Satisfactory Academic Progress Policy

To receive or continue to receive federal, state, or university financial aid, all students must meet the following academic progress requirements:

QUALITATIVE MEASUREMENT – CGPA: A minimum grade point average is required at the end of the academic year:

First-year undergraduates	1.75 GPA
All other undergraduate	2.00 GPA
Graduate level	3.00 GPA
Second Bachelors	2.00 GPA

Academic scholarship requirements are more stringent. Recipients of these awards must refer to the scholarship notification letter for grade point requirements.

PACE OF COMPLETION – This measurement ensures that a student is completing their program(s) within the maximum time frame allowed. PACE is calculated by dividing total credits earned by total credits attempted and includes accepted transfer and advanced standing credits in both the numerator and denominator. PACE is measured annually at the conclusion of the spring semester.

- First and Second Academic Year pace of completion must be a minimum of 65%
- Subsequent Academic Years (Undergraduate and/or Graduate) pace of completion must be a minimum of 70%

Semester	Credits Attempted	Credits Earned	Pace of Completion Percentage	
Fall First Year	17	14		
Spring First Year	15	10		
First Annual Measurement	32	24	24 credits divided by 32 credits = 75% completion	MEETING PROGRESS
Summer Semester	9	6		
Fall Second Year	15	3		
Spring Second Year	15	12		
Second Annual Measurement	71	45	45 credits divided by 71 credits = 63.38% completion	NOT MEETING PROGRESS

MONITORING SATISFACTORY ACADEMIC PROGRESS:
Both PACE and GPA requirements are measured at the end of each spring semester. Students not meeting PACE and/or the minimum GPA will have their financial aid suspended until they earn the sufficient number of credits and/or meet the minimum GPA requirements, or have successfully appealed for an exception to the requirements.

RIGHT TO APPEAL:
If a student feels that satisfactory progress was impossible to attain because of extenuating circumstances, i.e. death in the family, extended illness, etc., the student may appeal. The appeal must explain the extenuating circumstance(s) that led to your academic problems and explain what has changed in your situation that will allow you to make satisfactory progress at the next evaluation. The appeal must be in writing, include supporting documentation and be sent to the Student Financial Services Office. The appeal will be reviewed and a decision will be made within 10 days. The decision will be sent via your Misericordia e-mail.

REINSTATMENT OF AID:

No Appeal or Appeal denied - Students that choose not to appeal or whose appeal has been denied must remedy deficiencies at their expense.

- **Deficiencies in credits (PACE)** - Any deficiencies in academic progress must be made up at the student's expense by successfully completing courses at Misericordia University or another accredited institution. Permission to take credits at another institution requires the permission of the registrar and the student's advisor. At the completion of the off-campus course, the student must request that transcripts of those grades be forwarded to the Registrar at Misericordia University. Once the deficiency has been remedied, students must request that aid be reinstated for subsequent periods of enrollment. STUDENTS MUST FUND THESE ENROLLMENTS AT THEIR OWN EXPENSE. Aid is not reinstated for the period of enrollment during which the student was making up the deficiencies. The student bears the responsibility of submitting this request in writing to the Student Financial Services Office.

- **Deficiencies in cumulative grade point average (CGPA)** – Any deficiencies in CGPA must be made up at the student's expense by successfully completing courses at Misericordia University. Grades earned at another institution will not affect a student's CGPA at Misericordia. STUDENTS MUST FUND THESE ENROLLMENTS AT THEIR OWN EXPENSE. Once the deficiency has been remedied, the student must request that aid be reinstated for subsequent periods of enrollment. Aid is not reinstated for the period of enrollment during which the student was making up the deficiencies. The student bears the responsibility of submitting this request in writing to the Student Financial Services Office.

- **Appeals Granted**
  If a student chooses to appeal, they must provide the necessary form and supporting documentation to Student Financial Services office along with an academic plan. An academic plan must be completed with the Student Success Center. This plan will specify requirements on the part of the student and designate a time frame to meet the satisfactory academic progress requirements. If the appeal is approved the student's financial aid will be reinstated for the next period of enrollment.

  If necessary for a student to change their academic plan, they must appeal to change their plan with Student Success Center. They must explain what has happened to make the change necessary and how they will be able to make academic progress going forward.

GRADUATE AND UNDERGRADUATE

MAXIMUM TIME FRAME: A student may not exceed a maximum number of attempted credits in any program(s), even if aid was not received during all periods of enrollment. The maximum number of credits is 150% of a student's program(s) required credits. Once a student reaches the maximum amount of credits attempted as specified by the program(s), the student will be ineligible to receive further Title IV aid. Students in this category may submit appeals in accordance with the Appeals section of this policy.

Examples of Maximum Time Frame Formula:

Maximum Time Frame Formula:		
Total credit requirement for your major(s) x 1.5 = Maximum attempted credits		
(Note: Attempted credits include all transfer and advanced standing credits)		
Medical Imaging Major	125 total credits	125 credits x 1.5 = 187.5 maximum attempted credits
Mathematics Major	135 total credits	135 credits x 1.5 = 202.5 maximum attempted credits
Computer Science Major	120 total credits	120 credits x 1.5 = 180.0 maximum attempted credits

Special Categories

Students should be aware that certain categories are treated in a specific manner in determining the maximum time frame for receiving financial aid:

Double Major or Additional Certification – The maximum time frame will be calculated using all required credits to complete multiple majors or additional certifications and all credits attempted and earned will be used in the calculation of PACE.

Change in Major – A student changing majors may be eligible for an extension of time **once only**, based on individual review. The maximum time frame will be calculated using the current major, and all credits attempted and earned, including those for prior major(s) will be part of PACE and cumulative grade point average calculations.

Transferring from Another School – maximum time for receiving aid is calculated by the number of credits remaining to complete degree. If Misericordia accepts 66 credits into a 126 credit degree than 60 credits would remain to complete that degree. 60 credits at 150% would allow the student a time frame of 6 semesters to complete that degree. Example: 60 credits x 150% = 90 credits divided by 15 credits per semester = 6 remaining semesters or three years.

Readmitted Students – Readmitted students must have maintained satisfactory academic progress the last time they attended at Misericordia in order to be eligible for financial aid. If they did not meet the SAP requirements, readmitted students have the right to appeal as mentioned above. *note: Transfer credits are not automatically considered.
If the student did not meet the GPA requirement of any Merit scholarships received when they last enrolled, the Merit Scholarships will be reduced by 25%. Students have the right to appeal for their full Merit Scholarships. See information below on Merit scholarship appeals.
Maximum time for receiving aid is calculated by the number of credits transferred (if any) subtracted from the total number of credits needed to complete degree, then subtracting all Misericordia earned credits from that total. If a readmitted student needs a total of 120 credits to complete their degree and they transfers into Misericordia 15 credits from another institution, and they previously had completed 30 credits at Misericordia (no matter if the credits apply to the current degree) then the student would be eligible for 150% of 75 credits. (75 x 150% = 112.50 credits divided by 15 credits per semester – 7.5 remaining semesters).

Audited Courses – Audited courses are not considered as attempted or earned in the calculation of PACE and maximum time frame.

Consortium Agreement – Credits taken at another institution under an approved Consortium Agreement will be used when determining the student's number of credits earned. They will not affect a student's cumulative grade point average.

Grade of Incomplete

If a student receives a grade of "incomplete" for a course, that course is not considered as successfully completed, and therefore may cause a deficiency in meeting the minimum number of credits needed by the student for satisfactory progress. If the student is deficient in the number of completed credits due to a grade of "incomplete", the student bears the responsibility of notifying the Student Financial Services Office when the incomplete grade is changed. This notification must be in writing. Upon confirmation from the Registrar, the Student Financial Office will re-test the number of credits to determine if satisfactory progress standard has been met.

Course Repetition - Repeated courses do apply toward establishing student's enrollment status for aid purposes, and in weighing satisfactory progress. Students can only receive credit for a course once. The same course can be repeated only one time for the purpose of grade replacement. The student must indicate his/her intention of replacing the old grade with the new one by filing the appropriate form with the Registrar at registration. All grade replacement courses must be taken at Misericordia University. The repeated course will appear on the transcript twice. The original grade will be replaced with an "R". Only the new grade, even if it is lower than the original, will be used in calculating the student's grade point average (GPA). While we can exclude grades for prior attempts (repeat/delete) when calculating a student's GPA, we must include the credits from all attempts when assessing if the student meets the quantitative SAP standard.

Course Withdrawal

Aid is granted to students based upon enrollment status as of the date aid is applied to the students account. A withdrawn course with a "W" grade is considered attempted credit hours in the PACE of completion calculation and may impact your overall completion rate (PACE). A withdrawn course will not be included in CGPA.

Merit Scholarship GPA Requirement:

In order to retain your annual merit scholarship amount you will need to maintain a 2.75 cumulative grade point average (CGPA) at the end of each academic year. A student's CGPA is reviewed after each spring semester and if the student did not meet the 2.75 CGPA the merit scholarship amount will be reduced by 25%. If a student feels that the 2.75 CGPA was impossible to attain because of extenuating circumstances, i.e. death in the family, extended illness, etc., the student may appeal. The appeal must explain the extenuating circumstance(s) that led to your not meeting the requirement and explain what has changed in your situation that will allow you to meet the CGPA requirement at the next evaluation. The appeal must be in writing, include supporting documentation and be sent to the Student Financial Services Office. The appeal will be reviewed and a decision will be made within 10 days. The decision will be sent via your Misericordia e-mail.

PA State Grant recipients are subject to different guidelines and will be adjusted accordingly. See Rights and Responsibilities Certification document with PHEAA (Pennsylvania Higher Education Assistance Agency) at https://www.pheaa.org/documents/grants/ph/rights-responsibilities.pdf.

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