

Process Overview and Responsibilities

Federal financial aid regulations require schools to monitor students' academic progress in order to maintain eligibility for Title IV Federal Financial Aid (Pell Grant, Federal SEOG, Federal Work Study, Federal Stafford Loan (subsidized and unsubsidized), TEACH Grant, and Parent Loan for Undergraduate Students). The Office of Student Financial Aid Services for MidAmerica Nazarene University (MNU) has established the following Satisfactory Academic Progress (SAP) policy. In order to maintain eligibility for federal and state funds, students must comply with MNU's standards for SAP. Mid America Nazarene University evaluates SAP at the end of each payment period. Two primary measures are used to determine whether or not a student is maintaining SAP.

1. Qualitative – Maintain a minimum cumulative grade point average at the end of each semester; and
2. Quantitative – Completion of a minimum number of attempted credit hours within a maximum time frame.

If students fail to meet the SAP requirements as stated in the policy, they will no longer be eligible for Title IV and state funds. The Office of Student Financial Aid Services will notify affected students in writing regarding the loss of their eligibility. The notification will include the necessary requirement(s) needed to regain their eligibility, and will also inform them of the appeal process.

Qualitative Standard

Undergraduate GPA Standard

Undergraduate students must maintain minimum GPA standards in accordance to the academic policy issued by the Academic Dean. At the end of each payment period, including summer, we will monitor the cumulative GPA of our students according to the following scale:

Cumulative Total Hours Attempted	Minimum Cumulative GPA
1-23 credit hours	1.5
24-55 credit hours	1.75
56 credit hours and above	2.00

Graduate GPA Standard

Students must maintain a minimum cumulative 3.00 GPA. This will be monitored at the end of each payment period.

Quantitative Standard

In order to receive Title IV and state aid, a student must make clear progress toward a degree by completing their degree requirements within a certain number of credit hours. The maximum time frame cannot exceed 150% of the published length of the program measured in credit hours attempted. For work transferred in, the total number of credit hours accepted by MNU will be included in the number of attempted and completed credit hours in the calculations for SAP. Progress will be measured after the student's first term at MNU. When it is determined a student cannot meet the maximum time frame requirement, he/she becomes ineligible for federal and state financial aid.

Students must also maintain at least a 66.67% cumulative successful completion rate of all classes taken at MNU or other schools. This is accomplished by dividing the completed hours by the attempted hours after each term.

“Attempted” credit hours are the number of credit hours recorded on the student’s academic transcript at the end of the semester for which the student received a grade. Course repetitions count as credit hours attempted. The credit hours in which a student receives a letter grade of NC, F, I, IP (In Progress) or W are included in the number of attempted credit hours, and grades of I, IP or NC will be considered as failing grades until converted. Remedial courses are also included in the calculation of attempted credit hours.

“Complete” credit hours are the number of credit hours recorded on the student’s academic transcript at the end of the semester for which the student received a grade. Course repetitions will result in only the repeated grade posted and figured in to the cumulative earned credit hours. Grades of W or Inc are not considered as replacement grades. An incomplete course is not counted as earned credit hours unless the student successfully completes the course requirements within the maximum time frame set by the program. An incomplete grade may place a student’s financial aid on hold until a grade is received and SAP is met. Remedial courses are included in the calculation of completed credit hours.

Financial Aid Warning and Suspension

Students who fail to meet either qualitative or quantitative requirements at the time of evaluation will be placed on a semester of Financial Aid Warning by the Student Financial Aid Services Office. If the student fails to meet the SAP requirements following the warning semester, they will be placed on Financial Aid Suspension and are ineligible for financial aid assistance.

Appeal Process

Extenuating circumstances may warrant an exception to this policy. Students must file a letter of appeal and include an explanation of the circumstances and how the circumstances have changed for the coming term with supporting documentation to the Office of Student Financial Aid Services. The appeal must include student name, Student ID#, and must also be signed. You may submit your appeal in person, by fax at (913)971-3482, or through the regular postal mail system.

The Appeal Committee will review the appeal and provide a written response to the student. If the appeal is approved and the student will have little or no chance to meet the requirements during the Probation semester, the Director of Student Financial Aid Services will (sometimes in consultation with the student and an academic representative) set up an academic plan enabling the student to progress over a period of terms or payment periods to regain eligibility. A student who does not meet the requirements of the plan will then be deemed ineligible for further Federal and state financial aid until the time they do meet eligibility.

The decision of the Appeal Committee is final.

Extenuating circumstances that will be seriously considered include the following:

- Death of a family member
- Extreme illness or injury of a family member
- Personal illness or injury

An appeal cannot be granted for the same circumstance more than once.

Reinstatement

Students may be reinstated and regain their eligibility once they are within the standards set forth by the Satisfactory Academic Progress policy. Students may not be paid retroactively for periods in which they failed to maintain satisfactory academic progress.