

CHATHAM UNIVERSITY
SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

In accordance with federal regulations, students must meet the following satisfactory academic progress requirements in order to maintain eligibility for Pell Grants, SEOG, Perkins Loans, Federal Family Educational Loans (Stafford and PLUS), Federal Student Employment, and Chatham University funded grants and scholarships. (Continued eligibility for state grants is governed by the appropriate state agencies – for example, ****PA State Grant recipients must earn a minimum of 24 credits for every two terms of full-time state grant assistance.**)

This policy sets forth the minimum requirements for academic progress. These requirements include both quantitative and qualitative measures. The quantitative measure establishes the minimum number of credits that must be completed each academic year in order to progress satisfactorily toward degree completion and the maximum time frame for which a student can receive financial aid toward the completion of a degree. The qualitative measure establishes a minimum required grade point average.

Students should be aware that their entire academic record will be considered in the determination of their continued eligibility for financial assistance.

QUANTITATIVE MEASURES

All financial aid recipients must meet the minimum credit requirement based on cumulative terms progressed. The chart below designates the minimum number of credits a full time undergraduate student must successfully accomplish upon completion of the designated term.

Number of Terms Attended	1	2	3	4	5	6	7	8	9	10
Number of Completed Credits Required	12	24	36	48	60	72	84	96	108	120

Full time graduate students must complete 18 credits for every two terms of enrollment. Part-time graduate students must complete 75% of credits attempted.

Grades of “W” and “F” are not considered as successful completion of attempted credits. In addition, while incomplete grades (“I”) are not considered as successful completion of credits attempted, the student can request that her progress be reviewed again once she completes the necessary coursework. Repeat courses will impact the student’s cumulative GPA, but will not impact cumulative credits earned. Non-credit remedial courses are not counted toward credits earned or cumulative GPA.

Full time students pursuing a four-year degree have a maximum of 5 years in which they can receive aid toward the completion of their degrees. Degreed students pursuing Teacher Certification have a maximum period of 2 years in which they can receive aid toward completion of their requirements.

QUALITATIVE MEASURES

All students, whether full or part-time, undergraduate or graduate, must maintain a cumulative grade point average of 2.0.

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EVALUATION OF CONTINUED AID ELIGIBILITY

- The academic progress of financial aid recipients will be monitored at least once per academic year. Students will be notified, in writing, of their status.
- Students failing to meet the standards set forth **will be permitted to receive financial aid for up to two probationary terms** to re-establish satisfactory progress.
- **At the end of the first probationary term**, the student's academic record will be reviewed. **If progress has not been re-established, the student will be placed on her second and final financial aid probationary term.**

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- **At the end of the final probationary term**, the student's academic record will again be reviewed. Failure to re-establish progress will result in financial aid suspension (termination).

The suspension (termination) of financial aid does not prohibit students from continued enrollment at Chatham University. However, until academic progress is re-established, students must provide their own financing. There are private loans which can be used for students who are not making satisfactory academic progress.

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THE APPEAL PROCESS

A student whose aid has been terminated may appeal the decision by:

- 1) Providing a statement explaining the basis for the appeal – outlining the extenuating circumstances that led to the failure to meet Satisfactory Academic Progress Standards. (Please provide supporting documentation from physicians, parents, etc.)
- 2) Providing a statement regarding how she will be able to re-establish Satisfactory Academic Progress.

*All statements must be submitted to: Director of Financial Aid/Appeal Committee
Chatham University, Woodland Road, Pittsburgh, PA
15232*

Upon review of the letter of appeal, the student will be notified in writing of the decision.