

2011-2012 SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require students make satisfactory academic progress toward the completion of a degree to be eligible for financial aid including loans, grants, scholarships and work study. There are three components to the Satisfactory Academic Progress Policy: *Degree Progression, Minimum GPA, and Completion Rate*. Students must comply with all components to maintain eligibility for financial aid. Satisfactory Academic Progress for financial aid recipients will be reviewed every year at the end of spring semester, or the end of each semester for students enrolled in one year certificate programs or in any probationary status.

The three components of the Satisfactory Academic Progress Policy are as follows:

I) DEGREE PROGRESSION REQUIREMENTS

Federal regulations require that financial aid recipients complete their degree within a specific number of attempted credit hours. When students have attempted the maximum number of credit hours for the degree in which they are enrolled, financial aid will be suspended.

All credit hours attempted must be taken into consideration when determining the maximum number of credit hours, whether or not students received financial aid for those attempted credit hours.

Transfer Students: Credit hours accepted from other institutions will be included in the total number of attempted credit hours and will be used to determine your degree progression.

Consortium Students: Credit hours taken at the community college will be included in the total number of attempted credit hours and will be used to determine your degree progression.

Failing grades, as well as incomplete grades, withdrawals, remedial and repeated courses will be included in determining the maximum number of credit hours attempted.

The allowable number of attempted credit hours for each degree are listed below:

Degree	Attempted Credit Hours	Program Specific
Associate	90	
Associate	132	Dental Hygiene, Diagnostic Medical Sonography, Medical Laboratory Technology, Radiography, or Respiratory Care
Bachelor	180	
Bachelor	275	Health Care Systems Administration, Nursing-Accelerated Track, and Nursing-RN to BSN Completion Program
Graduate	60	
Doctorate	92	
Professional	295	
Teacher Certification	62	
Certificate Program that is Aid Eligible	36	

Students with more than the maximum hours listed above who are seeking multiple degrees or those who have changed their program of study must complete a Satisfactory Academic Progress Program Audit Form. An example would be a student who has already earned a degree in a particular program and is seeking a second degree in a different program. The Program Audit Form must be completed by your Dean's office and submitted to the Office of Scholarships and Financial Aid for a determination of eligibility for continued aid.

II) MINIMUM GPA REQUIREMENTS

Undergraduate students must maintain a cumulative GPA of at least a 2.0

Graduate and Doctorate students must maintain a cumulative GPA of at least a 3.0

Professional students must maintain a cumulative GPA of at least a 2.0

Courses with incompletes, withdrawals, or transferred from another institution are not used in the GPA calculation.

III) COMPLETION RATE REQUIREMENTS

Students must complete, with a passing grade, a minimum of 67% of all attempted credit hours, whether or not financial aid was received for those attempted credit hours.

- Any grade of a D- or higher is considered passing.
- Any grade of CR is included in attempted and earned hours.
- Any grade of F, I, IP, NC, P, Q, U, W, WF, WP, AP, AU, AW, AWF, is not considered passing and will be calculated in the total number of attempted credit hours.
- If a student repeats a course they only receive earned credits one time (although all the credits are counted in the attempted hours).
- Credit hours from another institution that are accepted toward the student's educational program must count as both attempted and completed credit hours.

*** Consortium students – Completion Rate is based on your attempted and earned credit hours at both Ferris State University and your Community College.

REPEATED COURSEWORK

Based on the Academic Affairs Policy Letter, effective Fall 2008, students may repeat a course up to three times. Credit is given only once, even if it is repeated up to three times. Each attempt of the repeated course work will be included in the Degree Progression as well as the Completion Rate requirements. The more courses that are repeated, the more it can negatively impact student's academic progress. Furthermore, if students pass a course, and retake it to replace the grade, then federal financial aid will pay for the re-take only once. If students re-take the course a third time, federal financial aid will not pay for it or any future re-take of the course.

FINANCIAL AID SUSPENSION

Students must comply with all terms of the Satisfactory Academic Progress Policy in order to continue receiving financial aid. If students fail to make satisfactory academic progress, they will be suspended from future financial aid eligibility. This evaluation takes place at the end of spring semester or at the end of each semester if you are in a certificate program or in any probationary status.

Summer Session Enrollment: If a student does not meet the policy at the end of spring semester, awarded summer aid will be cancelled and students will need to find alternative funding sources to cover their balance.

SUSPENSION APPEALS

Students who are placed on suspension and have extenuating circumstances may appeal. Students who fail a subsequent probationary period may only appeal in limited cases. Appeal forms are available either in the Office of Scholarships and Financial Aid or online at www.ferris.edu, click on Admissions & Aid, select Financial Aid, then select Forms, and select the Satisfactory Academic Progress Appeal Form. Students submitting appeals should state the reasons why they failed to make satisfactory academic progress and what has changed that will now help them to be academically successful. Examples of acceptable reasons for appealing may include death in the immediate family, serious medical illness or injury, or other circumstances beyond the student's control. Students should submit documentation from a third party to support their appeal, if appropriate. Students will be required to meet with either their Academic Advisor or an Educational Counselor to complete an Academic Evaluation Form.

FINANCIAL AID PROBATION

Students with successful suspension appeals will be placed on probation for one semester. After the probationary period, students must meet the terms of the Satisfactory Academic Progress Policy or the terms specified on the Academic Evaluation Form or the Program Audit Form. Failure to comply with the policy will result in ineligibility for future financial aid with the exception of private alternative loans and FSU Faculty/Staff Tuition Waivers. Students are still eligible to receive financial aid while on probation.

The Financial Aid Office will review complete appeals within two weeks of submission. The Financial Aid Office reserves the right to establish other mandatory requirements that must be met in order to regain financial aid eligibility. Students who have had their financial aid cancelled due to a suspended status and have an appeal approved will have their financial aid reinstated based on the funding currently available. Students will be notified by letter and/or email of the financial aid office determination.

REINSTATEMENT OF FINANCIAL AID

Students may request reinstatement of financial aid after successfully completing at least 12 credit hours at Ferris State University or another institution and deemed making satisfactory academic progress (per Ferris State University's policy). Students must submit a Satisfactory Academic Progress Appeal Form and any supporting documentation. If they attended another institution, they must have a copy of their transcript on file with the Ferris State University Records Office. If the student has not attended school for at least three years, the financial aid office may use other factors to determine the student's potential to now be academically successful and reinstate their financial aid eligibility.

****This policy is subject to change without notice in order to remain compliant with federal regulations.**