

FINANCIAL AID

Graduate Student Satisfactory Academic Progress Policy (SAP)

Federal and Le Moyne Aid

Any graduate student receiving Le Moyne federal financial aid must maintain Satisfactory Academic Progress. In addition to the College's satisfactory academic standards outlined in the Academic Information section of the catalog, students receiving Title IV aid must also meet additional SAP requirements as required by federal regulations (CFR 668.34). Federal Standards of Academic Progress (SAP) require that a student must complete their degree within a specified **maximum time frame**, demonstrate they are progressing through their program at a pace that will ensure graduation within the maximum time frame (**quantitative**) and achieve a GPA that is consistent with meeting graduation requirements (**qualitative**). SAP reviews will be completed at the end of each semester once final grades have been posted.

Financial Assistance Programs Affected

- All Federal Aid Programs
- All Institutional Awards
- All Private/Alternative Loans

Qualitative Requirements – GPA

Graduate students (full or part-time) are required to maintain a cumulative GPA of 3.0.

Quantitative Requirements - PACE

Graduate students must complete a minimum percentage of cumulative attempted credits or pace. Pace is calculated by dividing the cumulative credit hours *earned* by the cumulative credit hours *attempted*.

Students must maintain a minimum pace of 67.00%. For example, a student who completes 4 of their 9 credits attempted is at a 44.44% pace.

Maximum Time Frame

Students are eligible for Federal Student Aid Program funding and Le Moyne aid for a maximum time-frame lasting 150% of the normal time needed to complete their program of study. For example, a graduate student may receive federal aid for up to 36 months toward completion of a 24 month degree.

Financial Aid Warning

If a student fails to meet SAP upon review at the end of a payment period, the student will be sent a warning letter from the Financial Aid Office. The warning letter will inform the student of required minimum quantitative and qualitative standards (Cum. GPA 3.0 and completing 67.00% of all attempted credits). During the warning semester students will be eligible for all funding sources including federal and institutional aid programs. A student who receives a warning letter is strongly advised to work closely with the Student Success Center in order to address their academic progress difficulties. Students who fail to meet the GPA and/or Pace requirements set forth in this policy after the warning period will lose their federal and Le Moyne aid unless they successfully appeal and are placed on financial aid probation.

Title IV SAP Appeal Procedures

Once a student has been notified of their ineligibility for Title IV aid, they must submit a written appeal to the SAP Appeals Committee prior to the first day of classes of the next term.

1. A student may appeal on the basis of: an injury or illness, the death of a relative, or other special circumstances. The appeal must explain why he or she failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation.
1. In some instances, depending on the situation, the student may be required to meet with an advisor in the Academic Success Center and/or a designee, to develop a plan that will be followed to return the student to good academic standing.
2. At the completion of the review of the appeal, the student will be notified in writing of the results, and what needs to be accomplished in the coming term(s) to return to good academic standing (and to maintain Title IV aid eligibility).

Financial Aid Probation

If a student's appeal is approved, the student will be placed on financial aid probation, with or without an academic plan and will be eligible for federal and Le Moyne aid for one semester. If the student is meeting the universally applicable SAP requirements, or the requirements of their academic plan, the student will be eligible to receive Title IV aid for future semesters, provided the student continues to meet those requirements upon review of each subsequent term.

Incompletes, Withdrawals, and Repeated Course Work

Incompletes, withdrawals and repetitions will be reviewed on a case by case basis, as they relate to qualitative and quantitative guidelines. (Student's may only retake a passed course once, and be able to count the course toward enrollment status and eligibility for Title IV aid for the semester it is being retaken.)

Requests for waiver of these guidelines, based on extenuating circumstances, should be done in writing to the SAP Appeals Committee.

NEW SAP/Conflicting Information

If the Financial Aid Office receives new information affecting SAP such as late notification of a grade change for previous for a previous fall or spring term, the SAP for that student will be rechecked using the new information.

Regaining Eligibility

A student who has lost eligibility for federal financial aid due to not meeting SAP requirements will regain federal financial aid eligibility by taking action that brings the student into compliance with institutional and federal satisfactory academic standards.

Title IV Fund Refund Policy

Prior to withdrawing or taking a leave of absence, a student should contact the Financial Aid Office to review how this change may impact their financial aid for the current and future semesters.

If a student withdraws or takes a leave of absence during a semester, their institutional charges may be reduced based on their official date of withdrawal/leave of absence. To view the College's tuition refund policy, please visit the Graduate Tuition and Fees page of this catalog.

Students who have received Title federal funds (such as a Pell Grant, SEOG Grant, TEACH Grant, Federal Direct Subsidized/Unsubsidized Loans, Federal PLUS loans) and withdraw or take a leave of absence prior to completing 60% of a semester are subject to the Return of Title IV Funds policy. The Financial Aid Office will use the federal formula to calculate the amount of aid a student has "earned" based on their official date of withdrawal/leave of absence. Any "unearned" federal funds will be refunded back to the federal programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. Direct Graduate PLUS Loan
5. Direct Parent PLUS Loan
6. Pell Grant
7. SEOG Grant
8. TEACH Grant

Once all required adjustments are made to the student's account, the student will be notified by email of any resulting balance owed to the College.