

Addendum

Included in this addendum:

- Addition of SAP policy for Graduate and Bachelor's Plus Programs

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY FOR UNDERGRADUATES

Federal regulations require an institution develop and enforce a satisfactory academic progress (SAP) policy. The standards set for financial aid recipients must be at least as strict as the policy set for students not receiving aid. This policy applies to any student enrolled in an undergraduate program whether or not the student ever received financial aid. The Ashland University Financial Aid Office will administer this policy and review the academic standing of all financial aid recipients once a year following the spring semester, with the exception of online students and students withdrawing from or failing all classes, as these students will be monitored at the end of each term.

This is a separate policy from the academic policy administered by the Academic Standards and Graduation Committee. Therefore, students may be permitted to enroll at Ashland University, but may not be financial aid eligible due to not meeting the standards in this policy.

INTERPRETATION AND ENFORCEMENT

The Director of Financial Aid will have primary responsibility for the interpretation and enforcement of this policy. Unusual issues related to this policy may be directed to the Financial Aid Committee for review.

DEFINITION OF TERMS

1. **Financial Aid:** Refers to federal, state, or institutional aid. This Satisfactory Academic Progress policy applies to eligibility for any of these types of financial aid.
2. **Satisfactory Academic Progress (SAP):** A policy developed by an institution that measures a student's academic performance and determines whether or not a student is eligible for federal, state, and/or institutional aid. The policy must specify that both the qualitative (grade-based) and quantitative (time-based) standards are reviewed.
3. **Academic Year:** The fall and spring semesters of a given year. The summer term may be a header for the upcoming academic year or a trailer for the past academic year for financial aid purposes.
4. **Graduate Student:** A student attending Ashland University or Ashland Theological Seminary (ATS) who has earned a bachelor's degree and is pursuing additional education in a specific field. Students designated as bachelor's exempt or pre-doctorate of ministry (pre-Dmin) may be considered undergraduate students for financial aid purposes until specific criteria are met, but still must meet the academic standards included in this policy.
5. **Enrollment Status:** Based on the number of credits enrolled during a regular term:

Enrollment Status	Bachelor's Plus & *Pre-Dmin	Bachelor's Exempt		Graduate
	Credit Hrs	Less than 90 Credit Hrs	90 or more Credit Hrs	Credit Hrs
Full-time	12	12	6	6
Three-quarter time	9	9	N/A	N/A
Half-time	6	6	3	3

*Eligibility for financial aid is limited to one-year for pre-doctorate of ministry students

6. **Satisfactory Course Completion:** A final grade of "D-" or higher, "S" (Satisfactory), or "CR" (Credit). Unsatisfactory course completion is represented by grades of "F", "WF", "W", "I", or "U".
7. **Repeated Course:** Any courses a student has completed and is now enrolling in again either due to failure to meet program requirements or to obtain a better grade. Repeated courses will not affect the cumulative credits completed. Courses which have initial passing grades and are taken again for improved grades can only be repeated **once**. A failed course may be taken until a passing grade (per department requirements) is received.
8. **Preparatory Coursework:** A student not enrolled in a degree program is eligible for Federal Direct Subsidized/Unsubsidized Loans for up to one consecutive 12-month period beginning on the first day of the loan period if the coursework taken is necessary for enrollment in an eligible program. The courses must be part of an eligible program otherwise offered by the school, though the student does not have to be in that program.
9. **Course Withdrawals:** Withdrawing from a course or all courses in a given term may affect a student's financial eligibility. Refer to the qualitative standard of measurement section of this policy for more details
10. **Financial Aid Ineligibility:** A status assigned to a student who failed to make satisfactory progress (SAP) and who is not eligible to receive financial aid at Ashland University. A student must submit a financial aid appeal along with appropriate documentation regarding any extenuating circumstances to the Financial Aid Office to request the reinstatement of his or her financial aid.

12. **SAP Appeal:** A process by which a student who is not meeting satisfactory academic progress standards or other eligibility requirements petitions the school for reconsideration of his or her eligibility for financial aid.
13. **Financial Aid Probation:** A status assigned to a student failing to make satisfactory academic progress (SAP), but whose eligibility has been reinstated through the financial aid appeal process. Financial aid eligibility may be reinstated for one term, after which the student's eligibility will be re-evaluated to determine if the student has met the required standards. If SAP standards are not met, the student's aid will be placed on hold, and the student has another opportunity to submit a financial aid appeal for review.
14. **Transfer Credits:** Courses taken at another institution that are creditable to an Ashland University degree. Transfer credits count toward the student's percentage of completion rate. See the quantitative standard of measurement section of this policy for more details.
15. **Grade of Incomplete (I):** A course with a grade of "I" is counted as an "F" until the course is completed. It is the student's responsibility to notify the Financial Aid Office once the course has been assigned another grade.
16. **Maximum Timeframe for Degree Completion:** An institution must establish a maximum timeframe in which a student is expected to complete his or her degree requirements for each program of study. The maximum timeframe for graduate students is 150% of the minimum degree/program requirements rounded up to the nearest full credit hour. After exceeding the 150% maximum timeframe restriction, the student is no longer eligible for financial aid. Classes withdrawn after the drop deadline for that semester will be considered attempted credits for maximum timeframe purposes.

Additionally, a student who cannot mathematically complete his or her degree within the allotted maximum credits is also ineligible for aid. A maximum timeframe extension can be requested by the student through the appeal process. A chart showing the maximum timeframe hours for all AU graduate and bachelors plus programs is available on our website at <http://www.ashland.edu/sap-max-credits>.

STANDARDS OF MEASUREMENT

Ashland University is required to monitor student aid recipients' academic progress based upon the qualitative and quantitative standards outlined below. It is the recipient's responsibility to ensure they are meeting these standards to maintain financial aid eligibility.

Standard	Evaluation Timeline
Cumulative grade point average (GPA)	Annually, conclusion of spring term
Completion rate percentage	Annually, conclusion of spring term
Maximum timeframe for completion of degree requirements	Conclusion of every term
Term Completion	Conclusion of every term (when 0 credits are successfully completed)

Qualitative Requirements

Students must achieve a *cumulative* GPA for their program of study as shown in the chart below in order to meet financial eligibility requirements.

Academic Degree/Program	Required Cumulative GPA
Bachelor's Plus	3.0
Master of Fine Arts in Creative Writing	<i>See below</i>
Master of Arts (not including ATS programs)	3.0
Master of Business	
Master of Education	
Master of History & Gov't	
Master of Fine Arts	
Master in Communication	
Master in Exercise Science	
Doctor in Leadership Studies	
Doctor of Nursing Practice	3.2
Doctor of Education	
ATS Master of Arts	2.0
ATS Master of Divinity	
ATS Doctor of Ministry (including pre-dmin)	

Students in the Master of Fine Arts in Creative Writing program must demonstrate reasonable progress towards annual completion of credit hours of relevant coursework as determined by the Financial Aid Office and the MFA department. Students who receive a "U" are required to retake the course and cannot proceed to the next course until they pass. Students who are academically dismissed from the MFA program are ineligible for aid at Ashland University.

Students who withdraw from or receive a grade of "F", "WF", "WP", "W", "IP", "I", or "U" in all

courses during any term will immediately lose eligibility for financial aid. Reinstatement of aid may occur through the appeal process or once the student attains the required cumulative GPA at Ashland University at his or her own expense.

Quantitative Requirements

Students must successfully complete at least 66.67% of their *cumulative* attempted credits. Attempted credits are determined by the number of credits a student is registered for at the end of the drop date for the term. This percentage will be calculated by taking the number of completed credits divided by the credits attempted. Students who do not meet this standard at the time of review will immediately be ineligible for financial aid. Reinstatement of aid may occur through the appeal process or once the student attains the required percentage of completed credits at Ashland University, provided the student meets all other policy standards.

The **maximum timeframe** in which a student is expected to complete his or her degree requirements for each program of study. The maximum timeframe for graduate students is 150% of the *minimum* degree/program requirements rounded up to the nearest full credit hour. After exceeding the 150% maximum timeframe restriction, the student is no longer eligible for financial aid. Classes withdrawn after the drop deadline for that semester will be considered attempted credits for maximum timeframe purposes. Additionally, a student who cannot mathematically complete his or her degree within the allotted maximum credits is also ineligible for aid.

SAP APPEALS AND FINANCIAL AID PROBATION

A student who loses financial aid eligibility because satisfactory academic progress (SAP) standards were not met may submit an appeal to the Financial Aid Office. The appeal must explain the reason why policy requirements were not met and what changed in the situation that would allow satisfactory progress to be met at the next evaluation.

The following documentation is recommended when submitting a satisfactory academic progress appeal to the Financial Aid Office:

- AU's Satisfactory Academic Progress (SAP) appeal form
- Appropriate documentation regarding the extenuating circumstances
- A letter of support from an academic advisor, faculty member, or other non-family member
- A copy of the student's program evaluation
- A plan for success developed by the student and their academic advisor

The committee will consider any unusual or extenuating circumstances, which may include, but are not limited to, the following:

- Death of a relative
- Family difficulties, such as divorce or illness
- Injury or illness of the student
- Severe mental or emotional stress
- Physical or mental hardship

The Financial Aid Committee will review appeals and make a final determination as to whether financial aid eligibility will be approved for another term. The student will be notified of the committee's decision in writing, and the decision will be notated in the student's file.

In the event of unusual or extenuating circumstances, the Financial Aid Committee may place the student on **Financial Aid Probation** and allow the student to receive financial aid for one additional term. The student's academic progress will be re-evaluated at the end of the probation period to determine if the student has met the required standards. If SAP standards are not met at the time of re-evaluation, the student's aid will be placed on hold, and the student has another opportunity to submit a financial aid appeal for review.

There is no limit to the number of appeals a student may submit. Students can re-appeal an adverse appeal decision as long as they can provide additional documentation not previously submitted.

NOTE: Financial aid policies and programs are subject to change under the direction of the Board of Trustees.