



Satisfactory Academic Progress for Title IV Purposes

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General Information

Satisfactory Academic Progress (SAP) is the term used to indicate a student’s successful completion of coursework leading to the awarding of a degree. The Federal Aid Administrator must monitor the progress of each student towards the completion of a degree in order to meet federal and state guidelines governing the administration of student financial assistance. Students that fall behind in coursework or fail to achieve minimum standards for grade point average and completion of classes may lose eligibility to receive all types of US Federal Aid administered by Mary Immaculate College.

SAP Monitoring

There are two components involved in monitoring Satisfactory Academic Progress, quantitative and qualitative. Students should note that failure to comply with any component may result in a loss of aid eligibility. The two components are as follows:

1. Minimum QCA

The Qualitative Component requires that students maintain a QCA of 2.0 or above without any 'F' grades or an academic standing consistent with the college's requirements for graduation.

2. Completion Rate

The quantitative component requires that students meet the required pace of progression by completing a minimum of 2/3 (67%) of cumulative credits attempted. Pace of progression ensures that students complete their degrees within a maximum timeframe. For example, if a student attempts 30 ECTS in a semester, to qualify for SAP, 20 earned credits are needed. Students may not receive financial aid beyond 150% of the normal timeframe for the programme e.g. 6 years for a 4year degree and 3 years for a 2-year degree.

SAP is monitored at the end of each semester to confirm eligibility to receive funding for the following semester. Students who fail to maintain SAP will be placed on a Federal Aid Warning Status. Such students will receive funding during the following semester but they must meet the required academic standards at the end of the semester while on FA Warning Status. Otherwise their eligibility for Direct Loan funding will be suspended. Therefore, a student who fails to maintain SAP during two consecutive semesters will be deemed ineligible for funding for the following loan period. Students will have the opportunity to appeal and their appeal has to be approved before they can be placed on SAP Probation Status (*see below for definition of SAP Probation on p3*) and funded for the next semester.

Students who do not meet the SAP requirements will be notified via their official Mary Immaculate College email.

Student performance at MIC is formally reviewed at Examination Boards each semester. Students with deficient grades are allowed to progress to the next semester but are required to clear all deficient grades at the end of the academic year in order to progress to the next year of the programme.

A student must meet all requirements of SAP policy in order to remain eligible to receive funding for the following academic year.

MIC Academic Assessment

Assessment can take a variety of forms and can occur at various stages throughout the semester. The faculty member responsible for teaching the module is required to inform students at the first scheduled lecture hour what the arrangements are regarding assessments in the module (or sequence of modules, if 'M' graded), i.e. what are the objectives of the module, what are the

criteria on which assessment is to be based and the weighting allocated to each assessment instrument associated with the module. The faculty member must also indicate the repeat assessment instrument(s) associated with the module.

The timing of assessments in a module, including any end-of-semester examination, is at the discretion of the faculty member(s) responsible for the module. The faculty member(s) is/are required to announce the general timing of all assessments at the first meeting of the class. **Students that miss an end-of-semester examination must contact the Student Services Office and Federal Aid administrator for advice, as a matter of urgency.**

For the regulation on academic assessment, marking system and academic grades and standards, see [MIC Student Handbook](#), Section 3 – Assessment and Student Progression.

SAP Probation

Students that fail to meet academic standards will receive a warning and will be placed on probation during the following semester. Students on probation will be permitted to receive financial aid, but must meet the required academic standards during that semester in order to avoid ineligibility for funding.

Students will be notified of probation or suspension by letter and/or email to their Mary Immaculate College email address.

Title IV SAP Appeals

A student who loses eligibility for Financial Aid may appeal the decision by providing information that demonstrates their failure to maintain SAP was due to extenuating circumstances. Appeals must indicate how the issues experienced have been resolved permitting a return to successful academic progress. If an appeal is granted, a student may be placed on financial aid probation and asked to follow an academic plan that will lead to meeting minimum SAP requirements. If a student does not meet the terms of probation, eligibility for financial aid will cease and all remaining aid will be cancelled. Students should note that subsequent appeals of the same nature are not permitted. Once a student loses eligibility, the only way to regain eligibility for Financial Aid is to meet SAP requirements.

Title IV SAP appeals do not relate to appeals against exam results or test scores and the outcome of a Title IV SAP appeal has no bearing on results achieved or grades awarded. SAP decisions are based on official exam results and test scores only.

A student may appeal a decision to suspend eligibility for Financial Aid if they can demonstrate that failure to maintain SAP was due to extenuating circumstances, such as the following:

- Serious illness or injury
- Death of a family member
- Other special circumstances

Appeals must be submitted in writing, together with supporting documentation, within ten days of the notification of suspension. Information the student must submit regarding why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory progress at the next evaluation.

The information required by the College in supporting documentation in relation to such matters shall not be such as to breach any code of ethics or professional practice of those persons supplying the information.

A Title IV SAP Appeals Committee will consider each case and its decision is final.

Re-establishing Aid Eligibility

If the appeal is not successful, the student can regain eligibility only by taking action that brings them into compliance with MIC satisfactory progress standards by achieving the required number of credits necessary for completion of the current/most recent stage of the course and progression to the next stage or completion of the programme.

Where eligibility for financial aid is suspended, the period of suspension will be included in determining the programme completion rate, which stipulates students may not receive financial aid beyond 150% of degree programme requirements.

Satisfactory Academic Progress Definitions

Appeal

A process by which a student who is not meeting SAP standards petitions the school for reconsideration of his eligibility for Title IV funds.

Financial aid probation

A status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

Financial aid warning

A status a school assigns to a student who is failing to make satisfactory academic progress.

The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

A school may use this status without appeal or any other action by the student. Warning status lasts for one payment period only, during which the student may continue to receive Title IV funds. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation. Schools do not need to

use the warning status; they can instead require students to immediately appeal to be placed on probation.

Maximum timeframe:

For an undergraduate program measured in credit hours, a period no longer than 150 percent of the published length of the program, as measured in credit hours, or expressed in calendar time. If your school chooses to use calendar time to measure maximum timeframe, you evaluate a student's pace by determining the number of hours that the student should have completed at the evaluation point in order to complete the program within the maximum timeframe. Measuring credits completed over calendar time may be considered a stricter method of evaluation, as it holds a student to the same pace regardless of the student's enrollment status in any given payment period. Note that evaluating SAP progress via calendar time for credit hour programs is optional; you may still evaluate progress for these programs by measuring credit hours.

For a graduate program, a period the school defines that is based on the length of the program. Credit hour graduate programs may also measure maximum timeframes either in credit hours or calendar time.

At each official SAP evaluation point, (at the end of a payment period) you must evaluate whether it is possible for students to complete their program within the maximum timeframe. Students fail the maximum timeframe measure at the point at which it is determined that it is not possible for them to complete their program within the maximum timeframe, not at the point they actually reach the maximum timeframe.