

Satisfactory Academic Progress (SAP) Policy and Procedure

Academic excellence and timely succession through the program is expected and will assure student success in regard to Midwives College of Utah's mission and student academic progress.

Rationale

The field of midwifery is a rigorous and complex study. In order to assist students in achieving satisfactory academic progress, and in addition to the procedures outlined below, the President, Coaching Department, Student Finances and Financial Aid departments conduct monthly Student Progress Meetings to identify students who are at risk of not meeting SAP. The Student Progress Checklist is updated and made available to all relevant staff members electronically. Furthermore, evaluations are conducted at the end of each 15-week semester. Students who failed to achieve 75% progress in the classes assigned to their major map for the given semester will be identified as At Risk. At Risk designation does not affect Title IV funding, however, students who remain At Risk for two semesters in a row (30 weeks) may be placed on Academic and Financial Aid Warning. The following satisfactory academic progress (SAP) standards apply to all MCU students, regardless of educational program and Title IV participation.

Implementation Detail

The following satisfactory academic progress (SAP) standards apply to MCU undergraduate students.

SAP Evaluations

Evaluations of satisfactory academic progress will be conducted in 30 academic week payment period intervals. This corresponds to the Title IV payment period of 30 academic weeks. Academic progress of Title IV students will be evaluated by the Financial Aid Department, and conveyed to relevant departments such as the Registrar, Student Finances, and the Coaching Department.

SAP Standards

Undergraduate Students: In order to achieve Satisfactory Academic Progress, *the student must maintain a GPA of 2.5 or higher over the course of the evaluation period, and achieve 75% progression through the period. 75% progression is calculated by dividing cumulative hours completed with a C or better by cumulative hours attempted during the period. Important: At Midwives College of Utah, Summer term is no different than our Winter and Fall terms; it is a 15-academic week term in which all students must be enrolled.*

NOTE: A course is considered attempted if it has been activated.

All students must also be on pace to complete their program within 150% of the published length of the program. For the Associate and Bachelor degree, length is measured in credit hours. For the Master's degree, length is measured according to minimum program length (in months/years).

All students must have a cumulative GPA of at least a 2.5 (B-) or its equivalent at the end of the second academic year (120 weeks).

SAP and Extensions

If a class is not completed by the end of a 30-week evaluation period (for example, if a student takes an extension), the class will count as an Incomplete only for SAP purposes. While Incompletes are not calculated into a student's GPA, they are considered "attempted" courses and are therefore included in the determination of whether the student has achieved 75% progress through the period.

For the purposes of Satisfactory Academic Progress, when a course is repeated or an extension completed the original grade is deleted and GPA is recalculated using the new grade. Financial Aid recipients who fail to make SAP due to taking out a complementary extension may have their progress reevaluated once the first extension is complete. If enough credits were completed during the extension to bring the student above the requirement for SAP, the student will be removed from Financial Aid Warning. After the first 10-week extension, the Financial Aid Department will not continue to re-evaluate SAP for previous evaluation periods.

Before requesting a complimentary 10-week extension, Financial Aid recipients should always double check where they are in their evaluation period by contacting the Financial Aid Department. In order to help students protect their Title IV eligibility, Financial Aid recipients seeking to take more than one 10-week extension per course must first request permission from the Registrar and Financial Aid Departments

SAP and Incompletes, Withdrawals, Repeats, and Transfer Credits

Incomplete Grades: Credit hours in which a student receives a grade of "I" are included in the number of attempted hours but do not count as successfully completed hours.

Withdrawals: Credit hours in which a student receives a grade of "W" are included in the number of attempted hours but do not count as successfully completed hours. Withdrawals are also not included in the student's GPA calculation.

Repeats: MCU does not offer Remedial Courses or Repeat Courses.

Transfer credits: Transfer credits are included in the total number of attempted hours for the measurement of maximum time frame, but excluded from the GPA calculation. Transfer credits must have a grade of C or higher to count.

Academic Reassessment: The financial aid SAP measurement is always based on the grades and the completion rate of the student's attempted hours, not the adjusted credit total that may result from academic reassessment.

SAP and Graduate Students

1. Full-time status is a minimum of 4 credits.

2. Half-time status is a minimum of 2 credits.

Graduate students must be enrolled at least half-time in order to receive Federal Student Aid.

For a part-time (2 credits/semester) graduate student to achieve Satisfactory Academic Progress, he/she must complete both credits within the semester that the credits are opened. For a graduate student who is taking more than 2 credits, 67% completion of total credits opened in that semester must be demonstrated by semester end. 67% progression is calculated by dividing cumulative hours *completed* with a C or better by cumulative hours *attempted* during the period.

NOTE: A course is considered attempted if it has been activated.

Graduate students will naturally need to take more than the minimum for some semesters in order to complete within stated time frames, but the maximum and minimum time frame remains 4 years and 2 years, respectively, and this will align with the proposed major maps.

Consequences for Failure to Achieve SAP

Students who fail to make Satisfactory Academic Progress may be ineligible for assistance under Title IV, HEA Programs. The following section describes how financial aid eligibility is affected by failure to achieve SAP.

Financial Aid Warning

Upon evaluation at the end of each 30-week period, students who fail to meet SAP standards will be issued a Financial Aid Warning via email. The student may continue to receive assistance under the Title IV, HEA programs for one evaluation period despite determination that the student is not making SAP. Financial Aid Warning Status may be assigned without an appeal or other action by the student.

Financial Aid Probation

When a student fails to make satisfactory academic progress in the 30 weeks during which the student is on Financial Aid Warning, the student will lose eligibility for assistance under Title IV, HEA programs. Students will be notified of this via email. However, eligibility for financial aid may be reinstated and the student placed on Financial Aid Probation if:

- a. An appeal is filed by the student (See Financial Aid Probation Appeals Process, below), and
- b. The student agrees to follow an academic plan developed by the school that will ensure that the student is able to meet the school's SAP standards by the next payment period. For example, the department may choose to require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. At the end of one payment period (30 weeks) on Financial Aid Probation, the student must meet the school's SAP standards or meet the requirements of the academic plan developed by the department to qualify for further Title IV, HEA program funds.

Students who fail to make SAP while on Financial Aid Probation will be ineligible for funding under Title IV, HEA programs in the subsequent period.

Additionally, if a student fails to make SAP, or does not pass a course while on Financial Aid Probation, the Registrar and Academic Dean will meet with the student and determine if the student is an appropriate midwife candidate. The student may be dismissed from the program.

Financial Aid Probation Appeals Process

A student who has not made SAP while on Financial Aid Warning can appeal to reestablish his/her eligibility to receive assistance under the Title IV, HEA Programs. The following are acceptable reasons for filing an appeal:

- Serious medical condition accompanied by a doctor's note
- Insufficient communication between the student and faculty/staff due to extenuating circumstances
- Other special circumstances, such as the death of a family member.

The student must state in writing why he/she hasn't met the academic standards required, and what has changed in the student's situation that will allow him/her to demonstrate SAP at the next evaluation. The student must also meet with the Student Life and Leadership Department and the student's House Mother to create an academic plan that will ensure that he/she will meet SAP for the next evaluation. The student must provide proof that his/her House Mother approved the academic plan, such as a signature or email from the House Mother. The student will be informed that they will lose eligibility for Title IV funding if they fail to meet SAP under the academic plan.

Students requesting an appeal to the policy are encouraged to submit documentation to support their request. The Department will take one of two actions: approve the appeal, place the student on Financial Aid Probation and recommend the student for an Academic Plan, or deny the appeal.

If an appeal is denied, the student will be ineligible for aid for the following period (30 weeks). If after 30 weeks, the student believes they have made SAP standards, the student may file another appeal following the Financial Aid Probations Appeals process and request an evaluation of their SAP. If the student has achieved SAP in the period during which they were ineligible **and** the Financial Aid Department accepts the student's appeal, the student may become re-eligible for financial and be placed on Financial Aid Probation. If the student fails to make SAP while on Financial Aid Probation, the student will permanently lose eligibility to receive Title IV assistance.

Consumer Information Requirements

The Financial Aid Department is responsible for ensuring MCU is compliant with the SAP Consumer Information Requirements under 34 CFR 668.42(c)(2). MCU must notify current and prospective students of this policy, including but not limited to standards for maintaining SAP and the criteria for reinstating eligibility.