

## MSC SATISFACTORY ACADEMIC PROGRESS POLICY

Murray State College has established this Satisfactory Academic Progress Policy using the new guidelines required by the federal government (CFR 668.34). **You must meet all three of the minimum standards indicated below to be eligible to receive financial aid from the Federal Title IV Programs** which include: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Iraq Afghanistan Service Grant, Federal Work-Study, and the Direct Loan Programs (Subsidized Stafford Loan, Unsubsidized Stafford Loan, and Plus Loan). This policy also impacts state programs such as the Oklahoma Tuition Aid Grant Program (OTAG) and Oklahoma Promise. **The following minimum requirements must be met regardless of whether or not the student has received financial aid:**

1. **GPA REQUIREMENT:** 2.0 Retention/Graduation GPA
2. **CUMULATIVE HOURS REQUIREMENT (PACE):** 70% of all coursework attempted
3. **MAXIMUM TIME FRAME:** 96 credit hours for first MSC associate degree; additional 40 hours allowed for 2<sup>nd</sup> MSC associate degree

### Satisfactory Academic Progress (SAP) Evaluation:

1. The Financial Aid Administrator will evaluate SAP at the end of each academic year.
2. The MSC academic year is Fall and Spring with the subsequent Summer as a trailer.
3. For students attending Fall/Spring/Summer, Spring/Summer, or Summer only, SAP is evaluated at the end of the summer term.
4. For students attending Fall/Spring or Spring only, SAP is evaluated at the end of the Spring term.
5. For students attending Fall only, SAP is evaluated at the end of Fall term.
6. For students on financial aid probation or an Academic Plan, SAP is evaluated at the end of each semester.

### PACE:

1. Pace is calculated by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. Some examples of PACE are:
  - a. Student attempts 14 hours and completes 11 hours. 11 divided by 14 is 78% and the student has successfully met the PACE requirement.
  - b. Student attempts 6 hours and completes 4 hours. 4 divided by 6 is 66% and the student has not successfully met the PACE requirement.
2. Students must complete 70% of coursework to meet the PACE requirement.
3. Hours attempted is based on the number of hours enrolled in at the end of the 100% refund period (close of business on the 10<sup>th</sup> day of Fall and Spring and the 5<sup>th</sup> day of Summer). The refund period varies for shorter enrollment periods.
4. Grades of A, B, C, D, S, and P are counted as hours successfully completed.
5. Grades of I, U, F, N, W, and AW are counted as hours attempted but not successfully completed.
6. Remedial courses are not counted in either PACE or the maximum timeframe and are not calculated in the GPA.
7. Audit courses are not eligible for financial aid and are not counted as hours attempted.
8. All classes attempted at all institutions are counted in the PACE and maximum timeframe.
9. For repeated courses, only the second and any subsequent attempts are counted (Refer to repeat course policy in MSC catalog).
10. To properly monitor your SAP progress, manually count all credit hours attempted and earned as your academic transcript may not accurately count withdrawals, etc.

### Maximum Timeframe:

1. Students have a maximum of 96 attempted hours to complete the first MSC associate degree.
2. Students have a maximum of 40 additional hours beyond the first MSC associate degree to complete a second MSC associate degree.
3. Students are only eligible to receive federal financial aid for two associate degrees at MSC.
4. Students planning to transfer to a four-year school and pursue a bachelor's degree need to be aware of the federal maximums on the various programs to ensure they don't run out of eligibility before completing their bachelor's degree.
5. Students transferring to MSC with hours in excess of 96 will be placed on financial aid suspension. Students on financial aid suspension may submit an appeal.
6. Major changes do not automatically extend the maximum timeframe. However, they may be considered as a mitigating factor during the appeals process. The Financial Aid Appeals Committee will determine if additional time is warranted.

7. For appeals of the maximum timeframe, Financial Aid will request a degree check.

#### **Probation and Academic Plans:**

1. Financial aid probation is a status assigned to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.
2. Students on financial aid probation must meet all the requirements of the Satisfactory Academic Progress Policy at the end of the probationary semester or they will be placed on financial aid suspension.
3. The Appeals Committee may place a student on an Academic Plan to ensure the student is able to meet the SAP requirements by a specified point in time.
4. SAP will be reviewed at the end of each semester for students on Academic Plans. As long as the student meets the minimum requirements of the Academic Plan, the student will remain eligible for financial aid. If the student fails to meet the minimum requirements of the Academic Plan, the student will be placed on financial aid suspension.

#### **Suspension:**

1. Students on financial aid suspension are not eligible to receive financial aid from the following federal programs: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Iraq Afghanistan Service Grant, Federal Work-study, and the Direct Loan Programs (Subsidized Stafford Loan, Unsubsidized Stafford Loan, and PLUS Loan).
2. Students on financial aid suspension are not eligible to receive financial aid from the following state programs: OTAG and Oklahoma Promise.
3. Students who fail to meet all the requirements of the SAP policy will be placed on financial aid suspension.
4. Students who fail to meet the SAP requirements at the end of a probationary semester will be placed on financial aid suspension.
5. Students who fail to meet the minimum requirements of an Academic Plan will be placed on financial aid suspension.
6. Students on financial aid suspension may regain aid eligibility if their financial aid appeal is approved.
7. Students may regain aid eligibility by taking courses and meeting all of the SAP requirements. Students must request reinstatement in writing when the student has regained compliance with SAP.

#### **Appeals:**

1. Students may appeal financial aid suspension by following the steps on the MSC Satisfactory Academic Progress Appeal Form.
2. The student must document (submit proof) any extenuating circumstances the student feels contributed to the failure to meet SAP requirements. The student must also indicate what has changed that will allow the student to successfully meet the SAP requirements at the end of the next evaluation.
3. Some examples of extenuating circumstances are: death of an immediate family member, extended illness, divorce, etc. Some examples of proof of extenuating circumstances are: copy of a death certificate, letters from doctors, hospital discharge papers, copy of a divorce decree, etc.
4. Appeals are reviewed by the Financial Aid Appeals Committee. The committee's decision is final.
5. Incomplete appeals will not be submitted to the Financial Aid Appeals Committee.
6. The Financial Aid Office will notify the student of the decision of the Financial Aid Appeals Committee.
7. If the appeal is approved, the student will be required to meet with the Financial Aid Administrator to review any conditions of the appeal or Academic Plan before financial aid will be awarded/dispensed.
8. The federal government does not permit back to back appeals for the same extenuating circumstance.
9. Appeals cannot be approved for semesters that have already ended.
10. For appeals of the maximum timeframe, Financial Aid will request a degree check.

#### **Transfer Students:**

1. Transfer students must submit official transcripts from all institutions to the MSC Registrar Office.
2. All transfer hours from accredited colleges accepted by the Registrar Office will be transcribed on the MSC transcript and will count toward GPA, PACE and maximum timeframe. Financial aid eligibility will not be determined until all official transcripts have been submitted to the MSC Registrar Office.
3. Students with transfer hours that do not meet the standards of the MSC Satisfactory Academic Progress Policy will be placed on financial aid suspension.
4. Students with transfer hours in excess of the maximum timeframe will be placed on financial aid suspension.