

**TAYLOR UNIVERSITY  
FINANCIAL AID  
SATISFACTORY ACADEMIC PROGRESS POLICY**

**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. DEFINITIONS OF KEY WORDS**

- A. "Regular term" refers to the fall or spring term of a given academic year.
- B. "Successfully complete" a given number of credit hours refers to the receipt of a grade of "D-" or better in a regular course, a grade of "P" in a pass/fail course, and a grade of "CR" in a credit only course.

**IV. STANDARDS FOR MEASUREMENT OF SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress for financial aid applicants/recipients shall be measured both qualitatively and quantitatively.

Specifically, in order to be eligible to receive financial aid, students must meet the following guidelines:

- (1) Maintain a minimum cumulative grade point average based on the student's cumulative credit hours completed as follows:

<u>Cumulative Credit Hours</u>	<u>Minimum Cum GPA</u>
61 -	2.0
45 - 60	1.9
31 - 44	1.8
13 - 30	1.7
0 - 12	1.6

- (2) **Successfully complete a minimum of 50% of their attempted hours within a given term including any repeated credit hours.**
- (3) **Successfully complete a minimum of 80% of their cumulative attempted hours including any transfer hours, advanced placement or CLEP credit, and any other credits used to meet degree requirements.**

**In order to maintain eligibility to receive financial aid, the maximum time period for a student to complete his/her course of study shall be the equivalent of 160 attempted credit hours (including transfer hours, advanced placement or CLEP credit, and any other credits used to meet degree requirements) or until he/she has completed graduation requirements of a bachelor's degree, whichever period is less. Students become ineligible for financial aid at the time that it is determined that they are unable to complete their degree within the 160 attempted credit hours maximum limit.**

## **V. 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 IV of this policy.**

### **B. Repetitions**

- 1. Repeated course work may change a student's cumulative grade point average since only the most recent grade received for a course will be used in this calculation.**
- 2. Repeated course work will be counted toward the attempted and completed credit hours for the term as well as the cumulative credit hours attempted.**
- 3. Repeated course work will not affect a student's cumulative credit hours completed.**

### **C. Non-credit remedial courses**

**No such courses are currently offered by Taylor University.**

#### **D. 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 during the drop/add period at the beginning of the term will not be included in the hours attempted for that term or cumulative attempted hours. Course work from which a student withdraws with a grade of W, WP or WF will be included in the hours attempted for that term as well as cumulative attempted hours.

#### **VI. FINANCIAL AID PROBATION**

A financial aid applicant/recipient who fails to meet one or more of the three 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 all three standards of this policy (credits from Interterm, summer, and distance learning classes can help the student meet these standards; transfer credits can help to meet the quantitative standards 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 and standard number three, the student must increase his/her cumulative credit hours completed to the appropriate level.

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 all three standards of this policy ( credits from Interterm, summer, and correspondence classes can help the student meet these standards; transfer credits can help to meet the quantitative standards but do not affect the qualitative standard since the grades for these classes are not used in the Taylor GPA calculation).

\*"Appropriate level" refers to the minimum cumulative GPA levels noted under Standards for Measurement of Satisfactory Academic Progress. As such, the "appropriate level" will change as a student completes additional credit hours.

## **VII. 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 or major
- F. extended period of non-enrollment
- G. 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.

Updated & approved by Athletic, Financial Aid, Enrollment Committee  
November 1, 2007

Approved by Educational Policies Committee  
May 3, 1990