

**FINE Mortuary College**  
**Office of Financial Aid**  
**2021-2022 Student Satisfactory Academic Progress Policy (SAP)**

**Purpose and Background:**

The U.S. Department of Education mandates that institutions receiving Title IV funds (federal financial aid) evaluate each student's progress towards the completion of their degree. Progress is evaluated in Qualitative terms (cumulative grade point average) and Quantitative terms (cumulative course completion rate or pace) which also includes the Maximum Timeframe for program completion. To be eligible for Title IV funds, a student must make Satisfactory Academic Progress, and FINE Mortuary College must have a reasonable policy for monitoring that progress. The Department of Education considers a Satisfactory Academic Progress policy to be reasonable if it meets both the qualitative and quantitative criteria as set by FINE Mortuary College. The policy must also establish and monitor maximum timeframes by which a student must complete his/her program of study. The goal of this policy is to offer each student the opportunity to succeed academically throughout their program, while ensuring that federal funds are used responsibly by students to pursue their academic and professional goals.

**Scope:**

This policy applies to all Title IV Federal Financial Aid Programs, as well as any FINE Mortuary College Need-Based Aid. All recipients of the above-mentioned aid types must maintain Satisfactory Academic Progress according to this policy. The policy also applies to all programs of study and enrollment statuses, including those for which students do not apply for federal student aid. To maintain SAP, all students must satisfy both, the minimum qualitative and quantitative components of the SAP policy. All periods of enrollment are considered when evaluating SAP, even those periods for which the student did not receive Federal Student Aid.

**Evaluation Period:**

FINE Mortuary College evaluates SAP at the end of each Financial Aid payment period (Fall, Winter, Spring, Summer). A detailed review of the specific requirements is presented below.

**Standards of Satisfactory Academic Progress**

**Qualitative Standard: Minimum Grade Point Average (GPA)**

All students must have a minimum cumulative GPA of 2.00 at the end of each payment period. Only credits earned at FINE Mortuary College will be considered in the calculation of the cumulative GPA. The grade or quality points from transfer courses will not be included in a student's FINE Mortuary College grade point average.

Remedial coursework, if required, will be included in the qualitative assessment of SAP, even if a letter grade is not assigned (i.e. Pass/Fail or Satisfactory/Unsatisfactory).

**Quantitative Standard: Pace of Progress (Successful Completion of Courses)**

This component is a measure of the extent to which a student is successfully completing his/her coursework. The quantitative component is calculated by dividing the cumulative earned credit hours by the cumulative attempted credit hours and is evaluated at the end of each payment period. Students must successfully complete at least two-thirds (66.67%, rounded from .666666667) of all attempted credit hours. For example, if you attempt 12 credit hours a term, you are expected to complete at least 8 credit hours. All students must successfully complete 66.67% of all (cumulative) attempted credit hours to stay on pace with the maximum time frame requirements.

### Example: Pace of Progress

Cumulative Attempted Credits	Cumulative Earned Credits	Pace (Completion Rate)	Pace/Completion Requirement Met?
24 credits	24 credits	100%	Yes
48 credits	12 credits	25%	No
72 credits	48 credits	66.67%	Yes
10 credits	5 credits	50%	No

\*This table is meant to show how the Pace calculation is completed. Individual Pace calculations will be based on courses attempted and earned (successfully completed) by the student.

A completed credit hour is defined as a credit hour associated with a course in which the final awarded grade/mark was A, B, C, D, F or P or their +/- variants. Please note that while some final marks do not count towards the cumulative GPA (i.e. W, TC, R, I, or P), they do count towards progress standards regarding the successful completion of courses. The credit hours associated with transfer credits are included in the calculation of pace as both attempted and earned credits. Grades of incomplete are counted as attempted credit hours, but not earned. If a student subsequently completes the incomplete course requirements, the Financial Aid Office will be notified and a recalculation of SAP will be conducted.

Repeated coursework is counted as attempted with each occurrence but earned only when a passing grade is received.

### **Special Note Regarding Repeat Coursework:**

To pass and earn credit for a course, a student must earn a minimum course average of 75% AND earn a minimum score of 75% on the comprehensive final exam. This policy (75% course average + 75% final exam) applies to all courses except CC306 and CC307 (Clinical Cooperatives graded as pass/fail) and SK099 and DS099, which carry no course credit. Students must pass a course within three attempts, except for the Comprehensive Review Course (RV 232). Students must pass the Comprehensive Review Course within two attempts. Any exceptions must be approved by the Program Director or designee. For Federal Student Aid purposes, a student may receive aid for a previously passed course only once. A student may receive aid repeatedly for retaking previously failed coursework. However, it is important to note that SAP Pace requirements may not be met (repeated coursework is counted as attempted, but not earned until a passing grade is received).

### **Credits and Grades Used to Determine GPA, Pace and Maximum Time Frame:**

Successfully completed courses are considered attempted and earned in the GPA, Pace of progression and Maximum Timeframe standards. All coursework attempted, including repeated and withdrawn coursework recorded on the student academic record is considered when calculating Pace and Maximum Time Frame.

An explanation of the FINE Mortuary College Grading System is published at the following link:

<https://www.fmc.edu/sites/default/files/assets/documents/forms/fmc-college-catalog.pdf>

Grade Inclusion Chart for purposes of calculating GPA and Pace of Progression:

Course/Grade	Included in GPA	Included Earned Credits	Included Attempted Credits
Grades: A, A-, B+, B, B-, C+, C, C-	X	X	X
Grades: F, D+, D, D-	X		X
Grades: W			X
Grades: TC (transfer credit)		X	X
Grades: R*			X
Grades: I*			X
Grades: P	X	X	X

\*Successful completion of repeated or incomplete coursework will result in grade quality points included in the GPA as completed/earned and credit hours included in pace as completed/earned.

**Maximum Timeframe:**

All students are expected to finish their degree or certificate program within a maximum time frame, no longer than 150% of the published length of the program. For undergraduate students, the Maximum Timeframe is measured in credit hours. For example, if a degree requires 70 credits, a student may not attempt more than 105 credit hours to achieve the degree;  $70 \times 1.5$  (or 150%) = 105 credits. Additionally, and because Maximum Timeframe is evaluated at the end of each payment period, any student determined to be mathematically unable to complete the program of study within the Maximum Timeframe will be ineligible for aid from the point at which the determination is made. Please see the section on Financial Aid Suspension below.

**SAP Review and Evaluation Process**

All students are evaluated at the end of each payment period (term). Upon review, one of the following statuses will apply:

**Satisfactory:** Students are placed in this status after determining that the student is achieving the minimum qualitative and quantitative standards required for satisfactory academic progress.

**Financial Aid Warning:** Students who have not met the qualitative and/or quantitative standards for satisfactory academic progress are placed on Financial Aid Warning. Warning status lasts for one payment period (term) only, during which the student may continue to receive FSA funds. Students placed on Warning are required to meet with the Campus Manager to review progress and develop an Action Plan for improvement. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation.

**Financial Aid Probation:** A student who has failed to meet progress standards at the end of a Financial Aid Warning period will be suspended from Financial Aid eligibility. Suspended students can appeal for reinstatement of eligibility. If the appeal is submitted timely and successful, the student is considered to be on Financial Aid Probation. Students whose appeals are approved are granted one additional term of aid and must complete and follow an Academic Plan as defined by the College. An evaluation of SAP will be conducted at the end of the Probationary term. Students are expected to meet the standards of academic progress upon completion of the probationary term. The institution allows only one appeal per enrollment period. Appeals must be submitted to the Campus Manager no later than 5 business days after notification of SAP status is received from the College.

**Financial Aid Suspension:** Students who fail to meet the conditions of the appeal approved and financial aid probation conditions will be placed on financial aid suspension. Students who also fail to submit an appeal to reinstate Financial Aid eligibility are considered Financial Aid Suspended. However, they may continue in the program by utilizing their own non-Federal Financial Aid resources to pay program costs.

**Financial Aid Appeal:** Students who submit an appeal must do so provided there are mitigating circumstances that inhibited their academic progress. The appeal must explain, and documentation must support, the unusual circumstances that prevented the student from meeting required academic standards. Examples of hardship may include the death of a close family member, extended student illness, student personal injury or other extraordinary circumstances. College decisions on appeals are final and cannot be appealed further to the U. S. Department of Education. Also note, the mere passage of time will not restore eligibility to a student who has lost aid eligibility for failure to make satisfactory progress. Students must take action to achieve the minimum required standards and be re-evaluated to determine eligibility. Appeals must be submitted to the Campus Manager no later than 5 business days after notification of SAP status is received from the College.

**Student Notification:**

A student not meeting the standards at the end of each payment period (term) will be notified via email or in person of their Financial Aid status. Students may also check their SAP status at any time with the Program Director. Official notification is given within five days after all grades have been posted. The notification will include an explanation of the standards evaluated and instructions on how to proceed based on the students' status (Satisfactory, Financial Aid Warning, Financial Aid Probation, Financial Aid Suspensions, etc.).

**Special Considerations:**

FINE Mortuary College may elect to disregard courses taken during the COVID 19 pandemic for purposes of future determinations of cumulative GPA, Pace and Maximum Timeframe. Students must notify the Campus Manager or Program Director if such a review is requested and all decisions made by the Campus Manager or Program Director are final and cannot be appealed.