

STUDENT FINANCIAL AID (SEPT.1, 2010)

PURPOSE

Schreiner University's goal is to support each student in such a way that maximum benefits can be awarded. To ensure this occurs, it is essential for each student to take responsibility for knowing and meeting application deadlines, and for following up with the Office of Financial Aid. Counselors are available 8 a.m. – 5 p.m. Monday – Friday. http://www.schreiner.edu/financial_aid/

SCOPE

This policy is a University policy that applies to all students. The Director of Financial Aid will be responsible for the oversight of this policy.

POLICY

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Federal regulations require that all student financial aid recipients make satisfactory academic progress toward achieving a certificate or degree. Progress is measured by the student's cumulative grade point average, credits earned in relation to those attempted and the length of the academic program. This standard applies to ALL terms regardless of whether or not the student received financial aid. Note: This policy should be read in conjunction with the university's policy on Academic Good Standing and Academic Probation /Suspension in the Schreiner University Catalog. A student's academic eligibility and financial aid eligibility are closely related.

Progress will be measured at the end of each semester for degree seeking students and at the end of each semester or module for students in certificate programs.

Progress Standards

Students must, at a minimum, satisfactorily complete 75% of all courses attempted and maintain a minimum cumulative grade point average (GPA) as shown in the minimum GPA requirements table. Satisfactory grades consist of A, B, C and D. Unsatisfactory grades are F, W, I, PR or any other grade that does not result in credits completed.

The status stages for Satisfactory Academic Progress are as follows:

Good Standing, Warning (1 semester only), Suspension, Appeal-if granted, becomes Probation (1 semester only).

Students on Warning or Probation will be placed in good standing if they complete their semester within the required guidelines. If not, they will be placed on suspension.

CUMULATIVE PROGRESS

Undergraduate Students: Students are expected to complete their degrees within 8 semesters when attending college full-time. Students are also expected to maintain a minimum cumulative grade point average (GPA) as follows:

	Minimum GPA Requirement	
	Completed Hours	Minimum GPA
	1-23 Hours	1.75
	24 and above	2.0

Students seeking a baccalaureate degree will be eligible to receive financial aid up to 150% of their program length or 180 hr. attempted, whichever is less. Students who have 150 hr. attempted will be required to submit a recent, signed degree plan and a letter of intent outlining their proposed enrollment and completion dates. No student will receive aid beyond 150% of the program length. Withdrawals (W grades), which are recorded on the student's permanent academic transcript, will be included as credit hours attempted and will have an adverse effect on the student's eligibility to meet the requirements of the credit progression schedule for financial aid. Incomplete and Progress grades – Courses that are assigned an incomplete or progress grade are included in the cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.

Repeated Courses – Repeated courses enable the student to achieve a higher cumulative GPA. However, repeating courses adversely affects the student's ability to meet the requirements of the credit progression schedule.

Vocational Nursing Students: Students enrolled in certificate programs have specific, set requirements to maintain financial aid eligibility. Vocational Nursing Students are required to maintain 2.0 gpa while receiving financial aid in the program, and are required to complete 100% of the classes in which they are enrolled. Maximum attempted hours is 70.

Transfer Students: Only credits officially accepted in transfer will be counted toward the maximum credits allowed. If the student is required to take hours above the maximum number allowable as a result of transfer from another institution, the student may submit a written appeal to the Office of Financial Aid requesting an extension if it exceeds the number of hours allowed by Federal regulations and institutional policy.

Second Degree Students: Only officially accepted credits which are specifically applied toward the student's current certification or degree program will be included in the maximum number allowed.

Graduate Students: Graduate students will be expected to meet the same minimum GPA and cumulative hours requirements as undergraduate students. However, graduate students will only be eligible to receive aid for one semester beyond the number of semesters it should be required to complete the program. For example, students in the Masters of Education program who have a 36 credit hour requirement are expected to complete a minimum of 12 credit hours per semester and will not be eligible for aid beyond a 4th semester.

Part-time Students: These standards will be adjusted according to the hours enrolled. Cumulative GPA requirements are the same as for full-time students.

Students Admitted on Academic Probation: Students admitted on academic probation will be eligible for financial aid for a maximum of one semester. At the end of that semester, the student must have completed enough credit hours and obtained a high enough GPA to be removed from financial aid warning status for financial aid to be continued.

FINANCIAL AID WARNING

Students will be placed on financial aid warning if they fail to meet either standard as outlined. At the warning stage, a letter will be sent to the student stating the student's financial aid status based on most recent grade submission for the prior academic term. The letter to the student will clarify the situation and potential consequences. Students are asked to complete and return a form with their email address and commitment to improving their academic progress. This form is mandatory and future aid disbursements will be held up until this form is signed and returned. In addition, students may be required to attend success workshops presented by the Student Success division as part of their progress plan.

FINANCIAL AID SUSPENSION

Students on financial aid warning who fail to meet the standards as outlined above will be ineligible for financial aid beginning with the next semester of attendance.

Students will be automatically suspended from receiving financial aid, regardless of whether they have previously been placed on financial aid warning, beginning with the next semester of attendance when one of the following occurs:

- a) Student receives grades of "F" in all courses attempted in any Semester. In evaluating satisfactory progress, a grade of "I" will be considered an "F."
- b) Student is academically suspended.
- c) Students who pre-register for a subsequent semester before grades are evaluated and who use financial aid to pay tuition and fees may owe a financial aid repayment if they do not maintain satisfactory academic progress and have been disqualified from financial aid once grades are posted and reviewed.

A student who is disqualified from financial aid more than one time for failure to meet these standards must meet with a financial aid counselor to discuss plans for re-

establishing financial aid eligibility. Unless there are extenuating circumstances, a student in this category should expect to enroll for at least 12 semester credits without financial aid and successfully pass all courses with a minimum of a 2.00 GPA to be reconsidered for financial aid.

Suspension from financial aid does not prevent a student from enrolling without financial aid if he or she is otherwise eligible to continue their enrollment. However, the student should be aware that the university's policies for academic eligibility and financial aid eligibility closely mirror one another, since both are measures of satisfactory academic progress intended to encourage behavior which leads to academic success.

APPEALS TO REGAIN FINANCIAL AID ELIGIBILITY

Students who fail to meet these standards and have lost eligibility for financial aid may appeal this decision. **Appeals must be in writing and must be accompanied by appropriate supporting documents.** Appeals should be submitted to the Office of Financial Aid within 30 days of the student receiving notice of suspension. Reasons that may be acceptable for the appeal are:

- Serious illness or accident on the part of the student;
- Death, accident or serious illness in the immediate family;
- Change in academic program;
- Other extenuating circumstances.

The reasonableness of the student's ability for improvement to meet the appropriate standards for the certificate or degree program in which the student is enrolled will be taken into consideration.

Appeals will be reviewed by the Financial Aid Committee and will be approved, denied or approved for a probationary period not to exceed one academic semester.

REGAINING FINANCIAL AID ELIGIBILITY

Students who failed to meet these standards and who choose to enroll without the benefit of financial aid may request a review of their academic record after any term in which they are enrolled without the receipt of financial aid. If the standards are met, eligibility is regained for subsequent terms of enrollment.

Students should consult with a financial aid counselor to determine what must be done to regain eligibility.

GRADING SYSTEM

Grade point averages are determined by dividing the total grade points earned by the number of semester hours of attempted course work. A semester hour is the value of one class hour per week throughout a term.

A -	Excellent:	4.0 grade point per semester hour
B -	Good:	3.0 grade point per semester hour
C -	Average:	2.0 grade point per semester hour

- D - Passing: 1.0 grade point per semester hour
- F - Failing: 0.0 grade point per semester hour
- I - Incomplete: Becomes "U" or "F" unless work is completed within one term after the "I" is given.
- PR - Work in Progress: Becomes a "U" or "F" unless work is completed within 2 terms after the "PR" is
- S - Satisfactory**
- U - Unsatisfactory**
- W - Withdrawn from class**

A faculty member may change a student's grade in order to correct an error in the grade assigned or to remove an "Incomplete".

Administrative Oversight: Vice President of Enrollment Services
Responsible for Implementation: Director of Financial Aid