withdrawals/Drops
The following are considered hours attempted and successfully completed:

- a. Grades of A, B, C, D, or CR for Undergraduate Level Students
- b. Grades of A, B, C, D, or CR for Graduate Level Students

Appeal Policy

Students who do not meet the SAP requirements and believe an extenuating circumstance(s) led to their unsatisfactory progress, such as death of a relative, injury/illness of the student or other circumstance, may submit an appeal to the MSU Financial Aid Office. The appeal, which must be made in writing and accompanied by supporting documentation, may be submitted to the Financial Aid Office Appeal Review Committee if a student feels extenuating circumstances have affected his/her ability to meet satisfactory progress. Appeals must be submitted before the last day of the semester/term in which the student is requesting financial aid. The student will be notified when the Committee has reviewed the appeal and an approval/denial has been granted.

- If the appeal is approved, the Committee may include additional conditions the student must meet as deemed appropriate by the Committee, which may include, but is not limited to, reduced course load, academic advising, counseling, etc...
- If the appeal is denied by the Committee and the student feels the decision is inappropriate, the student may request to have the appeal presented before the Financial Aid Advisory Appeals Committee (FAAAC). The student and the MSU Financial Aid representative will be required to meet separately with the FAAAC at a scheduled meeting of the committee. The decision of the FAAAC is final and may include additional conditions the student must meet as deemed appropriate by the committee, which may include, but is not limited to, reduced course load, academic advising, counseling, etc. Additional details regarding the FAAAC are available at the MSU Financial Aid Office.

Additionally, students who are NOT meeting the overall SAP requirements (or, 67% cumulative completion rate with relevant cumulative grade point average) may request an Institutional Appeal if the student has been placed on Financial Aid Suspension but has successfully completed a full-time course load. Students who are dual enrolled per the Financial Aid Consortium agreement or the MSU Concurrent Enrollment Form can use their dual credit hours toward their fulltime enrollment. A transcript with grades from the host institution is submitted to the MSU Financial Aid Office, the successful completion of the Incomplete coursework will be calculated as part of the typical SAP review.

Review and Reinstatement Policy

The Financial Aid Office will review the above minimum standards of academic progress at the end of every semester/term (or, Fall semester, Spring semester and Summer terms combined) to determine each applicant’s aid eligibility for the upcoming enrollment period.

* FA WARNING: The first time SAP is not met, the student will be placed on FA Warning but remains eligible to receive financial aid for only one upcoming semester/term; to remove FA Warning, the student must successfully complete the minimum standards for Satisfactory Progress (or, 67% cumulative completion rate with relevant cumulative grade point average) at the end of the semester/term. Continued eligibility will be determined at the end of every semester/term

* FA SUSPENSION: Failure to remove FA Warning (as detailed above) AND failure to meet Satisfactory Progress at the end of the semester/term (or, 67% cumulative completion rate with relevant cumulative grade point average), will result in FA Suspension and cancellation of aid; the student will be notified accordingly. To remove FA Suspension, the student must successfully complete the minimum standards for Satisfactory Progress (or, 67% cumulative completion rate with relevant cumulative grade point average). When FA Suspension is cleared, the MSU Financial Aid Office will notify the student who will, once again, regain financial aid eligibility for only one upcoming semester/term. Continued eligibility will be determined at the end of every semester/term. (NOTE: FA Warning and FA Suspension are separate from ACADEMIC Probation and Suspension).

* MAXIMUM TIME FRAME: Additionally, Satisfactory Progress will be checked at the end of every semester/term to determine if a student has met/exceeded the “Maximum Time Frame for Program of Study” and, if so, will be ineligible to receive financial aid and will be notified accordingly.

The U.S. Department of Education requires institutions to complete a refund calculation for financial aid recipients who fail to earn a passing grade in all of their classes for the semester/term AND fail to complete more than 60% of the semester/term. This can be the result of an “official” or “unofficial” withdrawal from MSU. The refund calculation determines how much FEDERAL financial aid a student received for the semester was actually “earned” and how much must be “repaid” by the student to the appropriate financial aid program. The amount is based on the student’s last documented date of attendance. Therefore, if a student receives federal financial aid for any given semester/term, and fails to make a passing grade in all of the classes for the semester/term, and fails to complete more than 60% of the semester/term, this calculation will be performed to determine the amount that must be repaid to the federal program(s).

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