POLICIES GOVERNING SATISFACTORY ACADEMIC STANDING/PROGRESS AND FINANCIAL AID ELIGIBILITY

How fast you are progressing in college may determine whether or not you will continue to receive financial aid. Please read the following notice to see if you will be affected by federal regulations.

This policy applies to all students whether or not the student is receiving financial aid for the period being monitored.

Federal regulations state that all students who receive, or will receive, assistance from the Federal Work-Study, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, KHEAA (CAP) Grant, Federal Perkins Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant (ACG), Science and Mathematics Access to Retain Talent Grant (SMART), TEACH Grant, or Federal PLUS loan programs will be required to make measurable academic progress toward a degree in order to assure the completion of their degree program within a "reasonable period of time." This policy also applies to the KHEAA Work-Study Program, Nursing Student Loan, Norris Student Loan and all KHEAA-administered programs (including teacher scholarships).

Murray State's policy complies with these federal requirements. Failure to maintain satisfactory academic progress will result in the termination of your financial assistance or your financial aid eligibility. You may re-establish eligibility for financial assistance when the minimum requirements of the policy are satisfied. You must appeal and provide documentation (copy of grade report, doctor's statement, etc.) to the Student Financial Aid Office at Murray State. Academic transcripts and grade report information do not automatically come to the Student Financial Aid Office. It is your responsibility to secure and provide full written appeal information to the Student Financial Aid Office. Appeals cannot be accepted by calling the office or by visiting and verbally giving your reason for not making satisfactory progress/standing. Federal regulations require full written documentation for all appeals.

As an undergraduate student, based upon full-time status (minimum of 12 hours per semester), you will be required to earn a minimum of 36 semester hours within that academic year (fall, spring, and summer semesters). You will be permitted a maximum of six (6) academic years for completion of a baccalaureate degree(s), three (3) years for an associate degree(s), and two (2) years for a certificate program for financial aid purposes.

As a graduate student, based upon full-time status (a minimum of nine hours per semester), you will be required to earn a minimum of 27 semester hours within that academic year. You will be permitted a maximum of three (3) academic years for completion of a master's degree program for financial aid purposes.

As a Post-Baccalaureate student, you are considered an undergraduate and are held to those standards. However, we will double the time frames and hours requirements to compensate for this second degree.

Students attending less than full time or for one semester only must adhere to an equivalent rate, as established by the Student Financial Aid Office.

Academic standing: In addition to the requirement to complete a minimum number of credit hours each academic year within a maximum time frame, you must also meet the minimum requirement for satisfactory academic standing as follows:

> *If you are on probation with Murray State, the MSU probation rules now apply. As long as you increase your cumulative grade point average each semester while on probation you will be eligible to re-enroll at MSU and will have met the financial aid grade point guidelines.*

Repeat or unrelated courses: If you excessively repeat courses or take courses not related to a degree objective, you will not be making satisfactory progress toward graduation and will be subject to loss of eligibility for financial aid.

Withdrawals: If you have more than two (2) official academic and/or administrative withdrawals from school while attending Murray State, you will not be considered making satisfactory academic progress.

Incompletes: Incompletes will not be considered until credit is recorded on the official MSU academic transcript.

Audits: Audit of a class cannot be counted in any manner for financial aid purposes.

Remedial Classes: Remedial classes count as regular hours in terms of earned and attempted for financial aid purposes.

Dropping Classes: If you enroll as a full-time student and then drop below full-time status, you will be treated as a full-time student for purposes of this policy. This will be measured based on 100% of your Registration Office's reported Attempted Hours. Example: An undergraduate student who enrolls in 12 hours each semester (fall and spring) and then drops below 12 academic hours for the semester will be required to earn the minimum of 24 credit hours for the aid period (fall and spring semesters).

Other Information:

- Satisfactory academic standing is monitored at the end of each semester by the Registration Office. Satisfactory academic progress is monitored by the Financial Aid Office every May after spring grades are posted for the previous summer, fall and the just ended spring semester..

- The time frame to complete your degree will be established by taking the total number of academic credit hours earned, as of May each year, and dividing by 15 for undergraduates or 12 for graduates. This will provide the total equivalent number of semesters/years you have been working on your degree requirements. Example: An undergraduate with 75 academic hours earned would have a time frame equivalent of five semesters (75/15) or 2 ½ years.

    - If you change majors, you will still be held to the same time frame requirements listed above for total hours earned. Please see the Appeals Section for information on how to reinstate your aid if you have recently changed majors and are ineligible for financial aid as a result.

- Academic requirements stated in the *MSU Bulletin* in regard to academic warning, probation, and suspension and the academic requirements for graduation are followed under this policy to ensure that academic standing consistent with graduation requirements is maintained.

- Effective for the 1991-92 year, student academic records are monitored for purposes of this policy for two full academic years.

Appeal Information

- **If you fail to meet the standards** of the satisfactory academic progress policy, financial assistance will not be available to you until the required numbers of hours are completed and/or you meet the academic requirements during the semester that you are on academic probation as stated in the above policy, or until an appeal is approved. You may make up the hours and/or regular semester(s) at your own expense. After completing the required number of hours, it is your responsibility to notify the Student Financial Aid Office and provide a copy of all grade reports. Eligibility may be continued, upon appeal, for students who, through no fault of their own, were unable to complete a semester under normal circumstances; e.g., accident, unexpected medical problems, or death in the immediate family (brother, sister, mother, father, spouse, child). If appealing, complete the appeal form located under the Forms link on Murray State University's Financial Aid website, with a letter detailing your circumstances and any supporting documentation.

- **If you have been denied** financial assistance because of a failure to make satisfactory academic standing/progress, you have the right to appeal through the Student Financial Aid Office. If you wish to appeal the decision of the Student Financial Aid Office, you may request a final hearing before the Financial Aid Appeals Committee. All decisions of the committee are final. If you wish to file an appeal, you must complete the Financial Aid Reinstatement Appeal Form. This form is available in the Student Financial Aid Office or under the Forms link on the Murray State University's Financial Aid website. Your appeal documentation and any mitigating circumstances will be reviewed, and you will be advised, in writing, of the appeal decision.

For information: If you have any questions in regard to this policy, you may call or visit the Office of Financial Aid/Scholarship, 500 Sparks Hall, (270) 809-2546 or 1-800-272-4678 (ext. 3).

NOTE:

(1) If you do not meet the requirements, you should still file financial aid forms for future terms on a timely basis. This will permit your being considered for financial aid if your appeal is approved.

(2) Financial Aid appeals are separate from appeals to the admissions office. Scholarship Appeals, Bursar's Appeals and Housing Appeals are also all separate applications and processes. Decisions of these appeals are independent of each other.