



**MIDWIVES**  
**COLLEGE OF UTAH**  
MIDWIFING MIDWIVES

**TITLE IV POLICY AND PROCEDURE  
MANUAL**

2018

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## Title IV Policies & Procedures

### **MCU's Title IV Parameters**

The academic calendar for the undergraduate program is non-term. This determination is made based on several characteristics listed on page 3-5 of Volume 3, Chapter 1 of the Federal Student aid handbook. Graduate Students using Title IV funds must be enrolled at least half time to retain eligibility for Title IV.

School officials will be responsible for monitoring the completion of the credit hours and confirming the completion of those scheduled hours with the Weber representative prior to making a second disbursement of this student's program.

### **MCU Title IV Processing Policy**

The tuition for students receiving Title IV funds will be calculated at the current tuition rate. Students receiving federal student aid must enroll in at least 6 credits per semester. Students must open their courses for the semester within 3 weeks of the start date of each semester. Only clinical credits that are earned during the loan period will count toward your minimum credits required for federal student aid funding.

Financial aid is awarded under the assumption that you will attend school for the entire period for which the aid was awarded. When you withdraw after receiving financial aid, you may no longer be eligible for the full amount of aid you originally received. If you withdraw after beginning to attend, the amount of financial aid you earned must be determined. Federal law specifies how MCU must determine the amount of Title IV financial aid you have earned, and how much must be repaid. If you received less aid than the amount you earned, you may be able to receive those additional funds. If you received more aid than you earned the unearned funds must be returned.

### **Transfer Credits and Accreditation**

Credits completed at a direct entry midwifery program will not transfer to a CNM program at this time. Some colleges and universities have taken direct entry midwifery program credits in the past, but this is not guaranteed. If you anticipate transferring credits or a degree to another institution, you should contact that institution directly regarding credit transferability. Direct entry midwifery programs that are accredited by the Midwifery Education Accreditation Council (MEAC) will very often accept credits from other MEAC accredited schools. MCU is MEAC accredited and does accept other MEAC accredited schools transfer credits.

MCU will also accept credits from other institutions accredited by a US Department of Education recognized accrediting agency. Transfer credits must have a C grade or above. MCU follows a semester format and credits transferred from quarter and trimester systems will be reduced in value accordingly.

### **Maintaining Title IV Policies and Procedures**

MCU Financial Aid Department (FAD) develops and maintains the MCU Title IV Policy and Procedure Manual using a formal, regularly scheduled review process. The FAD will format this manual in accordance with standard institutional policy and procedures.

### **Implementation Detail**

1. The FAD will attempt two FSA Assessments per award year for a detailed review of a specific topic and/or policy and procedure.
  - If deficiencies are found, the FAD will create an Action Plan using the Department of Education's template and will implement changes within same award year, if possible.
2. The Financial Aid Department will also complete an annual review (generally each summer) of entire Title IV Policy and Procedure manual for currency, and making updates and/or corrections as needed.
3. When a change or correction is needed outside of the regularly scheduled reviews, it will be brought up during staff meeting. All staff will have the opportunity to weigh in. The President and the relevant departments may meet further to discuss the changes/corrections and create changes/corrections collaboratively. The FAD is responsible for ensuring final changes are made to the manual and coordinating any relevant changes required to the MCU Website, Policy and Procedure Manual and Student Catalog

## **Student Title IV Eligibility**

### **Policy**

To be eligible for Federal Student Aid (FSA) funds, all students must meet minimum requirements established by the Department of Education. MCU ensures eligibility requirements are met before awarding and disbursing of FSA funds.

All students must:

- have a complete Free Application for Federal Student Aid (FAFSA) on file with MCU
- demonstrate financial need (for most aid programs).
- be enrolled as a regular student in an eligible program per the current ECAR.
- not be receiving Title IV funds simultaneously in a secondary school.
- have a high school diploma or its recognized equivalent (e.g., a GED).
- have a valid Social Security Number with the Social Security Administration (some exceptions are permitted).
- be a U.S. citizen or eligible noncitizen.
- be registered with Selective Service, if required.
- be making satisfactory academic progress (SAP).

Note: This list contains general eligibility factors only.

### **Implementation Detail**

MCU is a non-term credit hour program, as designated by the Department of Education. The Financial Aid Department, with the help of the Registrar, is responsible for monitoring the completion of the credit hours and confirming the completion of those scheduled hours with the Weber representative prior to making a second disbursement of this student's program.

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### Financial Aid Advising

MCU's Financial Aid Department is available to counsel students on financial aid options. Contact information is available on MCU's website at <https://www.midwifery.edu/staff-faculty/>.

#### **Policy**

The Financial Aid Department is responsible for providing financial aid advising.

#### **Rationale**

This policy is intended to describe the various means MCU uses to inform students of their rights and responsibilities with regards to federal student aid funding.

#### **Implementation Detail**

One-on-One Advising Appointments:

- Students are informed of advising opportunities with their award letter.
- Advising is generally by appointment, and is conducted over the phone.

Written Guidance:

- New Student Acceptance Letter Pamphlet: students must sign that they understand and agree to the terms outlined in their letter.
- College catalog and website: contains general information about the financial aid programs, including how to apply, relevant policies and procedures (ex: Satisfactory Academic Progress).

### Pell Grant Program

#### **Policy**

Student eligibility for Pell Grant is based upon need, as determined by the student ISIR, by enrollment status, Cost of Attendance, and by lifetime eligibility. All students, including transfer students, have prior Pell history reviewed.

Scheduled Award: maximum amount a student can receive for full-time, full-year.

Annual Award: maximum amount a student would receive during a full academic year for a given enrollment status, EFC, and COA.

MCU uses Formula 4 to calculate Pell Grant annual award. Formula 4 is the scheduled award multiplied by the lesser of:

$\frac{\text{Credits in Payment Period (12)}}{\text{Credits in Academic Year (24)}}=1$

$\frac{\text{Weeks in Payment Period (30)}}{\text{Weeks in Program Academic Year (60)}}=2$

$\frac{\text{Credits in Payment Period (12)}}{\text{Credits in Academic Year (24)}}=1$

$\frac{\text{Weeks in Payment Period (30)}}{\text{Weeks in Program Academic Year (60)}}=2$

#### **Implementation Detail**

1. The Financial Aid Department (FAD) creates initial Pell Grant awards.
  - This is done for each student at the beginning of the award year, and again each semester on a student-by-student basis, using the Department of Education's Pell Chart (via the third-party servicer).
  - Awards are input into the third party servicer's "Start Form". See General Awarding policy for details on awarding and disbursing.
  - Award letters are maintained electronically.
2. The FAD maintains the internal credit tracking spreadsheet to monitor student progress and credit completion.

All Pell records are documented in the "Start Form," including but not limited to:

- Pell Grant Amount
- Payment Period
- Calculations used to determine Pell Grant award
- Date of disbursement
- Amount, Date, Basis of refund or overpayment calculations (including R2T4)

Students with a first disbursement in the May payment period will fall under a crossover payment period.

1. First disbursement will be made under the current year ISIR (ex: May 2014, use 13-14 ISIR).
2. Second disbursement will be made under the next year ISIR (ex: January 2015, use 14-15 ISIR).

## Direct Loan Program

### Policy

When awarding student loans, Pell Grants are considered first source of aid. Subsidized loans are awarded before unsubsidized loans.

The student EFC may be substituted with unsubsidized loans.

**Borrower Based Academic Year:** Loan Period is 60 weeks and 24 credits. The loan period includes two 30 week/12 credit payment periods, based upon individual student progress. The student may only receive up to their annual loan limit each loan period.

**General Awarding:** Loan disbursement amounts may increase or decrease from one payment period to the next depending upon changes to the student's EFC, COA, outside sources of aid, grade level, dependency status, annual and aggregate loan limits. To receive the first full-time disbursement, the student must be:

- Scheduled for at least 12 semester credit hours

To receive the second full-time disbursement, the student must:

- Have completed prior 12 semester credit hours in a minimum of 15 weeks\*, and
- Be scheduled for an additional 12 semester credit hours.

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Disbursements occur year-round and are based on individual student progress and academic standing.

*\*Fast-trackers.*

### **Implementation Detail**

If an award amount is increased from one payment period to the next, the Financial Aid Officer must release the second award, and then create a different award for the increased amount.

1. The Financial Aid Director (FAD) creates initial Direct Loan awards.
  - This is done for each student on a case-by-case basis.
  - Awards are input into the third party servicer's "Start Form". See General Awarding policy for details on awarding and disbursing.
  - Award letters are maintained electronically.
  - Students must consent to receiving the direct loan funds via email. Consents are stored electronically in the Loan Consent form (MCU internal system).
- a) Consent must be made via MCU's internal email system.
- b) For new borrowers, consent includes statement that borrower has signed the Master Promissory Note (MPN) and completed entrance counseling.
2. Students are notified that they must complete the MPN and entrance counseling with their initial award letter.
  - The third-party servicer confirms completion of the MPN and entrance counseling electronically. Funds are not released until confirmation has been received.
3. The Financial Aid Officer enters enrollment start date in the "Start Form." The third-party servicer tracks students with a 30-day wait period based on this date.
4. The Financial Aid Office makes any award adjustments as needed. The third-party servicer reviews all awards and all adjustments, and follows up with MCU as needed.
5. The Financial Aid Office makes every effort to have all students complete and receive confirmation of exit counseling.
  - **Withdrawn Students:** The Registrar (official withdrawal) or Student Finances (financial withdrawal) notifies the Financial Aid Office. This is tracked in the student progress spreadsheet. The Financial Aid Office sends an official withdrawal letter, which includes the R2T4 calculation and exit counseling instructions. Changes are made to the student's NSLDS records by the Financial Aid Office via the Third-Party Servicer.
  - **Graduates:** The President notifies the Financial Aid Office when a student graduates. The Financial Aid Office sends exit counseling instructions at this time. Changes are made to the student's NSLDS records by the Financial Aid Office via the Third-Party Servicer.

All loan records are maintained manually in MCU Financial Aid Office electronic records. This includes, but is not limited to:

- Subsidized and Unsubsidized Loan Amount
- Loan Period
- Calculations used to determine Direct Loan award
- Date of disbursement
- Amount, Date, Basis of refund or overpayment calculations (including R2T4)

## **National Student Loan Data System (NSLDS®)**

### **Policy**

MCU ensures timely report enrollment statuses to the National Student Data System (NSLDS®) within the required timeframe. Students who enter into an agreement regarding a Title IV, HEA loan will have their loan information submitted to the National Student Loan Data System (NSLDS®). The information will be accessible by authorized agencies, lenders, and institutions. We encourage prospective and enrolled students to check their NSLDS history by logging on to the Student Access NSLDS® website.

### **Implementation Detail**

MCU's Financial Aid Department is responsible for updating NSLDS® enrollment statuses within 30 days of a student status confirmation report from the Secretary. MCU will complete and return that report via NSLDS® to the Secretary within 30 days of receipt; and unless it expects to submit its next student status confirmation report to the Secretary within the next 60 days, notify the Secretary within 30 days if it discovers that a Direct Subsidized, Direct Unsubsidized, or Direct PLUS Loan has been made to or on behalf of a student who enrolled at that school but has ceased to be enrolled on at least a half-time basis.

The Registrar is responsible for notifying the Financial Aid Department of student status changes within 10 business days via email, and the Student Progress Checklist. A list of new upcoming new students is provided to the Financial Aid Department via the Student Progress Checklist no later than two weeks before the financial aid award letter deadline.

## **Entrance Counseling, Exit Counseling and Master Promissory Note**

### **Policy**

MCU is committed to providing students the necessary resources to make informed decisions about federal student loan borrowing. MCU requires that students complete entrance counseling, exit counseling, and sign their MPNs on [studentloans.gov](http://studentloans.gov). The Financial Aid Office is available to provide students the resources and information to complete those necessary steps.

### **Implementation Detail**

The Financial Aid Office makes every effort to have all students complete and receive confirmation of entrance and exit counseling. Students are notified that they must sign the Master Promissory Note and complete entrance counseling on [studentloans.gov](http://studentloans.gov) with their initial award letter. The Third-Party Servicer confirms completion of the MPN and entrance counseling electronically. Funds are not released until confirmation has been received. Upon withdrawal or graduation, the Financial Aid Office sends an "Exit Counseling" email reminder with instructing students to complete exit counseling on [studentloans.gov](http://studentloans.gov). Beginning in Winter 2017, all new students are required to successfully complete the Financial Aid Literacy course in their PROD 100 class. For questions regarding the MPN or entrance and exit counseling, office hours appointments by phone with the Financial Aid Office are available by request. As of Summer



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2017, students who do not complete exit counseling upon withdrawal will not be able to access their official transcripts.

**PROD 100 Financial Aid Literacy Course:** MCU believes that additional entrance counseling in a classroom setting positively correlates with improved financial planning for the student. This session will explore the fundamentals of becoming a federal student aid borrower at MCU. In addition to loan counseling, students will leave the session having a better understanding of the disbursement process and important deadlines, their academic responsibilities as it pertains to eligibility, and a brief training on where to locate financial aid resources on our webpage. Repayment responsibilities and options will be explored as well. There will be 10 minutes at the end for questions.

### **Institutional Eligibility**

#### **Policy**

The Financial Aid Department is responsible for submitting a timely and complete Eligibility and Certification Approval Report (ECAR) to the Department of Education (ED) at the time of recertification or for reporting changes or updates. This department is also responsible for coordinating the response from ED in regard to any reported changes that affects the institutions eligibility, and for meeting any reporting timelines established by ED with regards to the ECAR.

The Financial Aid Department, with the President and the Third-Party Servicer, are also responsible for ensuring that ED approved programs meet minimum standards for Title IV purposes.

The President ensures that MCU is legally authorized to provide postsecondary programs in all states in which the institution is considered to have a presence.

#### **Implementation Detail**

MCU saves a copy of its E-App (with date submitted) and all supporting documentation electronically in the MCU Dropbox.

The signed Program Participation Agreement Form (PPA) is kept in the locked file closet at the MCU offices.

The academic calendar for the currently approved program is non-term.

- This determination is made based on several characteristics listed on page 3-5 of Volume 3, Chapter 1 of the Federal Student aid handbook.
- The school's academic year for purposes of Title IV will be 24 semester credit hours and 60 weeks.

### **Adequate Title IV Checks and Balances, and Staffing Policy**

#### **Policy**

The procedures for the awarding and disbursing of federal student aid have been divided into three branches: Financial Aid, Student Finances, and MCU's Third-Party Servicer, Weber & Associates.

All other departments within MCU are responsible for conveying information that may impact upon student aid eligibility to the Financial Aid Department.

- Financial Aid, Student Finances, Registrar, the President, Academic Dean, Graduate Dean, and Clinical Dean have monthly staff meetings to discuss policy updates, department agendas, student concerns, and department requests.
- Financial Aid, Student Finances, Registrar, the President and the Academic Dean meet once a month to discuss student progress. Student progress is also tracked electronically on a "Student Progress Checklist" within a Google Document available to these departments.

### **Rationale**

MCU ensures that there are adequate checks and balances, and staffing, to meet Department of Education's requirements for institutional eligibility and administrative capacity.

**The Registrar** is responsible for tracking, admissions information, enrollment, leave of absence, credits attempted and completed, withdrawals and drops, and Major Map changes. The Registrar is responsible for informing the Financial Aid Department of any changes that may impact student eligibility.

**The Academic Dean/Student Coach** works with Financial Aid Department to track student progress, engagement, unofficial/official withdrawals.

**The Financial Aid Department** is in charge of awarding federal student aid to eligible degree seeking students in good academic standing. It is the duty of this department to verify that the student qualifies for financial aid, and both advise and award the student properly based on the student's FAFSA information, enrollment record, grade level, financial aid history, verification information and academic standing.

**Student Finances** checks the federal bank account for federal student aid funds every day. When federal student aid funds are received in the federal bank account, the funds are transferred out of the bank account into the school's bank account that day and disbursed to the students. Student Finances maintains strict records that comply with the standards of the Department of Education. Each month, Student Finances Department also submits the required bank statements from the federal Title IV bank account to the Weber & Associate's financial analyst for reconciliation. Student Finances Department notifies the Financial Aid Department of private loans received via a Dropbox tracking sheet, so that the Financial Aid Department can make award adjustments accordingly.

**MCU's Third-Party Servicer, Weber & Associates**, reviews MCU's student award packages, double checks NSLDS history, submits the NSLDS reports that the financial aid department enters, requests and reconciles student verification data and enters it into the system, confirms signed MPNs, and draws down funds in G5. For an in depth outline of Weber & Associate's contract of duties, please see Appendix D.

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**The Financial Department Manager** reviews student account information, reconciles fiscal records, and attends monthly budget meetings with Student Finances and the President. The Financial Department Manager also submits MCU's yearly EZ Audit.

General Division of Responsibilities	Person responsible	Required Date
Financial Aid Department sends out an email to students at the beginning of each semester asking students to indicate their interest in financial aid. The Department will also advise students to complete their entrance counseling and sign their Master Promissory Notes.	Financial Aid Department	Beginning of Semester
Financial Aid Department reviews the student's FAFSA and academic record to verify student's eligibility. Financial Aid Department also checks the student's loan history before awarding.	Financial Aid Department	As needed
Financial Aid Department will follow up with student if necessary, and request further documentation for verification as needed.	Financial Aid Department	As needed
Financial Aid Department will input the student's award package into the start form and verify that all information has been reviewed and believed to be accurate.	Financial Aid Department	As needed
Third-party servicer will review the start form for errors and notify Financial Aid if an error has been made. The processor also reviews the attached documentation for verification and requests further information when needed.	Third-party servicer	After students award packages are in the system
Financial Aid will sign the current award list that the Third-party servicer verifies. This permits the Third-Party Processor to pull the funds that will be directed to MCU's federal bank account.	Third-party servicer and Financial Aid	As needed

Financial Aid will send Student Finances the current award list and the date that the funds are expected to come in. The current award list specifies each student's grant/loan name and dollar amount.	Financial Aid and Student Finances	As needed
Student Finances creates a tracking sheet for each student on which monies are disbursed in the order of fees, then current semester COP and the following semester COP. The balance is returned to the student as a cost of living allowance.	Student Finances	The day that funds are received into MCU's federal bank account.

Student Finances records funds on student account, notifies student of disbursement, and enters disbursement into Quick Books.	Student Finances	The day that funds are received into MCU's federal bank account.
Student Finances writes cost of living checks and directs office staff to print and mail check.	Student Finances	After communication with student.
Financial Aid ensures compliance with the benchmarks of the Department of Education, by means of, but not necessarily limited to: submitting IPEDS survey collections, updating computer processing systems to correlate with award years, sending the necessary financial information to third-party processor for creation of budgets, keeping track of student's enrollment.	Financial Aid	As needed.

## General Awarding, Packaging, and Disbursing

### Policy

MCU packages aid in accordance with federal regulations and guidance published in the Federal Student Aid Handbook.

“Eagle Express” is an electronic application within VFAO that stores student ISIRS. The Financial Aid Department is able to search for students by name, social security number, and award year and download student ISIRS. ISIRs cannot be reviewed on “Eagle Express.”

### Implementation Detail

1. The Financial Aid Department monitors potential financial aid applicants in two ways:
  - New Students: whether an Institutional Student Information Record (ISIR) has been received.
  - Continuing Students: eligibility based on credit completion and anticipated enrollment.
2. The Financial Aid Department downloads the student's ISIR from the Third-Party Servicer's “Virtual Financial Aid Office” (VFAO), a secure site that provides services for schools to submit information on students requesting aid.
3. The Financial Aid Department imports ISIRs into ED Express where they can be reviewed.
4. The Third-Party Servicer monitors new ISIRS that come in and notifies the Financial Aid Department of any change in EFC for the current award year. If applicable, the Financial Aid Department makes award changes based on the new EFC. Over awards must be returned.

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5. The Financial Aid Department reviews the ISIRs and checks each student's financial aid history on NSLDS. For ISIRs flagged for verification, see *Verification Policy*.
6. If the ISIR is deemed complete, the Financial Aid Department determines the student's eligibility and issues the student an official MCU financial aid award letter (see "Award Letter Process" below).
7. Once the student consents to the award, the Financial Aid Department inputs the student's financial aid information onto a "Start Form," an electronic application within the VFAO. The Start Form is the primary way the Financial Aid Department requests the processing of students from the Third-Party Servicer.
  - The Financial Aid Department fills out the Start Form, which includes the student's name, Social Security Number, award year, academic year, dependency status, program of study, grade level, attendance mode, course price, total cost of education, academic status, start date, expected graduation date, status effective date, whether the student lives with parents or on campus, total credit hours in the program, number of transfer credits, credits earned up to date, loan period and disbursement dates for Direct Loans and disbursement dates for Pell.
  - The Start Form is then electronically signed by the Financial Aid Department and received by the Third-Party Servicer for review. Start Forms are usually submitted in batches by the Financial Aid Department.
8. After double checking the student's eligibility in NSLDS and ensuring that the student completed entrance counseling and the Master Promissory Note, the Third-Party Servicer then creates a "Payment List" that includes each student's name and Social Security number, with the amount of Pell and Direct Loans that are scheduled to be disbursed to that student, and the date of that scheduled disbursement.
9. The Financial Aid Department must sign the Payment List.
10. After the Payment List is signed, the Third-Party Servicer draws down the funds from G5 into the MCU Federal Bank Account.
11. The Third-Party Servicer sends an electronic receipt to the Financial Aid Department in the form of "Checks" for each student.
12. The Financial Aid Department maintains these checks electronically.
13. The Payment List is then electronically sent to Student Finances in order to guide the department on when to expect the student funds, and how much of each loan/grant is disbursed to each student.

### **Award Letter Process:**

- The MCU Official Award Letter explains the amount the student is eligible for in Pell, Subsidized, and Unsubsidized funds for that award year. Funds are packaged in the following order: Pell, Outside Scholarships/Grants, Private Student Loans, Subsidized

Direct Loans, Unsubsidized Direct Loans. Students are generally dissuaded from taking out private loans because it may impact the amount of federal loan funds for which they are eligible.

- The award letter details how the disbursements are spaced out, generally two disbursements per academic year.
- Also, the award letter explains that new students receive a federal student aid disbursement when they are scheduled for twelve credits, and receive all other full disbursements after they have completed twelve credits and are scheduled for another twelve.
- Information on the mandatory completion of entrance counseling and the Master Promissory Note is also included in the award letter.
- Students also receive an accompanying email from the Financial Aid Department that requires the student to consent to each loan/grant amount before they are processed. The consents are received via email and stored electronically in a “Loan Consent” folder.
- The email also requests that the student report any additional education loans, grants or scholarships that the student will be receiving for the award year in order for the Financial Aid Department to adjust the award accordingly.
- If a student is close his/her lifetime borrowing limit for grants and loans, the Financial Aid Department indicates how much the student has left to borrow or earn in the email.
- Students are given the Financial Aid Department’s contact information for questions or concerns. Financial Aid Counseling is performed either over email or over phone.

## **Professional Judgment Policy**

### **Policy**

Professional Judgments (PJs) may be made in limited, unique circumstances on a case-by-case basis. The conditions addressed by PJs must differentiate the individual student from a group of students.

Upon the President’s approval, the Financial Aid Department is eligible to make PJ decisions. The Financial Aid Department is responsible for maintaining documentation for all requests and decisions, regardless of the outcome.

MCU will complete verification on the student’s ISIR prior to reviewing a professional judgment request.

- Exception: this requirement does not apply to students seeking a dependency override.

MCU will resolve all conflicting information prior to reviewing a professional judgment request.

PJs will not automatically carry over from one award year to the next.

- i. Students must request the same PJs each award year (ex: addition of dependency care costs to EFC).

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- ii. MCU may make the same adjustment for multiple years provided that acceptable documentation is provided each time.

MCU will not make direct changes to the Expected Family Contribution (EFC). MCU may make changes to the data elements that determine EFC, including:

- Income
- US Income Taxes Paid
- Assets
- Household Size
- Number in College

### **Rationale**

The Financial Aid Office will refer closely to guidance put forth by the Department of Education in reviewing PJ requests and will never use PJs to intentionally circumvent the law or regulations.

### **Implementation Detail**

1. Students must provide documentation to substantiate their request. Examples of documentation include, but are not limited to:
  - i. *Cost of Attendance Adjustment Requests*: account statements, receipts, letters from providers, proof of out-of-pocket expenses
  - ii. *EFC Data Element Adjustment Requests*: tax documents, proof of out-of-pocket expenses, letter of change/termination of employment, divorce/separation decrees, death certificate
  - iii. *Dependency Override Requests*: letter from a third party (ex: member of clergy, caseworker, counselor). Third-Party servicer worksheet.
2. To evaluate the requests, the Financial Aid Office collects supporting documentation, reviews relevant rules and regulations, notifies the President of PJ recommendation.
3. The President reviews the recommendations and supporting documentation, and approves or denies the Professional Judgment request.
4. The Financial Aid Office follows up, as needed, based upon the PJ request. The Third-Party servicer makes changes to the student ISIR if needed.

## **Satisfactory Academic Progress (SAP)**

### **Rationale**

All financial aid recipients must maintain Satisfactory Academic Progress (SAP) to remain eligible for Title IV, HEA programs. SAP evaluations consist of a quantitative and qualitative component. Undergraduate students must be on pace to complete their program within 134% of the published length of the program (quantitative). Students must also maintain a GPA of 2.5 or higher (qualitative).

For the Associate and Bachelor degree, program length is measured in credit hours. For the Master's degree, length is measured according to minimum program length (in months/years).

### ***Undergraduate SAP Policy***

**Policy**

In order to achieve SAP, the student must maintain a GPA of 2.5 or higher, and achieve 75% cumulative progression. 75% progression is calculated by dividing cumulative hours *completed* with a C or better by cumulative hours *attempted*. Maintaining 75% progression ensures that the student is on pace to complete his/her program within 134% of the program length.

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

For programs longer than two years, 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).

**Extensions:** If a class is not completed at the time of the SAP evaluation (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.

Financial Aid recipients who fail to make SAP due to taking out complementary extensions may request one re-evaluation of their SAP once the grades are posted for the extended credit hours. If enough credits were completed during the first complementary extension period to bring the student above the requirement for SAP, the student will be removed from Financial Aid Warning.

Before requesting a complimentary 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 extension per course must first request permission from the Registrar and Financial Aid Department.

**Implementation Detail**

The Financial Aid Department conducts SAP evaluations every 30 weeks (2 semesters) of all financial aid recipients. This corresponds to the undergraduate Title IV payment period of 30 academic weeks. Academic progress of Title IV students will be conveyed to relevant departments such as the Registrar, Student Finances, House Mother, and the Coaching Department.

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.

***Graduate SAP Policy*****Implementation Detail**

Evaluations of SAP for graduate students will be conducted at the end of every 15 academic week semester. Academic progress of Title IV graduate students will be evaluated by the Financial Aid Department, and conveyed to relevant departments such as the Registrar, Student Finances, and the Coaching Department. The academic year for Title IV graduate students is defined as 45 weeks, comprising of two 22.5-week payment periods.

**Policy**



## Title IV Policies & Procedures

In order to achieve SAP, the graduate student must maintain a cumulative GPA of 3.0 or above. Graduate students must also open at least 2 credits per semester (i.e. be enrolled half-time) to be eligible for Financial Aid:

- Half-time status for Title IV purposes is a minimum of 2 credits/semester.
- Full-time status for Title IV purposes is a minimum of 4 credits/semester.

Graduate students enrolled half-time (2 credits/semester) must complete both credits within the semester they are opened.

Otherwise, graduate students enrolled above half-time status must make 67% progress each semester. Progress is defined as the number of credit hours completed with a C or better divided by the total credit hours attempted. For example, if 4 credits are opened and 2 of those credits are completed by the end of the semester,  $2/4$  credits = 50% progress. If a 4-credit course is opened, the course must be completed to be in SAP compliance. A course is considered “attempted” if it has been activated. Exceptions to this include:

- FLDW 571 – 572: Fieldwork courses must simply be completed by course expiration date.
- PROD 511 and MDWF 560/584: Prospectus and thesis/project completion courses must be completed by course expiration date.

**Extensions:** If a class is not completed by the end of an 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 graduate student has achieved 67% progress through the evaluation period.

A graduate student who fails to achieve 67% progress due to taking out a course extension will be given until the end of the current 22.5-week payment period to complete the extension before Title IV eligibility will be lost.

**Maximum and Minimum Time Frames:** Graduate students will naturally need to take more than the minimum number of credits per semester 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.

Students must also be on pace to complete their program within 150% of the length of the program.

### ***SAP and Incompletes, Withdrawals, Repeats, and Transfer Credits***

The following applies to both undergraduate and graduate programs:

**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.

**Remedial Courses:** MCU does not offer remedial 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.

### ***Financial Aid Warning***

Upon evaluation at the end of each payment period, undergraduate or graduate students who fail to meet SAP standards will be issued a Financial Aid Warning via internal MCU messaging system. The student may continue to receive assistance under the Title IV, HEA programs for one payment period (30 weeks) 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 during the period 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 approved 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 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 payment 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***

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An undergraduate or graduate 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:

- i. Why he/she hasn't met the academic standards required, and
- ii. What has changed in the student's situation that will allow him/her to demonstrate SAP at the next evaluation.

In addition, the student must create an academic plan with his/her House Mother that will ensure that he/she will achieve SAP for the next evaluation. The student's House Mother must approve of this academic plan by signing the student's appeal letter. The student will be informed that he/she will lose eligibility for Title IV funding if he/she fails 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.

## Leave of Absence

### Policy

In the event that a financial aid recipient needs to take a Leave of Absence, the student and school must comply with the following:

**All Students:** To formally request a Leave of Absence, ALL students MUST:

- a) Inform Student Finances, and/or Financial Aid of their request and discuss financial aid implications, as appropriate.
- b) Submit a written and signed request to the Registrar for a Leave of Absence and include the following information:
  - Beginning and ending dates of the LOA requested
  - Reason for the LOA request.

The following are acceptable reasons for a leave of absence: military, medical, jury duty, loss of job, family emergency, employment emergency or other reasons which demonstrate the student's circumstance.

Late requests may be considered for approval if they include an explanation of the unforeseen circumstances that prevented the earlier submission of the request.

**Financial Aid Students:** Must complete the steps required of ALL STUDENTS and comply with the following:

Financial aid students must contact the Financial Aid Department as soon as possible upon determining that they would like to request a Leave of Absence (LOA) to discuss the impact on student aid. Students who do not return from an approved LOA will have all future loan disbursements canceled. The loan repayment grace periods established on all previously disbursed loans will have begun as of the first day of the student's approved LOA. Therefore, if the student does not return from an approved LOA, the student may have exhausted some or all of the grace period and may be required to enter into immediate repayment on previously disbursed loans. Students will need to contact their lender regarding grace period rules and requirements. If the student does not return following the leave of absence period, MCU will consider the student as having permanently withdrawn and will apply its refund policy.

Please note that your LOA may not exceed 180 days. If your LOA exceeds 180 days, MCU will consider the student as having permanently withdrawn and will apply its refund policy. LOA will be issued in accordance to MCU's policies and procedures located in the handbook.

## **Withdrawing: Treatment of Title IV Aid When a Student Withdraws**

**Official Withdrawal:** A student may officially withdraw by contacting the Registrar about his/her intention to withdraw. The official withdrawal date will be the date the student made contact with the Registrar. If the student was unable to contact the Registrar due to an extenuating circumstance such as a car accident, the withdrawal date will be the date that the extenuating circumstance occurred.

**Administrative Withdrawal:** A student will be issued an administrative withdrawal if the student fails to begin attendance in a course within the add/drop period of the start of the semester without the school's permission. The student is considered a withdrawal for Title IV purposes, and the school will consider the school determined withdrawal date the last day of the add/drop period.

**Unofficial Withdrawal:** Guided by MCU's Academic Progress Policy, an unresponsive student will be given four weeks to respond to an Academic Probation email and letter. Letter of explanation and intent must be received within four weeks of the probation or the student will be un-enrolled from a matriculated program and considered an unofficial withdrawal for Title IV purposes. The school determined withdrawal date will be the last day of academically related activity.

Note: The requirements for Title IV program funds when a student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. A copy of the school's refund policy is contained in the School Catalog.

To request an official withdrawal, all students must contact the Registrar about his/her intent to withdraw. The law specifies how Midwives College of Utah must determine the amount of Title IV program assistance that a student earns if the student withdraws from school, either voluntary or involuntary. The withdrawal date that is used in determining a student's refund or repayment

## Title IV Policies & Procedures

will be defined as the actual date that the student begins the withdrawal process, or the student's last day of academically related activity, should the student leave the school without notification.

The U.S. Department of Education requires Midwives College of Utah to use the Return of Title IV Funds Policy for students who withdraw from school and who are receiving Federal Title IV student financial aid. Title IV funds refer to federal financial aid programs authorized under the Higher Education Act of 1965 (as amended). The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq Afghanistan Service Grants, Academic Competitiveness Grants, National SMART Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during a payment period, the amount of Title IV program assistance that a student has earned up to that point is determined by a specific formula. If a student received (or MCU or parent received on student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than earned, the school and/or student must return the excess funds.

The Department of Education expects a student to earn the financial aid they receive. Students who receive federal aid in the form of a Federal Pell Grant, or Federal Stafford Student Loan(s) are expected to earn those funds by attending school and completing the time in the term for which they are paid.

The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student was scheduled to complete 30% of the student's payment period at the time the student withdrew, the student earns 30% of the assistance that the student was originally scheduled to receive. Once a student has completed more than 60% of the payment period, the student earns all the assistance that the student was scheduled to receive for that period. The percentage of the period completed is calculated as follows:

Number of calendar days completed in the period / Total number of calendar days in the payment period.

The completion date of the payment period must be projected based on the student's progress as of the withdrawal date.

If a student did not receive all of the funds that the student earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. A student may choose to decline some or all of the loan funds so that the student does not incur additional debt. The school may automatically use all or a portion of a student's post-withdrawal disbursement (including loan funds, if the student accepts them) for tuition, fees and books/supplies. For all other school charges, the school needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

There are some Title IV funds that a student is scheduled to receive that cannot be disbursed to the student once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and the student has not completed the first 30 days of the student's program before the student withdraws, the student will not receive

any Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

If the student receives (or the school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- a.) The student's institutional charges multiplied by the unearned percentage of the student's funds, or
- b.) The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the student's parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of a grant overpayment that a student must repay is half of the grant funds a student received or was scheduled to receive. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. A student must make arrangements with the school or the Department of Education to return the unearned grant funds.

Students who do not begin or stop attendance in a course may be subject to this policy, if not actively attending at least one other course. Students in this situation are required to confirm their written intent to attend the course scheduled later in the term. If a student provides written confirmation of the intent to attend but fails to attend, the student will be withdrawn as of the date of the last attendance. Students may change the date of their intent to return only when received by the College prior to the original return date.

## **Penalties for Drug Law Violations**

A federal or state drug conviction can disqualify a student from Federal Student Aid funds if the conviction was for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. Length of ineligibility varies based upon whether the conviction was for a first or subsequent offense. If eligibility is lost, you will be notified as to the steps you can take to reestablish eligibility.

For more information, please visit our consumer information webpage.

## **Verification Policy**

### **Policy**

Student ISIRS may be selected for verification by the Department of Education or by Midwives College of Utah. Applications are not considered complete, and aid will not be disbursed, until after the verification is complete. Award letters are created after verification is complete, so there should be no resulting overpayment of funds.

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### **Implementation Detail**

1. The Third-Party Servicer and the MCU Financial Aid Department (MCU Fin Aid) reviews all ISIRs.
  - New students: ISIR review occurs after students are accepted into the program and are officially enrolled.
  - Continuing students: ISIR review occurs when a student is eligible for the next payment period that falls under the new ISIR.
2. MCU Fin Aid notifies students by email if they have been selected for verification by Central Processing System. When selected MCU instructs the student to complete the Third-Party servicer verification worksheet and provide supporting documentation.
3. The student submits all required documentation to MCU. MCU forwards this to the Third-Party Servicer.
4. Third-Party Servicer performs the verification.
  - If additional follow-up is needed, the Third-Party servicer informs MCU. MCU will contact by email the student until the application is considered complete.
  - If verification is determined to be complete, the Third-Party servicer informs MCU. MCU notifies the student by email.
  - The Third-Party Servicer makes corrections to application information based on results of verification.

ISIRs may also be selected for verification if the MCU financial aid department receives internal information that conflicts with the ISIR. MCU will request documentation by email, as appropriate, to resolve the conflicting information and forward this to the Third-Party Servicer for review.

The Third-Party Servicer has a full-time verification manager that oversees the department and has successfully trained a staff to identify all aspects of verification per the regulations set forth by the Department of Education:

- Implemented a “File Review” system process that identifies all areas that need analysis on all ISIRs imported in to our system to prevent human error during the file review process of ISIRs
- Consolidated the verification team to only employees who perform verification, and no additional tasks so that those employees remain up-to-date and focused on the verification process as a whole
- Updated all verification documentation to not only reflect what the Department mandates, but also to make all verification easier to interpret for schools, students, and their own verification specialists.

If additional follow-up is needed, the Third-Party servicer informs MCU. MCU will contact the student by email until the application is considered complete.

Once verification is determined to be complete, the Third-Party servicer informs MCU. MCU notifies the student by email.

## **TITLE IV CREDIT BALANCES POLICY**

### **Paying Student Credit Balances**

#### **Policy**

Midwives College of Utah's (MCU) policy on paying all student credit balances is modeled after the requirements of Title IV student credit balances. A Title IV credit balance occurs whenever MCU credits Title IV program funds to a student's account and those funds exceed the student's allowable charges for the payment period.

#### **Implementation**

MCU pays by check or direct deposit the excess Title IV program funds (the credit balance) as well as credit balances not related to Title IV funds directly to the student as soon as possible, but no later than **14 days after**:

- The date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period; or
- The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

### **Treatment of Title IV Credit Balances When Student Withdraws**

#### **Policy**

This treatment applies only to the handling of Title IV credit balances when a student withdraws.

#### **Implementation**

When a student withdraws from MCU during a semester, a Title IV credit balance is handled as follows:

- MCU does not release any portion of the Title IV credit balance to the student, and does not return any portion to the Title IV programs prior to the performing of the Return Calculation by MCU's Financial Aid Office.
- Financial Aid Office performs the Return Calculation, including any existing Title IV credit balance for the period in the calculation as disbursed aid.
- Any applicable refund policy (state, accrediting agency, institution, etc.) is applied to determine if doing so creates a new or larger Title IV credit balance.

Title IV credit balances are then allocated as follows:

- Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal.
- MCU must return such funds to the Title IV grant account within 14 days of the date MCU performs the Return Calculation. (Although not included in a Return Calculation, any Title IV credit balance from a prior period that remains on a student's account when the student withdraws is included as Title IV funds when MCU determines the amount of any final Title IV credit balance when a student withdraws.)
- MCU must use the final credit balance first to satisfy any current student grant over payment.



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- Within 14 days of the date that MCU performs the Return Calculation, MCU pays any remaining Title IV funds.

### **Holding Credit Balances**

#### **Policy**

MCU may hold excess FSA funds (credit balances) if it obtains a voluntary authorization from the student or parent.

#### **Implementation**

Because FSA funds are awarded to students to pay current year charges, notwithstanding any authorization obtained by MCU from a student or parent, MCU must pay:

- Any remaining balance on loan funds by the end of the loan period, and
- Any other remaining FSA funds by the end of the last payment period in the award year for which they were awarded.