SATISIFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

The policy that follows represents standards of satisfactory progress for students in all undergraduate and graduate programs. The Satisfactory Academic Progress Policy establishes a standard by which academic performance is evaluated for purposes of establishing financial aid eligibility.

Students receiving assistance awarded by the Office of Financial Aid and federal assistance through programs under Title IV of the Higher Education Act (Federal Pell Grants, Federal Perkins Loans, Federal Work-Study, National Science and Mathematics Access to Retain Talent Grant, Supplemental Educational Opportunity Grant, Academic Competitive Grant, Teacher Education Assistance for College and Higher Education Grant, Federal Supplemental Educational Opportunity Grants, Federal Direct Loans and Federal Family Educational PLUS Loans) must maintain satisfactory academic progress in the course of study being pursued.

Effective July 1, 1994, Federal regulations stipulate that undergraduate students complete their educational programs within 150% of the published required credits.

Satisfactory Academic Progress Calculations

Cumulative Completion Rate calculation: If a student attempts 16 credit hours, and earns 11credit hours. Completion rate is (11/16 = 68.5%).

Cumulative GPA is the average GPA of all classes attempted.

- Students must successfully pass 67% of all accumulated attempted credits.
- All courses are taken into consideration when calculating attempted credits which includes developmental, transfer, audits and each repeated course. Grades of PS, CS, R, AW, W, and F are also counted. Repeating courses to get a higher passing grade will negatively affect your completion rate.
- For purposes of this policy, satisfactory academic progress is determined after each spring semester.

UNDERGRADUATE STUDENTS

Satisfactory academic progress includes maintaining both a minimum 2.0 cumulative GPA and passing 67% of all attempted credit hours.

- A student that incurs financial aid suspension is not eligible for financial aid.
- A first time Freshmen will incur financial aid probation if, after the first academic year, his/her cumulative grade point average is less than 2.0 on a 4.0 scale and/or earned hours that are less than 67% of attempted credit hours.
- Continuing students will be placed on financial aid suspension if their cumulative grade point average at the end of the second academic year is less than 2.0 and/or have not earned 67% of attempted credit hours.

TRANSFER STUDENTS

Transfer students are considered to be in satisfactory academic standing at the time of the initial enrollment.

- The maximum time frame for completing a program will be affected by the earned credits at the previous institution(s) that are accepted toward a degree at Coppin State University.
- A determination of the maximum time frame for completing the program will be made at the time of application for financial assistance.
- For purposes of satisfactory academic progress, a transfer student is subject to the requirements of continuing students when an assessment of eligibility is made at the end of the spring semester excluding summer.
- Students who are placed on financial aid probation or suspension are strongly advised to consult with the Office of Academic Advisement.

GRADUATE STUDENTS

- Graduate students must maintain a Cumulative Grade Point Average of 3.0 on a 4.0 scale.
- Attempted credit hours cannot exceed 150% of the required courses.

Any students placed on financial aid suspension and wish to appeal that decision should refer to the financial aid appeals procedures.

Any students that does not meet satisfactory academic progress because of completion rate will have to file an appeal each year.

FINANCIAL AID
APPEAL PROCEDURES

A student has the right to appeal when an adverse satisfactory academic progress determination has been made.
PLEASE NOTE: FINANCIAL AID APPEALS ARE NOT DONE FOR SUMMER SESSIONS.

Steps for Appeal:

1. The student must submit a letter to the Financial Aid Appeals' Committee describing why he/she has not been successful (for example: illness, death in family, work related emergency, etc.). **Supporting documentation should be included (e.g. medical statements, bills, obituaries, etc) to ensure approval. You should fax your appeal along with supporting documents to the Financial Aid Office at (410)951-2551. Remember to put your ID number on each page.**

2. The Financial Aid Appeals' Committee will review the letter and supporting documentation. A decision for each upcoming year will be made between mid-July and mid-August. All decisions will be mailed to the student at that time.

3. If an appeal is granted, the student will be awarded and placed on Financial Aid probation until the next SAP determination period (usually the end of the next spring semester).

4. The decision of the Office of Financial Aid committee is final.

Coppin State University is an Equal Opportunity/Affirmative Action Employer. It is the policy of Coppin that no person shall be discriminated against on the basis of race, sex, color, religion, national origin, age, marital status, handicap or veteran's status in employment, educational programs, activities, admission or financial aid.

PLEASE NOTE: The student is responsible for securing funds for payment of tuition and fee charges whether it is financial aid, scholarships, or loans, cash, etc. prior to registering for classes.

Coppin State University

Office of Financial Aid

Satisfactory Academic Progress Policy

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