



## **MULTNOMAH UNIVERSITY**

### Satisfactory Academic Progress Policy

In order to maintain eligibility for Title IV funding, students must be making Satisfactory Academic Progress (SAP) towards fulfilling the graduation requirements of their program. Satisfactory Academic Progress is measured both qualitatively and quantitatively at the end of each semester. The qualitative measure requires students to earn at least a 2.0 GPA each semester and the quantitative measure requires students to successfully complete their courses at a rate of 67%.

A full-time undergraduate student is defined as one who is taking at least 12 credits per semester. Full time graduate students are enrolled in at least eight credits per semester.

Students must successfully complete coursework at a rate that would enable them to graduate within 150% of the designated timeframe for a degree (i.e. a bachelor's degree would typically take four years to finish, therefore the maximum allowable timeframe to complete the coursework would be six years). A student who does not successfully complete all of the credits they register for in a given term, or who earn less than a 2.0 GPA will be placed on Financial Aid Warning and subsequently Financial Aid Suspension (with the opportunity to appeal). In order to appeal a status of Financial Aid Suspension, students should submit a letter to the Director of Financial Aid, detailing the circumstances of the semester that led to their poor academic performance, along with steps that are being taken to remedy the situation and ensure their academic success in the coming term. If the appeal is granted, that student will spend one term on Financial Aid Probation, in which they are still eligible for aid, but must work diligently to get their GPA above a 2.0 and complete all of the credits they register for. If the qualitative and quantitative measures are not met for three consecutive semesters, financial aid will be suspended without the opportunity to appeal. Federal Aid may be reinstated following a semester in which a student earned above a 2.0 GPA, successfully completed the equivalent of full-time enrollment (12 semester credits for an undergraduate – or 18 quarter credits, if not taken at MU) and paid cash for those credits. That term will still be counted towards the maximum time frame for completion of degree.

Students (including transfers) enrolling at Multnomah for the first time are assumed to be making satisfactory academic progress for the first semester of enrollment. For students who have transferred credits towards completing a degree at Multnomah University, those credits will be counted towards the equivalent of full-time progress towards the maximum timeframe. For instance, a student enrolling at Multnomah with an associate's degree from a community college (equivalent of a two year degree) will still have four years to complete their program – for a total of six years (150%) to earn a bachelor's degree.

Attempted hours are counted for all terms, including transfer credits, credit hours for which students did not receive financial aid, withdrawn courses, incomplete courses, and pass/fail courses. Incomplete grades will be replaced with a letter grade once the coursework is complete and may not impact the qualitative or quantitative measure of Satisfactory Academic Progress if a passing grade is earned. Students who withdraw from courses after the add/drop period has ended will receive a grade of "W" (if

before the final withdrawal date) or “WF” (if failing work at the time of withdrawal) which will negatively impact Satisfactory Academic Progress in that not all courses registered for were successfully completed and a WF weighs down the grade point average. Courses taken during summer terms will count towards the overall credits required for graduation. Remedial courses taken at Multnomah will be counted towards the qualitative assessment of SAP.

Tracking of students who have nonpunitive grades, repeated courses, audited courses, pass/fail courses, withdrawals, and incompletes is monitored by the Financial Aid Office through the use of the Online Transcript feature in PowerCampus (Student Information System). The Student Eligibility Report is pulled at the end of each semester to review students’ credits completed and grade point average.

Coursework taken under a consortium agreement count towards maximum timeframe and will be used in the SAP calculation. The Registrar and Financial Aid Office communicate via the Consortium Agreement form which notifies the FAO of students in this category.

For students who change majors or pursue a second degree, credits and grades that do not count toward the new major will not be included in the satisfactory progress determination. The Registrar’s Office notifies the Financial Aid Office of major changes and the Financial Aid Administrator responsible for that student’s population will monitor SAP and recalculate progress as necessary.

Satisfactory Academic Progress is evaluated at the end of each semester (non-term programs are reviewed upon completion of each payment period, prior to disbursing subsequent funds). The Financial Aid and Registrar’s Offices monitor academic progress independently and communicate with students individually regarding their standing with the University and financial aid eligibility. All students’ academic progress is monitored, but only Title IV aid recipients are subject to warning, probation, and suspension of aid; with the exception of students receiving academic scholarships from the institution. The Title IV SAP Policy is stricter than the school’s academic policy.

A student is placed on Academic Probation if any of the following categories apply:

- The student’s Multnomah cumulative grade point average falls below 2.0 at the end of any semester
- The student’s Multnomah cumulative GPA is 2.0 or higher, but his/her semester average falls below 1.7
- The student is admitted on probation by special action of the Admissions Committee

A student is placed on either Financial Aid Warning or Financial Aid Suspension (per SAP policy) when any of the following categories apply:

- The student’s Multnomah cumulative grade point average falls below 2.0 at the end of any semester
- The student’s Multnomah cumulative GPA is 2.0 or higher, but his/her semester average falls below 2.0
- The student completes fewer credits than they were paid Financial Aid for (if eligibility was affected – i.e. received aid based on full time enrollment, but only completed half the credits they registered for)

Satisfactory Academic Progress is evaluated at the end of each semester by the Director of Financial Aid and may be a collaborative effort with the Assistant Director of Financial Aid and/or a Financial Aid Counselor. The Director pulls the Student Eligibility Report, downloaded into an Excel spreadsheet and identifies GPAs below a 2.0, especially noting any student who may have earned a 0.0. Students in either

of these categories are highlighted on the spreadsheet for follow-up. Any student earning a 0.0 GPA is automatically placed on Financial Aid Suspension, but still has the ability to appeal. After determining which students should be warned or suspended (with or without appeal), notes are made on the excel spreadsheet, then in the student's PowerFAIDs file under "Comments." The students are then notified with the tailored format letter via PowerFAIDs pertaining to their SAP status. Letters are saved in a folder in the Financial Aid shared drive. The letter is titled "Important Financial Aid Information" and can be viewed in the "Communication Log" in PowerFAIDs.

If it is determined that a student does not meet SAP, they will be emailed within 2 weeks of the end of the semester being evaluated. The email correspondence will address if they are on Financial Aid Warning, Financial Aid Suspension with the ability to appeal, or Financial Aid Suspension without the ability to appeal. The status lasts for one payment period, at which point, SAP will be evaluated again. On Financial Aid Warning, a student's aid is not affected. If the student is still not making SAP by the end of the warning period, they will progress to suspension, with the ability to appeal.

Letters of Appeal shall be submitted to the Director of Financial Aid within two weeks of a student receiving notification of their status on Financial Aid Suspension. A response to the appeal will be sent within two weeks of receiving the appeal. If there is concern that the student is not being truthful about his/her circumstance, additional documentation may be requested from a third party who can verify the situation (i.e. physician, clergy, academic advisor). A student's appeal may be reviewed by the Student Aid Committee if additional input is requested. All documentation will be kept in the student's e-file. Eligibility codes and notes are also stored on the students record in PowerFAIDS and migrated so a historical view of the student's satisfactory academic progress can be monitored. If an appeal is granted, reinstatement of aid is handled by the Director of Financial Aid for an additional semester. If a student does not make SAP after a third consecutive semester, the student's financial aid will be suspended without the ability to appeal. Likewise, if an appeal is not granted and the student's financial aid remains suspended for one payment period, the student may regain eligibility by demonstrating potential for academic success. The Financial Aid Office may reinstate aid if a student completes a full-time term (12 semester credits or 18 quarter credits) with a 2.0 GPA without the benefit of federal financial aid. All credits must be taken within the same term. In addition, the credits must be transferrable towards the student's degree at Multnomah University. Once a student successfully completes that full-time term, they are responsible to notify the Registrar and Director of Financial Aid for review of their academic standing. If a student was taking classes at another institution, their transcript would be evaluated by Multnomah's Registrar for potential transfer of credits. The Financial Aid Office will check NSLDS and COD to ensure that no aid was received for that payment period. If satisfactory academic progress has been met, the student will be notified via email that their financial aid will be reinstated for the next payment period.

Students with less than a 2.0 GPA and whose total college attendance is more than two years, may appeal for a conditional extension if it can be determined that they can still be on track to graduate. At minimum, an appeal must briefly explain:

- 1) The reason for the problem
- 2) How the problem has been or will be resolved
- 3) An academic plan for graduation, approved by the Registrar's Office, giving the courses to be taken, semester by semester, and the GPA needed to gain the minimum SAP requirements as soon as possible.

If the appeal is approved, the student has an additional payment period, in which the student must demonstrate SAP by the end of it. If the student does not meet the requirements, he or she will be denied Title IV aid as well as any institutional aid through Multnomah.

The qualitative measurement of Satisfactory Academic Progress is to ensure that a student is making the necessary progress in their program by maintaining a minimum 2.0 cumulative GPA to continue to be eligible for Title IV (Federal Student Aid) funding. All student transcripts will be evaluated at the conclusion of each semester shortly after grades have been submitted by the faculty to the Registrar for the semester. Any student with less than a 2.0 cumulative GPA will be placed on WARNING for the semester following the sub-standard semester. If after this warning semester, the student still has less than a 2.0 cumulative GPA then the student will go on financial aid SUSPENSION. Students that are suspended are strongly encouraged to submit an appeal to the Director of Financial Aid. If the appeal is granted, the student will be placed on probation for one semester. During that probationary semester, the student must receive at least a 2.0 GPA and complete the credit load they registered for in order to maintain eligibility. If the student does not meet the minimum requirements after the probationary semester, the student will be placed on suspension. In order to regain eligibility for financial aid, a student must successfully complete a full-time semester (12 credits) with a 2.0 GPA without the benefit of federal financial aid. During a semester in which a student is not receiving financial aid, the credits attempted and/or earned will count towards the maximum allowable timeframe (150%) to complete the degree. If a student withdraws from Multnomah and enrolls at a quarter-based institution, the number of credits to be completed without financial aid would need to be the equivalent of 12 semester credits (i.e. 18 quarter credits) in order to transfer back to MU. Remedial courses are not transferrable and therefore would not count towards meeting this requirement.

The quantitative measurement of Satisfactory Academic Progress is to ensure that students are making progress towards graduation. Students are eligible for Title IV Federal Student Financial Aid for a maximum of 150% of the required length of a program. The maximum time is determined based on the number of credits required for a student's major. For example, if the major requires 124 credits for graduation, the student may receive funding for a maximum of  $124 \times 150\% = 186$  credits. In a semester-by-semester breakdown, this means students must complete 67% of their attempted credits each semester in order to be meeting the quantitative standard for Satisfactory Academic Progress.

Less than full-time students would have a prorated time. Transfer students will be placed at point in time scale based upon the transferable credits that can be applied towards his/her degree. Thus, a student coming in as a sophomore would have  $(3\text{ys.} \times 150\%) 4\text{-}1\frac{1}{2}$  years to complete a bachelor's degree. If a student decides to change their major or pursue an additional degree, the point in time clock resets. Only coursework that applies to the new major or additional degree will be counted towards the maximum timeframe. Repeat coursework is allowed, but is counted towards the 150% rule; as are incomplete courses. Withdrawn coursework is also counted towards the maximum timeframe.

The Director of Financial Aid monitors pace of completion. When it is determined that a student will not complete his or her program within the established 150% Maximum Timeframe, the student will be denied additional eligibility for Title IV aid.

A student who has completed all the coursework for his or her degree or certificate but has not yet received the degree or certificate cannot receive further financial aid for that program.

Each year the catalog is updated, and the Registrar and Director of Financial Aid communicate any changes to academic policies.

Multnomah University's Satisfactory Academic Progress Policy is published for current and prospective students online: <http://multnomah.smartcatalogiq.com/2020-2021/Catalog/Admission-Financial-Info>

Academic standing criteria as outlined by the Registrar's Office can be found in the catalog: <http://multnomah.smartcatalogiq.com/2020-2021/Catalog/Academic-Information/Student-Records-and-Transcripts>