2011-2012
Graduate/Doctoral Program

Satisfactory Academic Progress: Federal regulations governing the student financial assistance programs stipulate that in order to continue to be eligible for Title IV funds (e.g. Direct Subsidized/Unsubsidized Loans, Direct PLUS Loan, Federal Perkins Loan, Federal Work Study) students must maintain satisfactory academic progress toward a degree. To maintain satisfactory academic progress, students must achieve both a required minimum grade point average (GPA) and complete a minimum number of credit hours. Students are required to maintain a minimum cumulative GPA of 3.0 on all course work after the completion of each academic year. In addition, full-time students are required to complete a minimum of 75% of credit hours attempted during the Fall and Spring semesters, part-time students must earn ALL credits attempted for each academic year.

Maximum Time Frame: Graduate/Doctoral students are eligible to receive financial aid up to 33% over and above the maximum of credit hours required to obtain his/her degree as defined in the University's Catalog. All periods of enrollment (including Summer), will be counted toward the maximum time frame. Note: Summer semester may be used to make up credit hour deficiencies and G.P.A. for the new academic year.

Change of Major: Students are eligible for financial aid up to 33% over and above the maximum number of credits required for their new degree. All transfer credits and credits attempted at the University from their previous major will be included in the calculation of maximum time frame. Financial assistance will not be extended to cover lost credits due to change of major.

Treatment of Punitive and Nonpunitive Grades and Courses: All courses with a grade of F, I, W, UW and repeated courses will be considered in the calculation of credit hours attempted and will be subject to satisfactory academic progress. Audited courses are not considered in awarding financial aid; therefore, they will not be counted in the determination of satisfactory academic progress. Incomplete (I) grades will be calculated as failing grades in regard to credit hour completion until the course has been satisfactorily completed.

Notification of Satisfactory Academic Progress: Before issuing an award for an academic year, the Office of Financial Aid will review the applicant's eligibility based on the student's academic performance at the end of each semester for the previous academic year. Students who have not met the minimum standards of satisfactory academic progress as outlined above and will be placed on financial aid warning for one semester. If you have been academically dismissed by the University, you are no longer eligible for financial aid.

Reinstatement of Financial Aid Eligibility: A student may regain eligibility by:

- Achieving the required G.P.A. and Credit Hour Completion as outlined.
- Attending summer school to make up the credit hour deficiencies and G.P.A. for the new academic year.
- Appealing the financial aid decision as described below.

Financial Aid Appeal Process: Any student who does not meet the academic progress standards and is able to document extenuating circumstances may appeal the suspension or termination of financial aid eligibility. To appeal:

- Submit an appeal letter with proper documentation to B.A.S.I.C. Office explaining the reason(s) for the request.
- Submit a one-page academic plan explaining how you will regain academic standards
- You will be notified of the decision within 15 business days of the receipt date. If the Financial Aid Administrator denies the appeal, the student may request a "Final Appeal Request" form from B.A.S.I.C. Office. The Final Appeal Request will be reviewed by the Financial Aid Final Appeal Committee and the student will be notified of their decision within 30 days. This decision shall be final. Only one final appeal per academic year is allowed.

Note: All charges incurred during any period of time for which a student's aid is denied/suspended are the sole responsibility of the student. Under no circumstances will awards be made retroactively, unless specifically provided for herein. If the appeal is approved, financial assistance will be awarded based on availability of funds at the time.