

ST. MARY'S COLLEGE OF MARYLAND

Satisfactory Academic Progress

Students must meet all components of Satisfactory Academic Progress (SAP) to maintain their eligibility for financial aid.

Satisfactory Academic Progress is measured in three areas: 1) Minimum GPA - maintaining a cumulative grade point average (GPA) which is consistent with the standards for good academic standing, 2) Pace - successfully completing a required number of credits as related to attempted credits, and 3) Maximum Timeframe - receiving a degree in a timely manner.

Satisfactory Academic Progress Requirement:

- 1) **Minimum GPA** – Maintain a minimum 2.0 cumulative grade point average or meet the standards set through an individualized academic plan.
- 2) **Pace** – Successfully complete 66.67% of total attempted credits. Students must receive a grade of A, B, C, D, or Cr in order for the class to be successfully completed. (cumulative earned credits / cumulative attempted credits = completion rate)
- 3) **Maximum Time Frame** – Complete a degree within 150% of the published length of the degree program. Most undergraduate degrees require 128 credits, which means most students must complete a degree within 192 attempted credits. ($128 \times 150\% = 192$)

Once students have reached 150 credits (including transfer credits), aid is put on hold. To be considered for additional aid, the student must file an appeal explaining the extenuating circumstances that resulted in such a high number of credits and provide a degree audit documenting the earliest path to graduation.

Undergraduates pursuing a second baccalaureate degree may attempt 96 additional SMCM credits.

Evaluation of SAP/Financial Aid Warning Status

SMCM evaluates the academic progress of students at the end of each semester: fall, spring, and summer. A student who does not meet each of the satisfactory progress standards above will be placed in Financial Aid Warning status.

A student may receive financial aid for one semester while in Financial Aid Warning status. After one semester in warning status, the student must either re-establish satisfactory progress or meet the requirements specified in the academic plan developed with the Office of Student Support Services.

Financial Aid Suspension and Appeal

If a student does not re-establish satisfactory academic progress standards or meet the requirements in their academic plan after one semester, the student loses eligibility for financial aid.

There are two ways aid eligibility can be reinstated:

- 1) The student may enroll without aid and do well enough in the classes to re-establish satisfactory academic progress, or
- 2) If there are extenuating circumstances, the student may file an appeal and possibly have the suspension changed to a one-semester probation status. Appeals are submitted in writing and reviewed by the SAP Appeals Committee. The appeal form and letter of appeal must be submitted by the date specified in the notification letter and should address:
 - * The extenuating circumstances that prevented the student from making satisfactory progress; and
 - * What has changed that will now allow the student to be academic successful.

The SAP Appeals Committee will review the appeal and will respond in writing to the student. The committee may

uphold the suspension of aid or reinstate aid eligibility and place the student in Financial Aid Probation status. Typically, appeals are only approved if the committee determines that the student will be able to meet SAP standards after the next semester or if an academic plan has been developed with the Office of Student Support Services that, if followed, will ensure that the student is able to meet SAP standards by a specific point in time (maximum three semesters).

Financial Aid Probation Status

If a student has failed to make Satisfactory Academic Progress but has submitted a successful appeal, the student is on Financial Aid Probation. A student on Financial Aid Probation may receive aid for one semester. After one semester the student must be in good academic standing or be fulfilling all of the requirements of the academic plan established with the assistance of the Office of Student Support Services.

Additional Policies

Please refer to the Academic Catalog for a full explanation of policies related to GPA and academic standing. The following items describe how GPA and pace of completion are affected by incomplete grades, withdrawals, repeated coursework, and transfers of credit from other schools:

- Transfer credits are counted in the determination of the pace at which the student is progressing through the program but are not counted in the computation of the cumulative GPA.
- Course withdrawals (grade of W) after the drop/add period are not included in the computation of the GPA but are considered a non-completion of attempted coursework.
- Incomplete courses and I grades are not included in the computation of the GPA but are considered a non-completion of coursework until a permanent grade is assigned.
- Audited courses and other noncredit coursework are not included in GPA calculation or as attempted coursework.
- A grade of P or PD is not included in the GPA calculation, but the credits for the course are counted as attempted and completed credits.
- F grades are treated as attempted credits that were not earned and are included in the calculation of GPA and minimum completion rate.
- If no grade (grade of NR) is reported, the coursework is not included in the GPA calculation until a final grade is posted.
- For repeated courses, the most recent grade earned in a course will count in the GPA computation but the credits will be reflected in the attempted and earned accumulative credits every semester the course is taken.