

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

General Requirements

Those students receiving financial aid through East Central University must be admitted to the University must be degree-seeking, must be enrolled in East Central University courses that will count toward that degree or certificate, and must be in good standing (eligible to re-enroll). In addition, students must have a GED, high school diploma or meet the ability to benefit requirements. NOTE: Students who have a teaching certificate may not be funded for a second teaching certificate. **Students may not receive funding after completing two degree programs at East Central University.** For financial aid, full-time for an undergraduate student is 12 credit hours per semester, full-time for a graduate student is 9 credit hours per semester. Students enrolled less than full-time (6 to 11 hours for undergraduates and 4-8 hours for graduates) are eligible for aid at a pro-rated amount. The Federal Pell Grant is the only type of funding available to undergraduate students enrolled less than half-time.

To meet the minimum standards of the ECU Financial Aid Satisfactory Academic Progress Policy, students must meet these **three** requirements: **GPA Requirement, Cumulative Hour Requirement, and Maximum Timeframe Requirement.** The Financial Aid Office will calculate satisfactory academic progress evaluation at the end of each semester.

GPA Requirement

Recipients of financial aid at East Central University must maintain satisfactory academic progress standards regarding cumulative retention/graduation grade point average as stated in University academic policy and as calculated by the Registrar. For 1 to 30 hours of undergraduate classes attempted (from all institutions) students must have a minimum cumulative retention/graduation GPA of 1.7; for 31 or more hours students must have a 2.0. Graduate students must maintain a 3.0. Zero level courses and repeat courses will not count in the calculation of the GPA.

Cumulative Hour Requirement

Students must successfully complete 70% of all hours attempted. This includes all courses attempted at any college or university even if financial aid was not received. For example, a student who has attempted a cumulative total of 55 hours must have successfully completed at least 38 hours ($55 \times .70 = 38.50$; round decimal down to whole numbers). Hours attempted is determined as of census date (at the end of 10 class days for fall and spring). Zero level courses and repeat hours are counted in attempted hours. Courses with the following grades are considered as courses attempted but not completed: (AU) audit, (WF) withdrawal failing, (AW) administrative withdrawal, (W) withdrawal, (F) failing, or (I) incomplete.

When a student Reservist/National Guard member is called to active duty, they will be exempt from this policy for the semester they withdraw. When they return, they will be considered to be making Satisfactory Academic Progress.

Maximum Timeframe

Degrees must be completed within 150% of the published timeframe. Students have up to 186 hours to complete a first bachelor's degree. **No exceptions** to this number will be made on an appeal. Contact Financial Aid for a chart of the maximum timeframes for the various master's degree programs. All hours attempted from all institutions the student has attended will be included in the maximum timeframe even if the student did not receive financial aid. Students should request a degree check at 60 hours and completion of one semester at ECU.

Transfer Students

To receive aid at East Central University, students must have an overall GPA in accordance with standards set forth in the University Catalog and/or be admitted by the University. Transfer hours will count toward the maximum hours limit.

Note: Satisfactory Progress guidelines take into account the student's academic performance throughout the course of study, regardless of whether the student received aid.

Suspension

Students who fail to meet the minimum requirements of the satisfactory academic progress policy will be placed on financial aid suspension. Students on suspension are not eligible for federal financial aid until the students regains compliance.

Appeal Process

Exceptions to this policy will be considered when unusual circumstances warrant such action. Students may contact the Financial Aid Office for an appeal form. Students must submit the completed appeal form to the Financial Aid Office. Students must attach a written statement explaining any mitigating circumstances that impacted their academic performance and attach documentation supporting those circumstances. Examples of mitigating circumstances are illness, death of a family member or close friend, divorce, etc. Examples of supporting documentation are physician's letter, hospital discharge orders, obituary notice, divorce decree, etc. Students appealing the maximum timeframe must attach an official degree check (allow 6 to 8 weeks if a degree check was not previously requested by the student and completed by the Registrar's Office). Students should visit with their advisor and have the advisor complete the advisor section of the form.

The financial aid counselor will review first-time appeals. Students choosing to challenge the decision of the financial aid counselor or who are suspended more than once may appeal in writing to the Director of Financial Aid. Students choosing to challenge the decision of the Director of Financial Aid may request in writing that the student's Satisfactory Academic Progress Appeal form and all supporting documentation be submitted to the Appeals Committee. The Appeals Committee will convene once each month to review appeals and their decision is final.