



### *Financial Aid Satisfactory Academic Progress Policy*

Satisfactory Academic Progress is defined as the process of adequately proceeding toward the completion of a degree. The Office of Student Financial Services is required by federal regulations to monitor and determine if students are meeting the satisfactory academic progress requirements. If you should have any questions about our policy, we encourage you to contact the office at 803-807-5036.

In order for a Columbia International University student to retain eligibility for federal financial assistance, the student must meet the following criteria listed below.

#### *Qualitative Requirement*

CIU Undergraduate degrees - 2.0 GPA

CIU Seminary and School of Ministry degrees - 2.3 GPA

CIU Graduate School degrees - 2.7 GPA

*Quantitative Requirement* — The quantitative standard (pace) at which a student must progress through the program to ensure that he/she will graduate within the maximum timeframe is measured by dividing the number of total hours the student has successfully completed by the total number he/she has attempted. During the academic period, a student must earn 75% of all credits attempted for which he/she received assistance.

*Transfers:* Transcripts from the last school of attendance will be reviewed to ensure a) the transferring student earned 75% of all credit hours attempted, regardless of the number of transfer credits accepted toward the program of study and; b) the cumulative GPA and hours earned meet the qualitative standard noted above.

Students in the **Graduate Education** program normally only attend classes during the summer; therefore, a separate Satisfactory Academic Progress report will be compiled for Graduate Education students after the summer terms. Students not meeting Satisfactory Academic Progress will be ineligible for financial aid the next summer. Notifications of financial aid ineligibility for Graduate Education students will be mailed during December.

Students falling below the minimum Qualitative or Quantitative requirements for one semester are automatically placed on financial aid warning. Students falling below the minimum Qualitative or Quantitative requirements for two consecutive semesters will be considered ineligible for additional financial aid until reinstated.

#### *Courses/Grades Used in Determining Satisfactory Academic Progress*

- **Credit Earned:** The successful completion of a credit attempted and earned is credit for which a grade of A, B, C, D, or P is received.

**Incompletes:** An incomplete grade will count as credit attempted and credit not earned until the Registrar's Office has recorded a passing grade.

- **Withdrawal from courses:** Any withdrawal after the add/drop period will count as credit attempted and credit not earned.
- **Remedial Credit:** Remedial courses such as ENG 090 and MAT 090 will count as credit attempted and credit earned.
- **Transfer Credit:** Transfer credits, accepted by Columbia International University, will be added to the attempted/earned hours in order to arrive at the maximum number of credits a student may attempt and earn.
- **Repeated courses:** repeated courses will be counted as attempted credits as many times as the course is attempted. When a repeated course is completed successfully, the completed course credit will be added to the number of credits earned.

### ***Those Unable to Maintain Satisfactory Academic Progress***

If a student is unable to meet the qualitative and quantitative requirements at the end of an academic period (defined as one academic year, if the student attends both semesters), then the student is placed on financial aid probation. He/she will no longer be eligible for financial aid unless a successful appeal has been granted or a student regains eligibility described in section "Re-establishing Eligibility after Denial or Suspension."

If a student exceeds the maximum number of hours allowed for degree completion (150% of expected program length) his/her future financial aid will be suspended. If the student wishes to continue to receive financial assistance, he/she would need to follow the appeal process.

### ***Students placed on financial aid probation:***

A student placed on financial aid probation will receive a letter informing him/her of the probationary status. The letter will outline the appeal process for students to follow to re-gain financial aid eligibility. If the appeal is successful then an academic plan will be developed and approved by the academic advisor and dean.

### ***Suspension:***

A student not meeting Satisfactory Academic Progress after the timeline given in the academic plan will be notified by Student Financial Services that the student's eligibility for financial assistance has been suspended.

### ***Appeal Process:***

A student who is placed on financial assistance probation or who has his/her financial aid suspended will have an opportunity to submit an appeal of the decision. The student must submit an appeal letter to the Director of Student Financial Services stating the reasons for reconsideration within two weeks of the date of notification. This letter must include a detailed description of the extenuating circumstances that prevented the student from meeting the requirements of this policy. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved. The appeal should also detail the student's plans for ensuring satisfactory academic performance in the upcoming academic term. Events or circumstances that merit an appeal include personal or family emergencies, unanticipated events, serious medical difficulties, and/or serious psychological difficulties. The Financial Aid Appeals Committee will consider this information when making a decision on the outcome of the student's appeal.

Students seeking to reestablish financial aid eligibility will remain ineligible to receive financial aid or payment deferrals until the appeal process is complete and the Financial Aid Appeals Committee has made a decision. Students should be prepared to pay tuition, fees, and other educational expenses until she/he has been approved to receive financial aid.

### ***Appeal Granted***

If an appeal is granted, a student will continue to receive aid for the following semester. If the student does not meet both the qualitative and quantitative conditions of Satisfactory Academic Progress at the end of the **semester**, he/she will no longer be eligible for financial aid.

### ***Appeal Denied***

If the Financial Aid Appeals Committee denies a student's appeal, the denied student will be sent a letter informing them that their financial assistance has been suspended. Included with the letter, the student will receive information about specific procedures and minimum requirements to reinstate financial assistance after it has been suspended.

### ***Re-establishing Eligibility after Denial or Suspension***

A student suspended for reasons other than exceeding the maximum number of hours for degree completion who does not appeal, or whose appeal is denied, may be reinstated on a probationary basis by meeting both of the following criteria:

1. Achieve the required qualitative requirements
2. Successfully complete 75% of the hours attempted for at least one semester.

These requirements may be met while either attending CIU for the semester without financial aid or by transferring the requirements to CIU from another accredited institution. Transfer work must be reflected on the CIU transcript to be considered for purposes of financial aid eligibility.

### ***Procedures***

The Office of Student Financial Services will run a Satisfactory Academic Progress report during the first week of June. Notifying students of their unsatisfactory progress early in the summer may permit some students to make up for courses during the summer. A warning report will be run the first week of January so that the Office of Student Financial Services can send letters to students informing them of their status.

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