



**Undergraduate Satisfactory Academic
Progress for Financial Aid**

Academic Reinstatement Procedure

Any undergraduate student who in less than two years was academically recessed or dismissed from the university, would submit a request for reinstatement to the Office of the Vice President for Student Affairs and Mission Integration at least one month prior to the beginning of the semester in which the student intends to resume studies. Students applying for reinstatement should complete a Special Academic Request form in the Office of the Registrar and include the following items:

- Student name, identification #, Madonna e-mail address, and current phone number;
- Explanation of circumstances that led to academic recess or dismissal;
- Evidence of growth in maturity and responsibility indicative of capacity to perform university level work;
- Personal plan for academic success.

Academic Readmission

A student who has been dismissed may apply for readmission to be effective at the conclusion of the specific period of academic recess or dismissal, if two years or more have elapsed. Academically recessed or dismissed students after a period of two years or more can apply for readmission through the Office of Undergraduate Admissions.

A student will be required to submit a report of activities during the period of recess. The report will be used as one kind of evidence regarding readiness to return. If the student has attended another institution while on recess, he or she must submit an official transcript and have earned at least a 2.00 grade point average (GPA), or its equivalent, to be considered for reinstatement. Refer to Policies Related to Low Course Grades on page 50 for more information.

Academic Readmission Procedure

Any undergraduate student, who in more than two years was academically recessed or dismissed from the university, should submit a readmissions application to the Office of Undergraduate Admissions at least one month prior to the beginning of the semester in which the student intends to resume studies. Additionally, students applying for readmission should complete a Special Academic Request form in the Office of the Registrar and include the items listed in the academic reinstatement procedure.

Declarations of good intentions are not sufficient. Each request for reinstatement or readmission will be considered on its merits. If the student has attended another institution while on dismissal, he or she must submit an official transcript to be considered for reinstatement or readmission. Reinstatement and readmission is not automatic, but based upon the merits of each applicant and documentation of activities during the dismissal period. Additional supporting documents may be required through the reinstatement and readmission process.

Students dismissed twice are not eligible to return to the University. On occasion, when students have been away from the University for at least 10 years, a request for readmission may be submitted for consideration, through the Office of the Vice President for Student Affairs and Mission Integration by completing a Special Academic Request form from the Office of the Registrar.

Satisfactory Academic Progress for Financial Aid

Federal and State regulations require that students make satisfactory academic progress in order to receive financial aid. This means

that the student must maintain a minimum cumulative GPA of 2.0. In addition, the student must also complete a minimum number of credit hours each semester. Federal regulations require that the standards applied to students receiving financial aid also apply to those students during periods when they are not receiving aid. To measure satisfactory academic progress, the Financial Aid Office uses the following 'SATISFACTORY ACADEMIC PROGRESS' policy.

Academic Standards

The Madonna University standards outlined in the Academic Standards section of the Undergraduate Bulletin apply to all students. For the purpose of determining eligibility to receive financial aid, overall quality and quantity of performance (as measured by grade point average and number of credits completed) is reviewed and evaluated by the Financial Aid Office. Satisfactory Progress is assessed prior to the student's first disbursement of the school year, and again at the end of each semester once grades are available.

Evaluation of Progress During Terms When Student Did Not Receive Aid

In accordance with federal regulations, satisfactory academic progress for all students must be evaluated whether or not financial aid was received or applied for. Students with no previous academic history at Madonna University are assigned MAKING PROGRESS status. Students who have attended Madonna University previously without the benefit of financial aid are held to the same academic standards defined on page 51.

- Students in good academic standing are given a Financial Aid 'MAKING PROGRESS' status.
- Students on academic probation are given a Financial Aid 'WARNING' status.
- Students on academic extended probation are given a Financial Aid 'EXTENDED WARNING' status.
- Students on academic final probation are given a Financial Aid 'FINAL WARNING' status.
- All students who have attended Madonna University who have less than a 2.0 cumulative grade point average after four semesters of attendance are placed on Financial Aid 'GPA SUSPENSION' status in accordance with federal regulations, until their cumulative grade point average is brought up to a minimum 2.0.
- Students who have less than a 2.0 grade point average but have attended fewer than four semesters: see Minimum Cumulative GPA Requirement section below.
- Students who received financial aid at Madonna University in the past who had a break in either attendance or in receiving financial aid will have their current satisfactory academic progress status evaluated as follows: a semester-by-semester evaluation applying current Satisfactory Academic Progress standards will be performed, starting with the last official financial aid Satisfactory Academic Progress status calculated on the student's records.

Minimum Cumulative Grade Point Average Required for Satisfactory Academic Progress for Financial Aid

Any student who has completed prior credits at Madonna University who has a cumulative grade point average (GPA) of less than 2.0 will be placed on Financial Aid 'GPA WARNING' status.

Students may receive financial aid while on warning, but must meet satisfactory academic progress requirements each semester in order to continue eligibility. Such students with less than 2.0 GPA

will continue on GPA WARNING until their cumulative GPA is brought above 2.0. Such students who subsequently fail to meet satisfactory academic progress in any semester while on GPA WARNING will be suspended after that semester.

Students must have a minimum cumulative 2.0 GPA in order to be eligible for the Federal Direct Student Loan program.

Any student who has attended two or more years (four semesters) at Madonna University who has a cumulative GPA of less than 2.0 is ineligible for financial aid and will be placed on a financial aid 'GPA SUSPENDED' status.

Students may not receive financial aid while suspended. Such students with less than 2.0 GPA will continue on SUSPENDED status until their cumulative GPA is brought above 2.0, in accordance with federal regulations.

Maximum Time Frame Allowed for Satisfactory Academic Progress for Financial Aid

With respect to the University's Satisfactory Academic Progress policy, a student must complete his or her program in a period of time no longer than 150% of the school's published program length. Madonna University will measure the progress of all students in attempted semester credits taken at Madonna University. An 'attempted semester hour' is defined as any semester hour the student remains enrolled in AFTER the add/drop period.

Using the 150% limit, students pursuing a bachelor degree are ineligible for financial aid after 180 attempted semester hours (credits). A student enrolled in a Certificate program may attempt a maximum of 150% of the published length of that individual program (measured in credits) according to the Undergraduate Bulletin. (All ESL courses may be excluded from the 150% limit.) Once this limit has been reached, no further financial aid can be received.

The maximum time frame includes semester hours attempted at Madonna University during all periods of enrollment in which the student did or did not receive financial aid. The maximum time frame also includes evaluated semester hours from prior colleges which meet program requirements of the student's current academic objective as determined from official transcripts. This is required if the student has requested inclusion of prior academic credit for any purpose, and is required for all students with a prior bachelor degree seeking loan eligibility.

If the student's total credits equal or exceed the maximum time frame of 150% (equivalent to 180 attempted credits for a BA/BS), his/her eligibility for financial aid will be terminated. If there are extenuating circumstances, the student may appeal for an exception to this policy by submitting a Petition for Excessive Credits to the Office of Financial Aid.



Formula to Determine a Student's Total Credits for Financial Aid

$$\begin{aligned}
 & \text{Total attempted semester hours (credits)} \\
 & \text{at Madonna University} \\
 & \text{LESS} \\
 & \text{All ESL credits} \\
 & \text{PLUS} \\
 & \text{Credits transferred in from prior colleges which meet} \\
 & \text{program requirements of the student's major} \\
 & \text{EQUALS} \\
 & \text{TOTAL CREDITS TO BE COUNTED TOWARD} \\
 & \text{MAXIMUM TIME FRAME}
 \end{aligned}$$

At 180 attempted credits the student is no longer eligible for financial aid at a four-year institution (except by petition).

Minimum Number of Semester Hours and GPA Which Must Be Earned Each Semester for Satisfactory Academic Progress for Financial Aid

Satisfactory academic progress for all financial aid programs is based on earning 67% of the total number of semester hours attempted each semester with a minimum 2.0 GPA. 'Attempted credits' are defined as any credits you remain enrolled in after the add/drop period each semester. Credits "earned" or "completed" with satisfactory progress are those courses in which a letter grade is received. The number of credits you complete with a grade of "I", "Y", and for audited classes will not count toward your minimum satisfactory academic requirement of 67% of credits completed.

Satisfactory Progress Chart

Status	Attempted credits	Completed credits (67%)
Full-time	18+	12+
Full-Time	15	10
Full-Time	13	9
Full-Time	12	8
Three-quarter time	11	7.5
Three-quarter time	9	6
Half time	8	5.5
Half time	7	5
Half time	6	4
Less than half time	5	3.5
Less than half time	3	2

Semester gpa must be 2.0 with 67% completion rate to make satisfactory academic progress.

Grade Changes After Final Grades Are Issued, Impact on Financial Aid

It is the student's responsibility to notify the financial aid office of any official grade changes that would affect the student's satisfactory academic progress status.

Additional Minimum Enrollment Requirement, Federal Direct Student Loans

In addition to completing with a 2.0 GPA a minimum of 67% of the credits attempted, a loan recipient must maintain enrollment in a minimum of 6 credits in accordance with federal regulations. Additionally, at least 6 credits of classes must have begun prior to release of loan funds.

Failure to Make Satisfactory Academic Progress for Financial Aid

The Financial Aid Office will send letters at the end of each semester, after grades are evaluated, to students who fail to maintain Satisfactory Academic Progress. The spring/summer session is considered a semester and grades are evaluated in the same manner as fall and winter semesters.

Financial Aid Warning

If the student fails to complete 67% of the credits attempted with a 2.0 GPA s/he will be placed on financial aid WARNING status. The student will continue to qualify for financial aid. Grant funds will continue to be paid on the first scheduled disbursement date each semester while a student remains on WARNING STATUS.

The student's WARNING status will be cleared when s/he completes at least 6 credits and at least 67% of the total semester credits attempted with a 2.0 GPA, or earns 6 credits and 67% of the credits attempted during the summer semester with a 2.0 GPA.

Financial Aid Suspension

A student will be placed on financial aid SUSPENDED status if the student:

- 1) fails to make financial aid satisfactory academic progress while on financial aid WARNING status; *or*
- 2) fails to make financial aid satisfactory academic progress during ANY three semesters; *or*
- 3) has a cumulative GPA below 2.0 after two years of college attendance ("two years of college attendance" is defined as any four semesters of attendance or the equivalent, including spring/summer); *or*
- 4) s/he is DISMISSED from the university, *or*
- 5) s/he withdraws from all of his/her classes or earns 0 credits with a 0 GPA during any semester

A student who withdraws or receives any combination of 'F's, 'NC's, or 'Withdrawals' in all his/her classes will automatically be on FINANCIAL AID SUSPENDED STATUS.

Students receiving any combination of all F and/or NC grades are assumed to have unofficially withdrawn and are treated in accordance with Return to Title IV regulations, unless it can be documented that the student remained in one course until at least the 60% date and completed with a failing grade. It is the student's responsibility to have their instructor contact the Office of Financial Aid to verify attendance.

A student who is suspended from financial aid eligibility a second time after financial aid reinstatement is automatically terminated from all financial aid eligibility and is ineligible for financial aid reinstatement except by appeal.

Reinstatement of Financial Aid Eligibility

Reinstatement of eligibility for financial aid is possible after suspension due to lack of satisfactory progress by doing one or more of the following, based on the reason for lack of progress:

1. completing a minimum of 6 credits in academic course work and completing 67% of credits attempted with a 2.0 GPA during a single semester; *and/or*
2. raising his/her cumulative GPA to 2.0 if a deficient GPA is the cause for suspension.

Financial Aid Appeal Procedure

To appeal an unsatisfactory progress status, a student should write a letter of petition for reinstatement or continuation of financial aid and submit it to the Office of Financial Aid. The disqualified student must include a written explanation of reason for petition, along with corrective action to be taken as applicable, and attach documentation to support his/her case.

Subsequent review and a determination will be made based upon several factors, including Federal and State regulations, the student's academic and financial aid history and the student's clearly stated and documented extenuating circumstances. Examples of extenuating circumstances are death of an immediate family member, injury or illness of the student, or other special circumstances as appropriate.

The student will be advised in writing of the decision. If dissatisfied with that decision, the student may request that his/her Petition be submitted for further review by the Financial Aid Appeals Committee by completing the Special Academic Request form in the Office of the Registrar. Once determined, the Financial Aid Appeals Committee's recommendation is referred to the Vice President of Student Affairs, whose decision is final. The student will be notified in writing of the final decision regarding the appeal.

Students who believe their financial aid status (WARNING or SUSPENSION) has been determined in error should contact the Office of Financial Aid immediately to discuss their situation and to determine if an error has been made.

Student Grievance Procedure and Appeal Board

The Student Grievance Procedure provides a method for settling student grievances which result from misinterpretations in areas related to the Madonna University Bulletin and/or departmental policies and/or a grade received in class. The grievance procedure must be initiated within 15 days following the grievant's knowledge of the complaint. Students appealing academic recess or dismissal for academic reasons have seven days from the date of notification to appeal. See the Student Handbook for complete student appeal procedures. The Student Handbook is available in the Office of Student Life, Room 1411, or at www.madonna.edu (click on Student Services).

Academic Forgiveness

Students who are readmitted or seeking readmission to work toward their initial baccalaureate degree at Madonna University may request to have their previous academic record reviewed if they:

- have been out of school for at least five years *or*
- have completed an associate degree since leaving the University.

A committee consisting of the Registrar, a member of the appropriate academic department, and a third member representing Academic Advising, Admissions, or Student Affairs will review the request, make a decision, and inform the student. If the request is approved, **all previous grades will be excluded from the cumulative GPA.** The class record remains on the transcript; only the GPA is deleted. **Only credits for classes which received A, B, C (excluding C-), or S grades will count toward graduation.** A record will be forgiven only once and is irrevocable. Classes forgiven will not be counted in the hours required for degrees with distinction.



**Graduate Satisfactory Academic Progress
for Financial Aid**

L – Lapsed

Indicates that the time limit for completion of the course has lapsed. The L does not compute into the student's grade point average; however, the student must re-register for the credits in order to fulfill degree requirements. The L remains on the transcript and cannot be converted to a letter grade.

T – Audit

A student who audits a class is given a T on the transcript.

I – Incomplete

The professor has the option of assigning an I grade to a student who, because of an extenuating circumstance, has not completed course requirements. The student should inform the professor as soon as possible when it becomes apparent that he/she cannot complete the course. In most cases the student will be encouraged to withdraw.

A grade of I automatically converts to F if not removed within six weeks after the end of the semester. In extenuating circumstances, students may arrange for an extension of this limit with the instructor and the Registrar.

Policies Related to Low Course Grades

1. Only a grade of C or better is applicable toward the graduate degree program. A grade of B (3.0) or higher is required in a pre- or co-requisite course in order to progress to the subsequent course. A cumulative GPA of 3.0 or higher in program courses is required for graduation.
2. Students receiving a grade of D or F in a course required for the graduate degree program must repeat that course at Madonna University.
3. Students receiving a grade of D or F may be permitted to repeat the course once; twice, if approved by the instructor and department. Repeated courses must be taken at Madonna University and cannot be transferred in. In computing the GPA, only the grade and credit hours of the last attempt is included in the computation; however, all earlier attempts remain on the transcript.

Grading Policy for the Thesis/Independent Research Study

The research project is graded on a pass/fail basis in the business administration program; the thesis, research project, and/or research practicum are graded on a letter grade basis in the nursing, history, hospice and palliative studies, liberal studies, and psychology departments.



Academic Progress

Academic progress is determined by three factors:

1. minimum 3.0 semester grade point average;
2. minimum 3.0 cumulative grade point average; and
3. rate of graduate course completion, based on enrollment status, according to the following table:

ENROLLMENT STATUS		MINIMUM GRADUATE COURSE COMPLETION
Full-Time	18+ s.h./a.y.* 9+ s.h./semester	14 s.h./a.y.
Three-Quarter-Time	12+ s.h./a.y. 6-8 s.h./semester	9 s.h./a.y.
Half-Time	8+ s.h./a.y. 4-5 s.h./semester	6 s.h./a.y.
Less than Half-Time	Fewer than 4 s.h./semester	One course per semester

* s.h./a.y. = semester hours per academic year.

A formula is applied to determine the completion factor for students whose enrollment status (full-time or part-time) changes from one semester to the next.

Failure to make satisfactory academic progress will result in dismissal from the graduate program.

Note: Names of individuals receiving Veterans' Benefits who fail to make satisfactory progress are submitted to the Department of Veterans Affairs.

Good Standing

Students who maintain a semester and cumulative grade point average (GPA) of 3.0 or higher and make satisfactory academic progress, as described above, are considered to be in good standing.

Academic Warning

A student will be issued an academic warning for one or more of the following reasons:

1. A course grade is below 3.0.
2. The semester grade point average (GPA) is below 3.0.
3. The student has two consecutive semesters of enrollment with at least one withdrawal (W).

Grades of I and Y are not considered in computing the grade point average.

Academic Probation and Dismissal

A student will be placed on academic probation for one or more of the following reasons:

1. The student receives a course grade below 3.0 in consecutive semesters of enrollment.
2. The student has a semester grade point average (GPA) below 3.0 in consecutive semesters of enrollment.
3. The student's semester GPA, if the student has attempted 9 semester hours or more in a single semester, is below 3.0.
4. The student earns a grade of D or F in a degree course, excluding courses taken for enrichment.

A student will be removed from probation when the conditions that triggered the probation no longer apply.

A student who has been dismissed from the graduate program may appeal his/her dismissal by submitting a letter explaining the circumstances that influenced his/her academic performance, which will be sent to the specialty department, along with the student's official file, for review by the graduate faculty. The Dean of the Graduate School will inform the student of the outcome of the review.

In addition to these standards, degree programs and certificates may require certain minimum grades in the overall program of study or in specific courses. Students who do not make satisfactory academic progress in their program of study or who fail to demonstrate ability to succeed in their plan of study may be dismissed from the University upon the recommendation of the academic department and/or the decision of the Dean of the Graduate School. A dismissed student with a successful appeal must remain in academic recess for the semester following the dismissal notification.

Grades for all graduate courses taken at Madonna University will appear on the graduate transcript and undergraduate course grades will appear on an undergraduate transcript.

The student must possess a degree GPA of at least 3.0 in order to graduate. The degree GPA includes all required courses and electives which apply toward the degree; it does not include courses taken for enrichment.

Graduate Student Academic Appeal Procedure

The graduate student grievance procedure is designed to offer a means to resolve disagreements related to interpretation of University or department policies for students enrolled in graduate courses in the University. This procedure is also followed by students who wish to appeal their grade or other issue. (For dismissal from the Graduate Program, see below.) The academic appeal procedure must be initiated within 20 working days after the student is aware of the issue, grade, or policy, or the end of the semester in which the grievance exists, whichever is sooner. The following steps define the appeals procedure:

Step 1: The student discusses the problem with the professor or staff member involved at a scheduled appointment *within 20 working days** after the grievance is known.

Step 2: If the grievance is not resolved, student and professor or staff member meet with the Program Director or Department Chair *within 15 working days**.

Step 3: If the grievance remains unresolved, the student presents the problem *in writing* using the *Graduate Student Appeal Request form*** to the Program Director or Department Chair who will request a departmental appeal board hearing (*minimum of 2-3 graduate level faculty and one graduate student representative*) *within 15 working days**. The board recommends an action to the college/school dean, who, after review, informs the student of the decision in writing.

Step 4: In the event the student rejects the decision, the student may present the case, *within 15 working days**, to the Dean of the Graduate School for review. The Dean of the Graduate School informs the student of the decision in writing.

Step 5: If the grievance remains unresolved, the student may continue with an appeal, *within 15 working days**, to the campus-wide appeal board through the Office of the Vice President for Student Affairs. The student representatives on this board will be graduate students.

Step 6: If the grievance remains unresolved, the student may appeal to the Provost and Vice President for Academic Administration, whose decision is final.

* Working days are defined as those in which faculty are on contract, excluding weekends and holidays. Faculty are generally on contract September through May. Summer contracts run May through July.

**The Graduate Student Appeal Request form may be obtained from the department chairperson, the Graduate School, or online under Graduate Student Resources on the Graduate School page.

Appeal Procedure for Dismissal from the Graduate Program

A student who has been dismissed from the graduate program may appeal his/her dismissal using this process:

1. Submit the Graduate Student Appeal Request form with a letter to the Graduate Program Director/Department Chair explaining the circumstances that influenced his/her academic performance and how these circumstances have been addressed to permit improved academic performance.
2. The Graduate Program Director/Department Chair convenes the department's appeal board, as defined above, *within 15 working days**. The appeal board, with the support of the College Dean, recommends an action to the Dean of the Graduate School, who, after review, informs the student of the decision in writing. The decision of the Dean of the Graduate School is final.

