

Satisfactory Academic Progress at Mansfield University

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education establish minimum standards of “satisfactory academic progress” (SAP) 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, TEACH Grant, Federal Perkins Loan, Federal Direct Loans, Federal Direct PLUS Loans and Federal Work-Study. The Satisfactory Academic Progress (SAP) standards apply to all students seeking federal Title IV financial aid, regardless of whether a student has received Title IV financial aid in the past.

Process of Determining Satisfactory Academic Progress (SAP): Each student will be measured for satisfactory academic progress at the end of each semester/term. This evaluation will determine if the student has sufficient progress to be eligible for future Title IV funding. Students who have not met the minimum SAP requirements will be notified of their eligibility for future financial aid.

Satisfactory Academic Progress Measurement

Qualitative Measure (cumulative MU GPA):

- Undergraduate students must achieve a minimum 2.0 cumulative GPA.
- Graduate students must achieve a minimum 3.0 cumulative GPA.

Quantitative Measure

Completion Rate/Pace: Pace is calculated by dividing cumulative hours the student successfully completed by cumulative hours the student has attempted. This calculation includes all attempted credits, both at MU and those accepted in transfer; courses for which a student receives academic credit, withdraws, receives incomplete or repeat grades and/or fails are counted in the calculation of the completion rate/pace.

- Undergraduate students must successfully complete 2/3 or 67% of the total cumulative attempted credits;
- Graduate students must successfully complete 2/3 or 67% of the total cumulative attempted credits.

Maximum Timeframe (completing program of study within 150% of program length)

- Undergraduate students may receive aid for up to 180 cumulative credits attempted (includes both MU credits attempted and those accepted in transfer).
- Graduate students may receive aid for all credits attempted up to 150% of the specified number of credits required by their specific degree programs.

Students who change majors are responsible for completing the degree requirements within the timeframe specified above.

Readmitted Students: If a student is readmitted to the University, satisfactory academic progress will be based on the student’s previous attendance at MU and credits accepted in transfer. Students who have not met the minimum requirements will be notified of their ineligibility for federal financial aid and informed of the options to regain eligibility.

Special Grades and Their Use in Satisfactory Academic Progress Determination:

- I – Incomplete – Student will receive no credit for an “I” grade, although the “I” is counted as attempted credit(s). If, however, the incomplete grade is resolved and a passing grade is received, the credits will be counted.

- W – Withdrawal – No credit received; however counted as attempted credit.
- AU – Audit – No credits received.
- P/F – This refers to the pass/fail option. P means the student receives credit(s) but GPA is not affected. A grade of F will impact the GPA.

Repeat of Course: The last grade earned is always used in calculating the GPA. If the student failed the course the first time but passes it the second time, the appropriate number of credits will be received after the second attempt. If, however, the student passed the course the first time, repeats it in an attempt to improve the GPA but receives a failing grade, the appropriate number of credits will be deducted from the cumulative credits earned total. Maximum hours earned for any course cannot exceed the number of credits listed for that course in the catalog.

Regaining Eligibility:

If a student fails to meet the satisfactory academic progress standards, but meets the standards later at some point, the student can once again be eligible to receive federal Title IV support. In such cases, financial aid eligibility will begin with the academic semester after which the student re-establishes progress.

Students taking coursework at another institution to regain SAP eligibility should be aware that:

1. *A Request to Transfer Credits form* must be completed (available from Student Registration and Financial Services webpage) prior to taking any courses elsewhere if the credits are to be transferred back to MU. The transfer credit evaluator must accept the transfer credits for those credits to be counted toward satisfactory academic progress.
2. Only “credits” transfer back to Mansfield University; “grades” do not. If the student’s deficiency is in GPA, direct equivalency courses at another institution must be taken to increase the overall MU GPA.

Appeal Process: Students whose financial aid eligibility has been terminated may “appeal” that status if they have experienced extenuating circumstances that affected their abilities to meet the academic progress standards. In general, extenuating circumstances can include, but are not limited to, illness, injury, death of relative or friend, difficulties with accommodations for students with disabilities, and adversity due to unforeseen events. Students interested in appealing their termination of financial aid eligibility may submit the Academic Progress Appeal Form. Each student must also address in the appeal why the student failed to attain SAP, what has changed that will allow the student to maintain SAP in the next evaluation period, and the student must submit an academic plan for success. The student will be notified via email and/or in writing of the decision.

Financial Aid Warning: Mansfield University evaluates academic progress at the end of each payment period (semester). Students on a “Financial Aid Warning” status may continue to receive Title IV aid for **one** payment period despite a determination that the student was not meeting SAP. A warning status is granted automatically and may be assigned without an appeal or other action by the student. Students are notified via their Mansfield University email account.

Financial Aid Probation: This status can only be granted after the student has appealed and has had eligibility reinstated based upon the appeal. A student on “financial aid probation” may receive Title IV funds for **one** payment period only. After the completion of the payment period, the student must meet SAP.

State Grant Academic Progress: Academic progress requirements for state grant programs vary from the federal academic progress policy. Academic progress requirements for the Pennsylvania State Grant are communicated directly to recipients with their state grant notification by PHEAA (Pennsylvania Higher Education Assistance Agency).