

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

I. INTRODUCTION

34 CFR Section 668.34 of the Student Assistance General Provisions Regulations 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, the following policy was designed to address the issue of satisfactory academic progress for all financial aid applicants/recipients at Taylor University (including full-time and part-time students) regardless of their undergraduate academic program.

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, spring, or summer 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. Only transfer credits that are accepted by Taylor and count toward the student's Taylor program will be counted as both attempted and completed hours.

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. Since there is no recorded grade for incomplete coursework, the incomplete course will not affect the student's term or cumulative GPA until the course is graded. The incomplete coursework will be included in the term as well as cumulative hours attempted. When the coursework is completed, it will be included in the term and cumulative hours completed if the course was completed successfully.

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 if the course was successfully completed in a prior term. The course work will increase the student's cumulative credit hours completed if this is the first time the course has been successfully completed.
4. A student may repeat a failed course until he/she passes the course or receives the grade necessary to meet the requirements for major/minor courses or other university academic policy requirements. If the student successfully completes a course and thereby meets university academic policy requirements, he/she may only repeat a course one more time in order to raise his/her GPA. This repeat will count as the only retake allowed for Title IV aid purposes, even if the student fails the class.

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 WARNING

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 Warning. This warning status will continue for one regular academic term (credits from Interterm, 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 Warning, 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 Warning 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 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).

*"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 student's appeal must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make satisfactory academic progress at the end of the next regular term. The Financial Aid Office will review the student's appeal and make a final determination as to whether the student is making satisfactory progress. The student will be informed of this decision in writing.

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 grant a student a Financial Aid Probation period lasting one regular term. During this period, the student will continue to be considered as making satisfactory academic progress and thus, will be eligible to receive financial aid.

If the student cannot meet the standards of this policy by the end of the Financial Aid Probation term, the student must submit a written academic plan that will ensure that the student is able to meet the standards by a specific point in time. In all cases, the Financial Aid Office must take into account the 160 credit hour limit. If the student's appeal and academic plan are approved by the Financial Aid Office (in consultation with the Registrar and other appropriate university personnel), the student will continue to be eligible to receive financial aid as long as he/she successfully completes courses according to the academic plan. If at any point, the student does not meet the terms of the academic plan, he/she will be ineligible for financial aid for the next regular term and until such time as he/she complies with the standards of this satisfactory academic progress policy.

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