



GRADUATE & CONTINUING EDUCATION SATISFACTORY ACADEMIC PROGRESS POLICY

Graduate Satisfactory Academic Progress Policy

Federal regulations mandate that students who receive financial aid must meet certain qualitative and quantitative standards in order to continue being eligible to receive financial aid funds. Academic progress will be evaluated annually in June. All degree-seeking graduate students who do not meet the following levels will be placed on financial aid suspension and will be ineligible for financial aid.

- Cumulative GPA: 3.0
- Credits Completed: 67% of the credits attempted
- Program Completed: within 150% of the maximum time frame (if, for example, the program takes 2 years to complete, then you must be finished by the end of the 3rd year).

The student on financial aid suspension has the right to appeal the suspension. An appeal must be submitted in writing to the Financial Aid Office. The appeal must be submitted within 14 days of suspension notification. After assessing the appeal, the student is informed in writing of the decision of the committee. If the appeal is denied or if the student chooses not to appeal, he/she may still attend classes at Anna Maria College provided that there is clearance from the Dean of Academic Affairs. No financial aid funds are received during the suspension.

Continuing Education Satisfactory Academic Progress Policy

To be eligible for financial aid at Anna Maria College a student must maintain satisfactory academic progress. All students are evaluated for academic progress on an annual basis in June for financial aid purposes. The Federal Government requires that students be evaluated both quantitatively and qualitatively. The quantitative evaluation is determined by counting the number of credits earned versus those attempted. Students must earn at least 67% of the credits they attempt. For example, if a student takes 15 credits but fails one class and only earns 12 credits, that student has earned 80% of credits attempted. Another element of the quantitative evaluation is the maximum time frame. At Anna Maria College, students must finish within the maximum time frame of 150% of the published length of their program or 6 years. If a student goes over the 150% mark, then he is no longer eligible for financial aid.

The qualitative evaluation is determined by the cumulative Grade Point Average (GPA) which is calculated by the Quality Point Average or QPA (please see Academic Policies and Procedures for more information on the QPA). A student must earn a 2.0 cumulative GPA by the end of the second year to retain his financial aid. In certain cases there may be exceptions to that rule, please read below for more information:

Satisfactory Academic Progress Categories

Financial Aid Suspension

Students whose cumulative GPA is below a 2.0 or they have not earned at least 67% of their credits will be placed on Financial Aid Suspension.

Appeals

Students who have been placed on Financial Aid Suspension have the right to appeal this suspension in writing within 10 days of the notification. The appeal should state what mitigating circumstances, if any, were present that caused the students cumulative GPA to fall below 2.0 or kept them from earning the credits they have attempted. Mitigating circumstances that will be considered include illness, injury, and death in the family or other special circumstances that the student had. If a student's appeal is approved, the aid will be reinstated for one semester. At the end of that semester the student's cumulative GPA and # of credits earned will be reevaluated. If they are not at the required level, the student will not be eligible for Financial Aid. Students may appeal 2 times at AMC but not consecutive semesters.

Sometimes students need more than one semester to recover academically after being put on Financial Aid Suspension. If a student has not made the required cumulative GPA or has not earned 67% of his credits and goes on suspension again, then the student may appeal again. Appeals in this circumstance will only be considered, if there has been significant academic progress made during the probationary semester.

OTHER ACADEMIC ELEMENTS

The following elements have impact on the academic progress evaluation:

Withdrawals are not factored into the cumulative GPA, but ARE counted toward the number of credits attempted.

Incompletes do quantitative measurements.

Repeated courses stay on the student's record. If a student fails a course and then repeats it, the higher of the grades is factored into the GPA and all of the credits attempted are counted for quantitative SAP.

Transfer credits are NOT included in determining the cumulative GPA, but ARE counted toward the number of credits earned.

Withdrawal from Anna Maria for a period of time and then returning is not sufficient to regain financial aid. The student has to make Satisfactory Academic Progress before he or she can regain eligibility for financial aid. If a student has attended another college in his or her time away from Anna Maria and has made SAP at that other college, then the student can appeal the Financial Aid Suspension.