

## SATISFACTORY ACADEMIC PROGRESS (SAP)

In accordance with federal regulations, recipients of federal funds are required to be enrolled at least half time (as defined by their program) in a degree granting program. A student must successfully complete a minimum number of credits attempted per semester leading to the attainment of a degree within the time limit of the program (the Quantitative Component of SAP). Additionally a student must maintain a minimum cumulative grade point average (CGPA) (the Qualitative Component of SAP). These two factors determine the students' progress toward a degree. Both the quantitative and qualitative components of SAP will be assessed by the Registrars' Office at the end of each period of enrollment.

### QUANTITATIVE

1. At the completion of each term of enrollment a student's academic progress will be measured by comparing the number of attempted credit hours with the actual number of credit hours earned (excluding PR800, PR801, PR901, PR904, PR950 for doctoral students). Students enrolled full-time must earn passing grades in at least 70% of their credits taken (part-time students must achieve 80%) during each enrolled semester/term in order to maintain SAP.
2. In accordance with federal regulations, degree programs must be completed within the following maximum timeframes:

Clinical Psychology Doctoral	7 years
School Psychology Doctoral	6 years
MA/CAGS in School Psychology	5 years
MA in Counseling/Forensic Psychology	4 years
MA in Community Mental Health	4.5 years
MA Organizational Psychology	1 year

*Note: time limits may be extended due to period(s) of leave of absence and/or extensions granted by the Program Dean/Head. However, students will be ineligible for federal loans during such extended periods of enrollment.*

After each period of enrollment (summer, fall, and spring) a student's academic progress will be measured by comparing the number of attempted credit hours with the actual number of credit hours earned. Students must earn passing grades in at least 70% of their classes taken during the academic term in order to maintain SAP. These periodic evaluations must reflect the progress necessary to complete the program within the maximum timeframe listed above. Students not attaining the minimum requirements will be placed on **Financial Aid Warning** for the period of one semester to be given the opportunity to achieve compliance with SAP. During this warning period, a student will be allowed access to Federal funds<sup>i</sup> however will be ineligible for Institutional financial assistance<sup>ii</sup>. Students not meeting the standards of the SAP policy after the financial aid warning period will be denied access to federal and institutional funds until compliance is achieved. A student will have the right to appeal this finding (refer to appeal process). If the appeal is successful, an academic plan will be developed by the Program Dean/Head and the student will be placed on **Financial Aid Probation**, and can continue to receive federal funds as long as they are making progress under the developed academic plan. A student's progress under the academic plan will be reviewed by the Program Dean/Head at the end of each semester/term. The Program Dean/Head will then report the students' progress to both the Registrar and the Financial Aid Officer. Students whose quantitative pace makes it mathematically impossible to complete the program within the maximum timeframe will no longer be eligible for federal or institutional assistance.

## QUALITATIVE

For qualitative purposes, satisfactory academic progress requires a cumulative quality point average (QPA) of 3.0 or better. For students enrolled in programs not calculating a GPA, a student is considered not making SAP according to the guidelines below:

Upon completion of the following:	(Per semester) No more than:	(Cumulatively) No more than:	
1 <sup>st</sup> semester of matriculation	two grades	two grades	in any combination of the following: CP, NC, and grades below B
2 <sup>nd</sup> semester of matriculation	one grade	three grades	
3 <sup>rd</sup> semester of matriculation	one grade	three grades	
4 <sup>th</sup> semester of matriculation	one grade	three grades	
5 <sup>th</sup> semester of matriculation	one grade	three grades	
6 <sup>th</sup> semester of matriculation	one grade	four grades	
7 <sup>th</sup> semester of matriculation	one grade	four grades	
8 <sup>th</sup> semester of matriculation	one grade	four grades	
9 <sup>th</sup> semester of matriculation	one grade	four grades	

- Problematic grades include: CP, NC, and grades below B
- After the first semester any combination of more than 2 problematic grades is considered not making SAP
- In any of the 2<sup>nd</sup> - 5<sup>th</sup> semesters more than 3 problematic grades (cumulative) is considered not making SAP
- In any of the 6<sup>th</sup> – 9<sup>th</sup> semesters more than 4 problematic grades (cumulative) is considered not making SAP

Additionally a student cannot be on academic probation extending beyond two consecutive semesters concurrent with the above.

At the end of each period of enrollment, the qualitative standard will be checked for all students by the Registrar’s Office. Students who do not maintaining a 3.0 or better QPA or are not making SAP according to the chart above will be placed on **Financial Aid Warning** for the period of one semester to be given the opportunity to achieve compliance with SAP. During this warning period, a student will be allowed access to Federal funds, however will be ineligible for Institutional financial assistance. Following completion of this warning period, any student not attaining the qualitative standard of MSPP’s satisfactory Academic Progress Policy will be denied access to federal and institutional assistance until such time when the minimum QPA has been achieved. A student will have the right to appeal this finding (refer to appeal process). If the appeal is successful, an academic plan will be developed by the Program Dean/Head. The student will be placed on **Financial Aid Probation**, and will be eligible to receive federal funds as long as they are making progress under the developed academic plan. A students’ progress under the academic plan will be reviewed by the Program Dean/Head at the end of each semester/term. The Program Dean/Head will then report the students’ progress to both the Registrar and the Financial Aid Officer.

### **Important Considerations**

The following are considered when evaluating a student’s satisfactory academic progress:

- Withdrawals, incompletes, and failures are considered attempted but not earned hours.  
 W (Withdrawal Without Evaluation) is not included in calculation of the grade-point –average  
 WF (Withdrawal With a Record of Failure) is worth “0” quality points in calculation of the grade-point-average.
- A grade of IP (In Process) is considered to be a successful grade for students enrolled in the doctoral continuing project sequence: clinical doctoral program (PR800, PR801, PR901, PR904, PR950) and school psychology doctoral program (PR820, PR821, PR924, and PR950).

- Repeated courses are included in the calculation of both attempted and earned hours. A student is allowed to repeat a course only once: exceptions to this are PR950, and any XX500, or XX550 course.
- Transfer credits are included in the completion rate calculation as both credits taken and credits completed.

### **Appeal Process**

Students failing to achieve SAP after the **Financial Aid Warning** period can appeal their ineligibility for federal assistance to the Financial Aid Office. Appeals must be submitted within two weeks of notification by the registrar of failure to achieve SAP. Any appeal submitted after this deadline will not be considered.

Approval of a student's financial aid appeal will be based on extenuating circumstances outside the normal school activities that may have an impact on the students' ability to achieve the minimum standards of satisfactory academic progress. Cases to consider may fall into the following categories (documentation will be required):

- Student becomes seriously ill
- Student is severely injured
- Illness or death of immediate family member

Other cases may be considered on a case-by-case basis. As part of the appeal process, students will be required to submit written information as to why they failed to make SAP and what has changed in their situation that would allow them to demonstrate SAP at the next evaluation. All appeals will be reviewed by a committee comprised of the Financial Aid Officer, the Associate V.P. of Finance, and the Program Dean/Head. All decisions of the committee will be final. Only upon successful appeal will a student will be placed on **Financial Aid Probation** and be eligible for federal aid but not institutional aid, as long as they continue making progress under an academic plan that has been developed for them by the Program Dean/Head.

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<sup>i</sup> *For the purposes of the Satisfactory Academic Progress policy, federal assistance is defined as the Federal Direct Student Loan Program and the Federal Work Study Program.*

<sup>ii</sup> *The Institutional financial assistance refers to the MSPP Institutional Grant and Endowed Scholarship program and the Institutional Student Employment Program*