

# D'YOUVILLE UNIVERSITY

## **SATISFACTORY ACADEMIC PROGRESS - Title IV Federal Financial Aid**

The Satisfactory Academic Progress policy guidelines set by the U.S. Department of Education refer to the following Title IV financial assistance programs: Pell, SEOG, Federal Work-Study, Perkins or Nursing Loans and Direct Loans. Title IV recipients will be reviewed on both a qualitative requirement (GPA) and a quantitative requirement (percentage of coursework completed) to ensure that they are making progress toward a degree or certificate. Each continuing student (Title IV recipient) must meet the requirements specified wherein. By withdrawing from classes, you may not be in compliance with the quantitative requirement.

### **Meeting the Federal Title IV Quantitative Requirement (All Students)**

The quantitative requirements for undergraduate students are based upon the students enrollment status at the end of the drop/add week at the start of each semester. All students must complete at least 67% of attempted coursework within a given term.

### **Meeting the Federal Title IV Qualitative Requirement (Undergraduate)**

Undergraduate students must achieve and maintain a cumulative GPA (CGPA) of 2.0 or greater within their undergraduate program.

### **Meeting the Federal Title IV Qualitative Requirement (Graduate)**

Graduate students must achieve and maintain a cumulative GPA (CGPA) of 3.0 or greater within their graduate program (2.5 CGPA for Doctor of Chiropractic and 2.0 CGPA for Pharmacy).

### **Maximum Time Frame (Undergraduate)**

Regulations also specify a *maximum time frame* requirement in which a student must complete his or her program of study within 150% of the published length of the program. (Example: Students in an undergraduate program that requires 120 credits to graduate are eligible to receive Title IV aid for no more than 180 credits). After a student has exceeded the maximum timeframe requirement, they will automatically lose eligibility for Title IV aid. Students will not be granted a grace period. No financial aid will be disbursed for the student for subsequent semesters unless the student has made an appeal to the Satisfactory Academic Progress Appeals Committee and the appeal has been granted.

### **Grace Period and Loss of Title IV Aid**

The first time a student does not meet the Title IV satisfactory academic progress requirements, the student will be given a one semester warning. During this grace period, the student will continue to receive Title IV funding, but it is the individual's responsibility to regain good academic standing. At the end of this period, the student's academic performance will be evaluated per the appropriate standards. If the student has again failed to meet the requirements, the student will lose all eligibility for Title IV aid, with the option to appeal. If circumstances so warrant, the criteria may be waived at the discretion of the Satisfactory Academic Progress Appeals Committee. Application for a waiver/appeal is to be initiated through the financial aid office. Freshman and transfer students are assumed to be in good academic standing and making satisfactory academic progress for the first semester of attendance at D'Youville College. When the student has completed an enrollment period without Title IV aid, and has achieved satisfactory progress, the student regains future Title IV aid eligibility. Students will be notified via email when they have failed to make progress.

# DYOUNVILLE

## UNIVERSITY

### **Appeals**

Students may appeal a satisfactory academic progress loss by completing and submitting a written appeal form to the Financial Aid Office. Appeals must be submitted with appropriate documentation and may include unusual circumstances which have affected the student's academic performance. Appeals are reviewed by the Satisfactory Academic Progress Appeal Committee with its decision or recommendation being final. If the appeal is approved, a waiver is granted, which may include specific conditions for the student to meet to remain eligible for financial aid. Conditions may include reducing the number of classes enrolled in or require working with an academic counselor throughout the semester. If the conditions of the waiver are not met, the waiver becomes void for the next semester and the student is no longer eligible for federal financial aid. If the initial appeal is denied, the student will remain in an "ineligible" status. If a student is denied aid based on academic progress, that denial takes precedence over any previous award notification that the student may have received. Students will also be given a date by which the appeal must be submitted in writing to the Appeal Committee. Supporting documentation is required. This might include a letter from a physician or counselor, academic advisor or a trusted faculty member.

### **Successful Completion of Courses**

To be counted as successfully completed or earned hours, the student must receive a grade of A, B, C, D, or S.

Withdrawals (W), incompletes (I), or failures (U, UX, F, FX) are counted in the attempted hours but are NOT successfully completed or earned hours.

### **Incomplete Grades**

If the student can convert an incomplete grade into a complete grade before the start of the third week of classes of their subsequent semester of enrollment, the grade and credit hours will be counted in determining the student's academic progress. The student must submit to the financial aid office proof of the grade upon completion. According to the regulations, if the student does not convert the incomplete grade before the start of the third week into the next semester, the student is not making satisfactory academic progress (even if the student turns in the incomplete at some point after the third week during that next semester).

# DYOUVILLE UNIVERSITY

## SATISFACTORY ACADEMIC PROGRESS – New York State TAP

### Meeting the New York State Requirement (Undergraduate)

To be eligible to receive the state Tuition Assistance Program (TAP) award, students must be taking 12 credit hours and must be matriculating New York state residents making satisfactory academic progress in an undergraduate program.

Payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
Prior Semester	0	9	9	12	12	12	12	12	12	12
Total Credits	0	6	15	27	39	51	66	81	96	111
CGPA	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

### Meeting the Remedial New York State Requirement (Undergraduate - HEOP)

To be eligible to receive the state Tuition Assistance Program (TAP) award, students must be taking 12 credit hours and must be matriculating New York state residents making satisfactory academic progress in an undergraduate program.

Payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
Prior Semester	0	9	9	12	12	12	12	12	12	12
Total Credits	0	3	9	21	33	45	60	75	90	105
CGPA	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

### Grace Period and Loss of Title IV Aid

There is no grace period for New York State TAP. The first time a student does not meet the TAP satisfactory academic progress requirements, the student will lose TAP eligibility with the option to appeal. ***New York State allows for one lifetime appeal.*** If circumstances so warrant, the criteria may be waived at the discretion of the Satisfactory Academic Progress Appeals Committee. Application for a waiver/appeal is to be initiated through the financial aid office. When the student has completed an enrollment period without TAP, and has achieved satisfactory progress, the student regains future TAP eligibility. Students will be notified via email when they have failed to make progress.

# DYOUNVILLE

## UNIVERSITY

### Appeals

Students may appeal a satisfactory academic progress loss by completing and submitting a written appeal form to the Financial Aid Office. Appeals must be submitted with appropriate documentation and may include unusual circumstances which have affected the student's academic performance. Appeals are reviewed by the Satisfactory Academic Progress Appeal Committee with its decision or recommendation being final. If the appeal is approved, a waiver is granted, which may include specific conditions for the student to meet to remain eligible for financial aid. Conditions may include reducing the number of classes enrolled in or require working with an academic counselor throughout the semester. If the conditions of the waiver are not met, the waiver becomes void for the next semester and the student is no longer eligible for federal financial aid. If the initial appeal is denied, the student will remain in an "ineligible" status. If a student is denied aid based on academic progress, that denial takes precedence over any previous award notification that the student may have received. Students will also be given a date by which the appeal must be submitted in writing to the Appeal Committee. Supporting documentation is required. This might include a letter from a physician or counselor, academic advisor or a trusted faculty member.

### Successful Completion of Courses

To be counted as successfully completed or earned hours, the student must receive a grade of A, B, C, D, or S.

Withdrawals (W), incompletes (I), or failures (U, UX, F, FX) are counted in the attempted hours but are NOT successfully completed or earned hours.

### Incomplete Grades

If the student can convert an incomplete grade into a complete grade before the start of the third week of classes of their subsequent semester of enrollment, the grade and credit hours will be counted in determining the student's academic progress. The student must submit to the financial aid office proof of the grade upon completion. According to the regulations, if the student does not convert the incomplete grade before the start of the third week into the next semester, the student is not making satisfactory academic progress (even if the student turns in the incomplete at some point after the third week during that next semester).

# D'YOUVILLE

## UNIVERSITY

### **SATISFACTORY ACADEMIC PROGRESS – D'Youville Merit Scholarships**

For students who have been awarded an undergraduate merit scholarship, the cumulative GPA (CGPA) requirement is 2.25.

#### **Grace Period and Loss of Title IV Aid**

The first time a student does not meet the minimum CGPA requirement a one semester warning is given. During this warning grace period, the student will continue to receive their merit scholarship, but it is the individual's responsibility to regain good academic standing. At the end of this period, the student's academic performance will be evaluated. If the student has again failed to meet the requirements, the student will lose eligibility for their merit scholarship, with the option to appeal. If circumstances so warrant, the criteria may be waived at the discretion of the Satisfactory Academic Progress Appeals Committee. Application for a waiver/appeal is to be initiated through the financial aid office. When the student has completed an enrollment period without their merit scholarship, and has achieved the minimum CGPA required, the student regains future merit scholarship eligibility.

#### **Appeals**

Students may appeal a satisfactory academic progress loss by completing and submitting a written appeal form to the Financial Aid Office. Appeals must be submitted with appropriate documentation and may include unusual circumstances which have affected the student's academic performance. Appeals are reviewed by the Satisfactory Academic Progress Appeal Committee with its decision or recommendation being final. If the appeal is approved, a waiver is granted, which may include specific conditions for the student to meet to remain eligible for financial aid. Conditions may include reducing the number of classes enrolled in or require working with an academic counselor throughout the semester. If the conditions of the waiver are not met, the waiver becomes void for the next semester and the student is no longer eligible for federal financial aid. If the initial appeal is denied, the student will remain in an "ineligible" status. If a student is denied aid based on academic progress, that denial takes precedence over any previous award notification that the student may have received. Students will also be given a date by which the appeal must be submitted in writing to the Appeal Committee. Supporting documentation is required. This might include a letter from a physician or counselor, academic advisor or a trusted faculty member.

#### **Incomplete Grades**

If the student can convert an incomplete grade into a complete grade before the start of the third week of classes of their subsequent semester of enrollment, the grade and credit hours will be counted in determining the student's academic progress. The student must submit to the financial aid office proof of the grade upon completion. According to the regulations, if the student does not convert the incomplete grade before the start of the third week into the next semester, the student is not making satisfactory academic progress (even if the student turns in the incomplete at some point after the third week during that next semester).