

TAYLOR UNIVERSITY
SATISFACTORY ACADEMIC PROGRESS POLICY
GRADUATE PROGRAMS

I. INTRODUCTION

Section 668.14 of Subsection C of the Student Assistance General Provisions Regulations published in the Federal Monitor of December 1, 1987, requires that an institution establish, publish, and apply reasonable standards for measuring whether a student is maintaining satisfactory progress in his or her course of study in order for the student to receive financial aid under a Title IV program of the Higher Education Act.

Such standards must be the same as or stricter than the institution's standards for a student enrolled in the same academic program who is not receiving Title IV assistance.

In compliance with the above noted regulations and related written instructions from the Department of Education ("Dear Colleague" letter #884-P-121, dated 12/83), the following policy was designed to address the issue of satisfactory academic progress for all financial aid applicants/recipients at Taylor University.

II. INTERPRETATION AND ENFORCEMENT

The Director of Financial Aid will have primary responsibility for the interpretation and enforcement of this policy.

III. STANDARDS FOR MEASUREMENT OF SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress for financial aid applicants/recipients who are graduate students shall be measured both qualitatively and quantitatively. Specifically, in order to be eligible to receive financial aid, students must meet the following criteria:

- (1) Maintain a minimum cumulative grade point average based on the student's cumulative credit hours completed in accordance with the academic standards set for the particular academic graduate program.
- (2) Successfully complete at least 67% of cumulative attempted credit hours.
- (3) Complete the graduate degree program in a maximum number of credit hours not to exceed 150% of the program length, i.e., if the program length is 30 credit hours then the student must complete the program within 45 cumulative credit hours attempted.

IV. SPECIAL ACADEMIC COURSE SITUATIONS

A. Incompletes

Incomplete course work will not be used in determining a student's satisfactory academic progress under the standards outlined in Section III of this policy.

B. Repetitions

1. Repeated course work may change a student's cumulative grade point average since the most recent grade received for a course will be used in this calculation.
2. Repeated course work will be counted toward the number of credit hours attempted by a student.
3. Repeated course work will not affect a student's cumulative credit hours completed.

C. Withdrawals

Based on the timing of a student's withdrawal from a course and the quality of his or her academic performance up to this date, the student will normally receive a grade of "W" (withdrew), or "WP" (withdrew passing), or "WF" (withdrew failing).

1. A student's cumulative grade point average will not be affected by a "W" or "WP" grade. However, a "WF" grade will affect a student's cumulative grade point average in the same way as an "F" grade (i.e. increases a student's credit hours attempted with 0 associated quality points).
2. Course work from which a student withdraws will be counted in the number of credit hours attempted but will not be counted toward the minimum number of credit hours successfully completed by a student.

V. FINANCIAL AID PROBATION

A financial aid applicant/recipient who fails to meet either of the first two criteria listed under Standards for Measurement of Satisfactory academic progress will be placed on Financial Aid Probation. This probationary status will continue until such time as the student is in compliance with both standards of this policy (credits from Interterm and/or summer classes can help the student meet these standards; transfer credits can help to meet the quantitative standard but do not affect the qualitative standard since the grades for these classes are not used in the Taylor GPA calculation). While on Financial Aid Probation, the student will continue to be considered as making satisfactory academic progress and thus, will be eligible to receive the aid.

By the end of the next regular academic term for which the student is enrolled, the student must resolve the academic situation that caused the Financial Aid Probation status. That is, to resolve an academic situation defined under standard number one, the student must increase his/her cumulative grade point average to the appropriate level; under standard number two, the student must make up any deficiency in credit hours.

A student failing to resolve his/her academic situation as outlined above will be considered as not making satisfactory academic progress and thus, will be ineligible to receive financial aid. This ineligibility status will continue until such time as the student is in compliance with both standards of this policy (credits from Interterm and/or summer classes can help the student meet these standards; transfer credits can help to meet the quantitative standard but do not affect the qualitative standard since the grades for these classes are not used in the Taylor GPA calculation).

VI. APPEALS

A student who is classified as not making satisfactory academic progress in his or her course of study and is therefore determined to be ineligible to receive financial aid, may appeal this classification. To do so, the student must submit a written letter of appeal to the Financial Aid Office. The Financial Aid Office will review the student's appeal and make a final determination as to whether the student is making satisfactory progress.

In reviewing a student's appeal, the Financial Aid Office may consider unusual and/or extenuating circumstances related to the student's situation. Such circumstances may include, but are not limited to, the following:

- A. illness
- B. injury
- C. severe mental or emotional stress
- D. physical or mental handicap
- E. change of academic program
- F. extended period of non-enrollment
- G. pregnancy
- H. military deployment
- I. work-related contingencies that create significant obstacles to timely completion (e.g., move, temporary travel assignment)
- J. changes made to this policy

In the event of unusual and/or extenuating circumstances, the Financial Aid Office may extend a student's Financial Aid Probation period. During this extended period, the student will continue to be considered as making satisfactory academic progress and thus, will be eligible to receive financial aid.

Approved by Athletic, Financial Aid, Enrollment Committee
February 7, 2008