

Mansfield University

Standards of Academic Progress

The Higher Education Act of 1965 as amended by Congress mandates institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving Federal financial aid. These standards apply to all Federal Title IV aid programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford Loans, Federal PLUS Loans and Federal Work-Study.

Regardless of whether the student had previously received Title IV financial aid, the minimum requirements for undergraduates to meet the University's definition of academic progress for Federal financial aid purposes are as follows:

Enrollment Status:

Full Time: Students enrolled for at least 12 *undergraduate* credits, or 9 *graduate* credits, per semester are considered to be full-time.

Three-Quarter Time: Students enrolled for at least 9 but less than 12 *undergraduate* credits per semester, or at least 7 but less than 9 for *graduate* level, are considered to be three-quarter time.

Half Time: Students enrolled for at least 6 but less than 9 *undergraduate* or at least 4.5 but less than 7 for *graduate* level, per semester are considered to be half-time.

Measuring Satisfactory Progress:

Each student will be measured for sufficient progress annually in May after the spring semester grade processing is complete. This evaluation will determine if the student has sufficient progress to be eligible for Title IV funding for the next financial aid award year. Students who have not met the minimum requirements will receive a letter informing them that they are not eligible for continued financial aid.

The standards of satisfactory progress have both a quantitative and qualitative measure that must be met. Mansfield University has established the following quantitative and qualitative standards:

Quantitative (credits earned):

Quantitative Standards measure the number of credit hours attempted versus the number of credits hours completed. Attempted credit hours are courses that you register for, but either withdrew from (when withdrawing from the university) or dropped after the drop/add period was over, failed or otherwise did not complete. Credit hours completed are courses for which you received a passing grade.

Quantitative standards are checked for all students at the end of each spring for the academic year.

- Full time *undergraduate* students must complete a minimum of 24 (18 *graduate*) new credits by the end of each academic year.
- Three quarter time *undergraduate* students must complete a minimum of 18 (7 *graduate*) new credits by the end of each academic year.
- Half time *undergraduate* students must complete a minimum of 12 (4.5 *graduate*) new credits by the end of each academic year.

- Students enrolled less than half-time must complete the number of credits for which they enrolled by the end of each academic year.

If you did not complete the number of credits in fall and / or spring for which you received aid, your summer award will be considered “probationary”. This means you may receive aid for the summer, **but if you do not complete the expected number of credits during the summer term, all aid for future semesters will be cancelled.** You will be ineligible for all forms of federal student aid, including student loans, until you have made up the credit deficiency at your own expense.

If you are making up credits during the summer term at an institution other than Mansfield University, it is your responsibility to submit a transcript of your grades to the Financial Aid Office before the fall semester begins. Even if you submit your transcript to the Academic Record’s Office, it is your responsibility to submit a duplicate transcript to the Financial Aid Office. **Unofficial transcripts are acceptable for this purpose.** Failure to do so will result in the cancellation of your aid for the fall semester, as we will assume you did not make up the required number of credits during the summer term.

Qualitative (QPA):

Qualitative Standards are monitored each semester by the Academic Records Office and are consistent with Mansfield University’s Minimum Academic Standards. You are required to earn a Q.P.A. at or above the following minimum standards:

Credits Attempted (including transfer hours)	Minimum Q.P.A. required
0-16 semester hours attended	1.20 Q.P.A. or better
17-30 semester hours attended	1.40 Q.P.A. or better
31-45 semester hours attended	1.60 Q.P.A. or better
46-60 semester hours attended	1.80 Q.P.A. or better
61 +	2.00 Q.P.A. or better

Graduate students must have at least a 3.0 cumulative quality point average at the end of each academic year.

If your Q.P.A. falls below 2.00, you are placed on Academic Probation continually until your Q.P.A. is at least 2.00.

If your Q.P.A. is below the minimum Q.P.A. at the end of any semester, you will be dismissed from the University and become ineligible for any further Title IV (federal) assistance. You may be reinstated to the University through one of two processes:

1. After a one year interval;
2. By appeal to the Academic Standards Review Board (ASRB).

If this is your first dismissal and you have been reinstated by one of the above, your next semester of enrollment is considered probationary for federal student aid purposes. If your Q.P.A. is not at the required minimum at the completion of your probationary semester, all federal aid for subsequent semesters will be cancelled.

If you have been dismissed two or more times, the qualitative and quantitative minimum standards for academic progress are NOT waived for purposes of federal student aid. This means that it is possible to be reinstated to the university by the ASRB, but not have your financial aid reinstated. In these instances, it will be necessary for the student to pay their tuition, fees and room and board without the assistance of Title IV student aid until they have made up the qualitative (cumulative GPA)and/or quantitative (total credits earned) deficiency.

Appeal Process - If the student feels that the academic deficiency is a result of extenuating circumstances (illness, injury, etc.) a written appeal may be submitted to the Director of Financial Aid. Appeal forms are available in the Financial Aid Office, on the Financial Aid section of the Mansfield University website, or you may write a letter documenting your circumstances. Be sure to clearly state your basis for the appeal, explaining the circumstances which you believe caused the deficiency and you are encouraged to include documentation of the extenuating circumstances. Appeals are approved on a case-by-case basis only and you will receive a written response to your appeal request.

Appeal Limitations - Effective with the fall 2008 semester, students are limited to TWO appeals during the course of their enrollment at the University. Students who have already submitted two appeals must meet with the Director of Financial Aid before further appeals will be considered. There will be no exceptions.

Regaining Eligibility - If a student does not meet the satisfactory academic progress standards at the beginning of the academic year but later meets the standards at some point during the academic year, the student can be eligible to receive the Federal Pell Grant, FFEL funds, and if available, campus-based program funds beginning with the academic term during which the student first meets the academic progress standards. It is the student's responsibility to contact the Financial Aid Office after they complete course work if it will allow them to regain eligibility for financial aid.

Incomplete Grades - An "I" (Incomplete) grade is used to denote unfinished work because of serious mitigating circumstances beyond the student's control. Incomplete grades ('I') are considered attempted but not earned hours. If the student resolves their qualitative and/or quantitative deficiency and the Incomplete grade is removed from the student's record, **it is the responsibility of the student** to notify the Financial Aid Office.

Repeat Courses - When a student repeats a course, the last grade received is used in computing the cumulative grade point average. Repeated courses are included in the calculation of both attempted and earned credit hours.

Pass / Fail - Pass credits are not reflected in the student's QPA; however, a passing (P) grade is counted as credit hours earned. Failing grades in Pass/Fail courses are considered attempted credit hours but not earned. There are restrictions to the Pass/Fail option and students should refer to the Academic Policies of the University for clarification.

Transfer Credits – Transfer credits count towards the maximum time frame, but the grades on those transfer credits do not count toward the qualitative measure.

Audit – Audited courses are not considered credits attempted or earned.

Withdrawals from a Course – after the drop period, course withdrawals are recorded in the student's permanent record as a 'W' and will count as credit hours attempted but not earned. A 'W' will not be calculated in the student's cumulative grade point average.

Maximum Time Frame - Undergraduate students may receive Federal financial assistance for no more than 150% of the established length of their program of study. Mansfield University has defined this maximum time frame as 180 – 192 hours attempted for most 4-year bachelor degree programs (120-128 hours X 150%) and 90 – 96 hours attempted for most 2-year associate degree programs (60-64 hours X 150%). Programs with different numbers of hours are calculated in similar ways. This maximum applies regardless of how many times you change majors. All attempted hours are counted, including transfer hours, whether or not financial aid was received or the course work was successfully completed.

Graduate students must follow the time limitations as defined in the Graduate Catalog for purposes of federal student aid. Art, Education, Elementary Education, Music and Special Education are to be completed within a maximum of seven years. The School Library and Information Technology and Nursing programs have a five-year time limitation. All attempted hours are counted, including transfer hours, whether or not financial aid was received or the course work was successfully completed.

PHEAA Grant

If you receive a Pennsylvania State Grant, you are subject to the Pennsylvania Higher Education Assistance Agency's (PHEAA) academic progress policy in order to receive and maintain your state grant. The student is required to successfully complete a minimum of 12 credits per semester for each full time state grant award and a minimum of 6 credits per semester for each part time award. Academic progress for a Pennsylvania State grant is measured only once per year, at the end of the spring semester. PHEAA sends a copy of this policy to each state grant recipient.