

## *Satisfactory Academic Progress*

### *Transfer Students Applying for Financial Aid*

Transfer students who have previously attended another accredited post-secondary institution must have their official academic transcript submitted to the Office of Admissions and/or the Registrar's Office. Aid will not be awarded until all transfer transcripts have been evaluated by the College's Registrar. Federal regulations require schools to consider transfer credit hours in determining satisfactory academic progress. Credit hours that are accepted from another institution toward the student's educational program will be counted as both attempted and completed hours.

## *Academic Policies Relating to Financial Aid*

### *Leave of Absence*

A student may be granted an approved leave of absence if:

1. the student has made a written request for the leave of absence,
2. the leave of absence will not exceed 30 days,
3. the College has granted only one leave of absence to the student in any 12-month period; and
4. approval is received from instructors and the Chief Academic Officer.

### *Official Withdrawal*

A student may request withdrawal from Defiance College by contacting the Registrar's Office. A withdrawal allows the student the opportunity to re-enroll at Defiance College at a later date. The withdrawal date is the date of notification to the Registrar's Office. Students who receive financial aid and choose to withdraw from the College must follow the federal refund policy according to the federal regulations. The adjustments in charges for a student withdrawal may result in an outstanding balance on the student's account that will be due and payable at the time of withdrawal. Failure to follow the withdrawal policy forfeits the student's right to an honorable dismissal or to any refund of tuition and fees paid.

### *Post-Withdrawal Disbursement*

A post withdrawal disbursement is for any student who completely withdraws from school prior to a Federal loan or grant disbursing to their account. If the post-withdrawal disbursement includes grant funds, the financial aid office will disburse the portion of the funds required to cover any outstanding tuition, fee, room and board charges. If the post withdrawal disbursement includes federal loans, the financial aid office will notify the student and/or parent to provide the option to accept or decline the loan funds within 30 days. If the student does not respond timely, the loans will be cancelled.

### *Unofficial Withdrawal*

In the case of an unofficial withdrawal or an unapproved leave of absence (or a student's failure to return at the end of an approved leave of absence), the withdrawal date is the date the Registrar's Office becomes aware that the student ceased attendance. The withdrawal date for a student who withdrew without providing notification will be within 30 calendar days from the earlier:

1. the end of the payment period,
2. end of the academic year or
3. end of the student's educational program.

### *When a Student Fails to Earn a Passing Grade in Any Class*

If a student earns a passing grade in one or more of his or her classes offered over an entire period, an institution may presume that the student completed the course and thus completed the period. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period. A non-passing grade includes: F, W(withdrawn), or incompletes. (A grade of "incomplete" is not considered a passing grade.) Faculty members report, for all students awarded a non-passing grade, the student's last day of attendance. These dates will be used to determine the last date of attendance for withdrawal calculations.

### *Satisfactory Academic Progress for Financial Aid*

The Defiance College Financial Aid Office is required to monitor Satisfactory Academic Progress (SAP) to comply with Federal regulations for students receiving financial aid. SAP considers both qualitative and quantitative measures of academic progress. Students not receiving financial aid will have the same qualitative standards for academic probation, suspension and dismissal policy as those receiving financial aid. Please refer to the Defiance College Catalog for academic policies.

### *Evaluation Period*

Students' cumulative course work will be evaluated at the completion of each semester. This includes fall, spring and summer semesters.

### *Academic Year Definition*

Defiance College's academic year is defined in the academic policy section of this catalog. For financial aid propose this is calculated at 24 credit hours annually.

### *Qualitative:*

Students must earn the following minimum cumulative grade point averages to meet the qualitative requirement for satisfactory academic progress for financial aid.

<u>Cumulative Grade Point Average</u>	<u>Time Period</u>
1.65	1-15 hours attempted
1.70	16-30 hours attempted
1.85	31-45 hours attempted
2.0	after 46 hours attempted

Graduate students are required to maintain a 3.0 at the end of each semester.

### *Quantitative*

Students must meet the following pace-toward-degree completion standards in order to meet satisfactory academic progress for financial aid.

<u>Percent of Course Work Passed</u>	<u>Time Period</u>
67%	1-15 hours attempted
67%	16-30 hours attempted
67%	31-45 hours attempted
67%	after 46 hours attempted

### *Maximum Time Frame*

Students must complete their programs of study within 150% of the total credit hours required for the completion of their degree program at Defiance College. Example of hours for maximum time frame:

- Bachelor's Degree – 120 hours x 150%=180 maximum hours;
- Associates Degree – 60 hours x 150%=90 maximum hours;
- Master's Degree – 33 hours x 150%=49 maximum hours, 36 hours x 150%=54 maximum hours.

### *Attempted Hours*

All attempted hours will include: remedial, letter grades, pass/fail, withdrawn, academic second chance, repeated courses, incompletes and hours transferred in from other schools as determined by the Registrar's Office. Grade point averages do not transfer in from other schools; and therefore, are not counted in satisfactory academic progress.

### *Changes in Major*

Students will be expected to maintain satisfactory academic progress standards even if they change from major to major. All hours attempted from prior majors will be included in the total hours attempted for maximum time frame requirements. A student may appeal for longer time frame with rationale of the reasons for the extension. This appeal must be approved by the financial aid committee.

### *Incomplete Coursework*

Incomplete course work will be included as all hours attempted but not in hours passed until the grade is complete. Once the course is graded, the satisfactory academic progress status process will be re-evaluated upon request of the student.

### *Periods of Enrollment*

All periods of the students' enrollment (summer, fall and spring), even periods in which the student did not receive FSA funds, are considered in the satisfactory academic progress calculation.

### *Remedial Coursework*

Currently Defiance College does not offer remedial courses.

### *Repeated Coursework*

A student who fails a required course may repeat the course and receive federal financial aid. A student may repeat a passing course only one time and receive federal financial aid. Repeated coursework will count towards the total hours attempted and total hours passed for satisfactory academic progress. Cumulative grade point average for repeated courses will be determined by the Registrar's Office.

### *Transfer Hours*

All transfer work as determined by the Registrar will be counted in the ratio to determine the successful completion of coursework and in the determination of the maximum time frame.

### *Academic Clemency*

The Office of Financial Aid must count all prior work attempted in determining eligibility for federal financial aid including hours forfeited through the Academic Clemency Policy.

### *Notification of SAP Failure*

Students will be notified by their Defiance College email and email listed on FAFSA if they have not met the requirements of Satisfactory Academic Progress. It will include the policy and appeal procedures.

### Warning Semester:

Students who do not meet the Financial Aid Satisfactory Academic Progress criteria will be placed on a one semester warning status for the next term of enrollment and will continue to receive financial aid. If the student does not meet the criteria after the warning semester, the student will be placed on financial aid suspension.

### Re-Establishing Financial Aid Eligibility

Students may re-establish financial aid eligibility by:

- 1) The student takes classes and pays for the student account charges without the help of financial aid and successfully completes coursework to meet the qualitative and quantitative satisfactory academic progress requirements.
- 2) The student submits an appeal that is approved by the Financial Aid Committee along with an academic plan.

### Suspension and Appeals:

A student suspended from financial aid may submit a written appeal to be reviewed by the Satisfactory Academic Progress Appeals Review Committee. The appeal should explain in detail the unusual circumstances that prevented the student from achieving satisfactory academic progress and what has changed or will change to enable the student to improve the academic performance. Allowable circumstances include, but are not limited to:

- illness of the student or family member
- need to become a caregiver or first responder
- economic hardship
- added work hours

- loss of childcare
- inability to continue classes via distance education
- inability to access wi-fi due to closed facilities.

The appeal should provide the actions the student proposes to take to bring the academic performance into compliance and any relevant supporting documentation. Each situation is reviewed on a case-by-case basis.

If the appeal is granted, the student will be placed on financial aid probation for one semester with an academic plan which will be established by the Financial Aid Committee and the student, and with counsel from the student's academic advisor when appropriate. The individual academic plan will establish the criteria for continued financial aid for future semesters and will be reevaluated each semester. Final appeal process may be reviewed by the Vice President for Enrollment Management.

### Appeal Procedures

Appeals will be submitted to the Satisfactory Academic Progress Appeals Review Committee by the deadline listed in the financial aid suspension letter.

### A personal statement must be submitted by the student and should include the following:

1. The appeal should explain in detail the reason(s) that satisfactory academic progress was not achieved and what has changed or will change to enable the student to improve his/her academic performance.
2. The appeal should provide the actions the student proposes to take to bring his/her academic standing into compliance.
3. The appeal should provide relevant supporting documentation, as appropriate.
4. The appeal may be submitted by email at [financialaid@defiance.edu](mailto:financialaid@defiance.edu), mailed to Defiance College Financial Aid Office, 701 N. Clinton Street, Defiance, Ohio, 43512, or faxed at 419-783-2579.
5. The Director of Financial Aid will send an email of the committee's decision.