

NMHU Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) Policy states that students maintain both on a semester and cumulative basis the following:

GPA requirement

- 1 – 32 attempted hours = 1.75 Cumulative GPA
- Above 32 attempted hours = 2.0 Cumulative GPA
- Graduate students must maintain a 3.0 GPA at all times

(1) Completion Rate

- 1 – 32 attempted hours = 65%
- 33 – 63 attempted hours = 70%
- 64 – 95 attempted hours = 75%
- Above 95 attempted hours = 80%
- Graduate students must complete 80% of attempted hours at all times

(2) Maximum Time Frame

- (Students will be placed on probation beginning with 125% and will be suspended at 150%)
- 5-year program = 160 hours x 150% = 240 hours
- 4-year program = 128 x 150% = 192 hours
- Associate degree = 64 hours x 150% = 96 hours

-Attempted hours include the following: A, B, C, D, F, W, I, AU, S, R, PR, NP, etc.

-Maximum Time Frame also applies to all attempted hours (W, I, AU, R) including repeated courses and remedial courses.

SAP guidelines apply to all financial aid applicants regardless if they have received aid in the past.

SAP Appeal Process

Students will be notified if they are failing SAP and will be provided information on how to appeal their SAP. At that time, students may make a written appeal. Following are the steps involved in SAP appeals (if a student's appeal is accepted/approved it will not go to the next level):

- 1) Student may make a written appeal to the SAP Appeal Committee.
- 2) Student may make an oral appeal to the SAP Appeal Committee if the written appeal is denied.
- 3) Student may make a written and/or oral appeal to the Director of Financial Aid if the oral appeal is denied by the committee. The decision of the Director of Financial Aid is final.

Conditions of Reinstatement

Decisions in favor of the student will normally require a student to sign a contract with the financial aid office. The contract may include stipulations (i.e., complete all attempted hours with a 2.0 GPA) or tutoring and possibly the Build A Bridge program coordinated through Student Support Services – all others will be referred to the Office of Academic Support. Students may still receive financial aid during their contract or probationary period. However, if during that period a student fails to meet the stipulations of the contract, then that student may be placed on financial aid suspension for subsequent semesters.

Suspension

Financial aid suspension means that a student cannot receive Title IV financial aid.

And, the only way a student can be removed from financial aid suspension is if the student completes a minimum of 12 hours, at their own expense, with a 2.0 or higher GPA (3.0 GPA for graduate students).

The Committee

The committee is allowed to make decisions under the area of Professional Judgment (section 479A HEA) in order to override the minimum requirements for academic progress as established by the "Same as or Stricter than" criterion (as mentioned above) of the established federal regulation.

NMHU Return to Title IV Funds Policy

Overview

Return to Title IV funds is the process where a student must repay all or a portion of their financial aid. Overawards and withdrawals (official and unofficial) are reasons why a student may be subjected to the Return to Title IV funds policy.

Overawards

Students who receive Title IV funds for which they are no longer eligible must repay those funds. For example, a student who changes a course from credit to audit after these funds have been disbursed will have their eligibility recalculated and any Title IV funds received in excess must be repaid to the federal programs in a timely manner.

Official Withdrawals

Students who receive financial aid and then officially withdraw from NMHU may be responsible for paying a portion of their financial aid back to the respective Title IV programs. In such cases, the date the student initiated the official withdrawal will be used as the withdrawal date. The student must initiate a Complete School Withdrawal form and present it to 5 offices to obtain release. These offices are Academic Support (exit interview); Housing office (if living in residential housing); Financial Aid (to determine return of Title IV); Business Office and finally Registrar's Office. In the event that the Financial Aid Office does not clear a student in this process, we will run reports identifying students who have officially withdrawn that are receiving Title IV and request a copy of the formal withdrawal notification from the Registrar's Office and proceed accordingly. The withdrawal date will be used when calculating the percentage of aid earned and the percentage of aid unearned. Students who receive a tuition and/or room and board refund must have those refunds applied to their student account and then Return of Title IV must also be applied to this account before the student may receive any remaining amount.

In calculating a refund, if the student still owes a portion of the cost, that balance must continue to be billed to the student and any refund due to Title IV must be based on the total charge rather than the total paid.

NMHU utilizes the Return to Title IV funds formula to calculate refund amounts.

Unofficial Withdrawals

At the end of every semester, students who receive a failing grade (F) in all classes will be identified. Instructors will be contacted to determine the following:

- 1) Did the student begin attendance in the class and/or
- 2) Did the student stop showing without official notification

In the event a student's last day of attendance cannot be documented, the Return to Title IV policy will prorate a student's repayment based on the 50% point in the semester.

Effective Fall 2003, faculty will be required to submit information to the Registrar's office on any student who received a grade of "F" due to lack of attendance.

Once NMHU has determined a student has officially or unofficially withdrawn, Return to Title IV must be calculated as soon as possible, but no later than 30 days after the end of the earlier of:

- The payment period or period of enrollment, as applicable;
- The academic year; or
- The program.