



D'Youville College Graduate Satisfactory Academic Progress Policy For Title IV Aid

D'Youville College Mission Statement:

D'Youville College is an independent institution of higher education that offers baccalaureate and graduate programs to students of all faiths, cultures, and backgrounds.

D'Youville College honors its Catholic heritage and the spirit of St. Marguerite d'Youville by providing academic, social, spiritual, and professional development in programs that emphasize leadership and service. D'Youville teaches students to contribute to the world community by leading compassionate, productive, and responsible lives.

Policy Statement:

Financial aid is intended to meet the financial needs of the student who otherwise could not or would not consider continuing their education. Students who receive financial aid must not only demonstrate financial need, but must also make satisfactory academic progress.

Federal regulations require D'Youville College to have a satisfactory academic progress policy within the guidelines set by the U.S. Department of Education. To be eligible for Title IV financial assistance, Title IV recipients will be reviewed on both a ***qualitative requirement (GPA)*** and a ***quantitative requirement (# of hours successfully completed)*** to ensure that they are making progress toward a degree or certificate. Each continuing student (Title IV recipient) must meet the requirements specified herein. Title IV financial aid programs include: Federal Perkins Loan, Federal Work-Study (FWS), Federal Stafford Loan, and Graduate PLUS Loan. Satisfactory academic progress, as described below, is evaluated three times a year, after the summer, fall, and spring semesters. Enrollment status will be determined as of the second week of classes. While these requirements govern the student's eligibility to continue receiving financial aid, each student must also conform to the academic policies established by faculty council. Failure to maintain satisfactory academic progress, as described below, may result in cancellation of financial aid awards, and the student may have to repay funds already received. *Permission to enroll in classes for a subsequent semester does not equal financial aid satisfactory academic progress.*

Meeting the Quantitative Requirement:

The quantitative requirement for graduate students is based upon the students enrollment status (full-time, part-time, less than half-time) at the end of the drop/add week at the start of each semester. Students must successfully complete the number of hours for which financial aid was based.

- Full-time = 9 or more credit hours. Minimum required earned hours must be 6 credits.
- Part-time = 6 to 8 credit hours. Minimum required earned hours must be 4 credit hours.
- Less than Half-time = 5 or less credit hours. Minimum required earned hours must be one credit hour.

Meeting the Qualitative Requirement:

Graduate students must achieve and maintain a CGPA of 3.0 or better in their graduate program.

Maximum Time Frame:

Regulations also specify a *maximum time frame requirement*. For graduate students the maximum time frame in which a student must complete his or her program of study cannot exceed 150% of the published length of the program (see chart below). After a student has exceeded the maximum time frame requirement, they will automatically lose Title IV aid. Students will not be granted a grace period. No financial aid will be disbursed for the student during the subsequent semesters unless the student has made an appeal to the Satisfactory Academic Progress Appeals Committee and the appeal has been granted.

Graduate Degree Programs:

Program	Program Required Credits	150% Timeframe
Education	52	78
Health Services Administration	42	63
International Business	45	67
Nursing	36	54
Occupational Therapy	83	109
Physician Assistant	86	129

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 probationary grace period. During this probationary grace period, the student will continue to receive Title IV assistance, but it is the individual's responsibility to regain good academic standing, whether it be through full-time, three-quarter time, or part-time study. At the end of this period, the student's academic performance will be compared to the appropriate standards. If the

student has again failed to meet the requirements, the student will lose all eligibility for Title IV aid. When the student has completed an enrollment period without Title IV aid, and has achieved the required CGPA, the student regains future Title IV aid eligibility. If circumstances so warrant, the criteria may be waived at the discretion of the Satisfactory Academic Progress Appeals Committee. Application for a waiver is to be initiated through the financial aid office.

Transfer students are assumed to be in good academic standing and making satisfactory academic progress for the first semester of attendance.

Students will be notified in writing via U.S. mail if they have been placed on probation. Students who lose Title IV eligibility will be sent a Certified Letter to their permanent home address listed with the Financial Aid Office.

Appeals:

Students may appeal their satisfactory academic progress status by completing and submitting a written appeal form to the Financial Aid Office. Forms will be enclosed with your loss of Title IV letter and are available in the Financial Aid Office. Appeals must be submitted with appropriate documentation. Appeals may include unusual circumstances which have affected the student's academic performance. Appeals are reviewed by the Satisfactory Academic Progress Appeals Committee with its decision or recommendation being final. If the appeal is approved there may be specific conditions for the student to meet to remain eligible for financial aid. Basically conditions may include reducing the number of classes enrolled in or require working with an academic or personal counselor throughout the semester. If the conditions of the appeal are not met then the appeal 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 and must pay for educational costs. 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 Satisfactory Academic Progress Appeals Committee. Supporting documentation is required. This might include a letter from a physician or counselor, academic advisor or trusted faculty member.

Students will receive both a phone call and in writing, a decision of their appeal.

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 (F) are counted in the attempted hours but are NOT successfully completed or earned hours.

Example 1: At the end of the drop/add week, a graduate student was registered for 9 credit hours. At the end of the semester, that student has withdrawn from a three-credit course. The student has successfully completed 6 credit hours. 9 credit hours is defined as full-time enrollment and the student received financial aid based upon full-time status. But the student only completed 6 credit hours, which is defined as part-time enrollment. This student did meet the minimum quantitative standards for progress.

Example #2: At the end of the drop/add week, an undergraduate student was registered for 9 credit hours. At the end of the semester, that student has failed one three-credit course and withdrew from a total of 3 credit hours. The student has successfully completed 3 credit hours. 9 credit hours is defined as full-time enrollment and the student received financial aid based upon full-time status. But the student only completed 3 credit hours, which is defined as less than half-time enrollment. This student did not meet the minimum quantitative standards for progress.

Incomplete Grades:

If the student can convert an incomplete grade into a complete grade before the start of the third week into the start of the next semester, 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 start of the third week during that semester). The student is given a one-semester grace period for the duration of the coming semester and allowed to continue receiving Title IV aid. At the end of this probationary semester, the student will once again be monitored for progress. If the student is not up to par, the student will lose Title IV eligibility.