MARYHURST UNIVERSITY
FINANCIAL AID OFFICE
17600 Pacific Highway (Hwy 43)
PO Box 261 • Marylhurst, OR 97036-0261
503.699.6253 • 800.634.9982, ext. 6253
FAX: 503.635.6585
Email: finaid@marylhurst.edu
Web Site: www.marylhurst.edu

SATISFACTORY ACADEMIC PROGRESS
Federal regulations require that students make Satisfactory Academic Progress toward completing their degrees to receive federal financial aid. This policy defines Satisfactory Academic Progress, the process by which financial aid is revoked for failure to make Satisfactory Academic Progress, and the process by which students may appeal Satisfactory Academic Progress decisions. This policy applies to all federal, state, and institutional aid. This policy applies to all matriculated students at Marylhurst University.

MARYLHURST UNIVERSITY SATISFACTORY ACADEMIC PROGRESS
Satisfactory academic progress is evaluated at the end of each term. Financial aid recipients are required to maintain the following standards of satisfactory academic progress:

• Students are required to complete the number of credits for which they received financial aid. For example, if a student received aid based on 6 credits, they must complete 6 credits. Students must be at least half-time to receive financial aid (6 credits for an undergraduate student and 5 credits for a graduate student).
• All undergraduate students are expected to maintain both a term and a cumulative 2.00 GPA.
• All graduate students are expected to maintain both a term and a cumulative 3.00 GPA.
• Students receiving named scholarships may be required to maintain a significantly higher GPA.
• All students are required to complete their degrees within a timely manner.

If a student fails to meet any one of these standards, he or she will be classified as not making Satisfactory Academic Progress.

COMPLETING THE DEGREE IN A TIMELY MANNER
• Undergraduate full-time students are expected to complete their degree in a maximum of five years or prior to reaching 150% of the number of credits required for their degree (270 quarter credits for a bachelor’s degree).
• Any student enrolled less than full-time must complete their degree in a maximum of seven years or prior to reaching 150% of the number of credits required for their degree (270 quarter credits for a bachelor’s degree).
• All graduate students are expected to complete their master’s degree within five years or prior to reaching 150% of number of credits required for their degree.

FINANCIAL AID WARNING
Financial aid warning is just a warning status. Students who are on warning may still receive financial aid. Students are placed on financial aid warning as the result of the following scenarios:

• For undergraduate study
  o Term GPA is less than 2.00
  o Cumulative GPA is less than 2.00
  o Completion of less than 100% of credits attempted
• For graduate study
  o Term GPA is less than 3.00
  o Cumulative GPA is less than 3.00
  o Completion of less than 100% of credits attempted

Examples:
• If an undergraduate student enrolled for 6 credits and withdrew from 3 credits, they would have not have completed 100% of the credits for when they received aid.
• If an undergraduate student enrolled for 12 credits and received an “incomplete” grade for 3 credits, they would not have completed 100% of the credits for when they received aid.
• If a graduate student registered for 9 credits and completed them all, but achieved a GPA for the term of only 2.85.
• If a graduate student registered for 6 credits and received an “In-Progress” grade for 3 credits, they would not have completed 100% of the credits for when they received aid.

TO RESOLVE WARNING STATUS
To get out of warning status and get back into “Good Standing” students can do one of the following (depending on what caused them to go on warning for the term):
• Complete the next term successfully which is defined as completing 100% of all credits for the term with a GPA above the required minimum.

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• If the warning was caused by an “Incomplete” or “In-Progress” grade, have the “I” or “IP” grade changed to a passing grade before the end of the warning term.

Students who do not complete these requirements while on warning status will be placed on financial aid suspension for the next term.

FINANCIAL AID SUSPENSION
Students who go on warning status who do not successfully resolve their warning status by the end of the warning term will be placed on financial aid suspension. Financial aid suspension halts all federal, state and institutional aid and most outside scholarships and alternative loans. Students are placed on financial aid suspension as a result of the following scenarios:

• Undergraduate or Graduate student
  o Being placed on warning and not resolving the warning status during the next term or not completing the next term enrolled successfully
  o Reaching the maximum time frame for completing a degree program
• Undergraduate students who have reached junior status (90 or more credits) must have a cumulative GPA of a least 2.00 in courses taken at Marylhurst University**

Examples:
• Undergraduate student who has transferred in 95 credits and completes their first term at Marylhurst of six credits with only a 1.75 cumulative GPA at Marylhurst.
• Undergraduate student who has transferred in and completed over 270 credits at Marylhurst for a bachelor’s degree that only requires 180 credits.
• Graduate student who has received unresolved “Incomplete” or “In-Progress” grades two terms in a row resulting in unresolved warning status and not completing the next term satisfactorily while on warning.

APPEALING SUSPENSION STATUS
Students placed on financial aid suspension status and denied financial aid have the right to appeal their status. To appeal, a student must submit a written appeal to the Director of Financial Aid. The appeal should include the following information:

• A statement in their own words explaining why they failed to achieve the required credits and/or required GPA for multiple terms
• The actions they will take or have taken to correct or prevent the situation from re-occurring
• If the appeal involves a medical reason, documentation from a doctor indicating that they are cleared to return to school and that the medical condition will not prevent them from being successful in the future
• If the appeal involves exceeding the maximum time frame, documentation from the student’s academic advisor listing the remaining courses that are required to complete the degree

Appeal forms will be enclosed with suspension notices. They are also available in the Financial Aid Office or online at www.marylhurst.edu/financialaid/ by clicking on the “forms” link. Detailed examples of what could be included in an appeal are on the financial aid suspension appeal form
• Students who successfully appeal their suspension status will be placed on financial aid probation.
• If the Director of Financial Aid denies the appeal, the student can take their appeal to the Vice President for Enrollment Management.

**Undergraduate students who have reached junior status (90 credits) with a cumulative GPA below 2.00 cannot appeal their suspended status. Students can only regain eligibility once they earn a cumulative GPA of at least 2.00. This is a federal regulation and cannot be appealed to the Director of Financial Aid or the Vice President for Enrollment Management.

FINANCIAL AID PROBATION
Student’s who successfully appeal their suspension status will be placed on financial aid probation. Financial aid probation is similar to warning status. Students who are on probation may still receive financial aid.

TO RESOLVE PROBATIONARY STATUS
To get out of probationary status and get back into “Good Standing” students can do one of the following:

• Complete the probationary term successfully, which is defined as completing 100% of all credits for the term with a GPA above the required minimum.
• Successfully follow and complete the terms of their academic plan as detailed in their financial aid suspension appeal.

Students may receive aid for only one term while on probation, unless they are successfully following their suspension appeal plan.

If a student does not maintain satisfactory academic progress during the probationary term, they will be placed back on financial aid suspension.

Students can appeal multiple suspension statuses only if they have a DIFFERENT reason for not being successful. Federal regulations do not allow multiple suspension appeals due to the same reason. 03/2011