

MMI SAP Policy

MMI SAP Policy: Satisfactory Academic Progress Policy for Federal Student Financial Aid

Federal regulations require that cadets receiving federal financial assistance (Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity (SEOG or Direct Student Loans) maintain a minimum standard of academic progress. Academic progress will be assessed at the time a cadet is awarded financial aid and reviewed each semester. Academic progress will be monitored for all terms of enrollment, whether financial aid was received. In accordance with federal guidelines, cadets receiving federal financial aid at Marion Military Institute must meet the following requirements:

1. Time frame: Cadets receiving financial aid are subject to a maximum time frame in which they can receive financial assistance. The maximum time frame that a cadet can receive financial aid to complete a degree is 150% of the published program length measured in semester hours attempted. The average time allotted for an Associate degree program is 96 hours attempted. Cadets who transfer from other colleges will have all credit hours taken at other schools included in the 96-hour total.

2. Grade Point Average: Each cadet will be expected to meet or exceed the following GPA at the indicated points in his/her program of study:

Credit Hours	Minimum Cumulative GPA
12-21 semester hours	1.50
22-32 semester hours	1.75
33+ semester hours	2.00

3. Completion Rate: To maintain the minimum standard of academic progress toward the completion of their degree cadets must successfully complete 2/3 of all Marion Military Institute credit hours attempted. (Hours attempted include repeated courses, dropped courses, withdrawals, and incomplete courses.) This measure becomes effective when a cadet has completed 21 Marion Military Institute credit hours. Withdrawals count as hours attempted but not earned.

4. Developmental courses: A cadet may not enroll in the same developmental course more than three times and continue to receive financial assistance for that course. A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental work. Also, effective beginning Fall Semester 2009, developmental hours taken at Marion Military Institute will not be included when determining a cadet's grade point average, completion rate progress for financial aid or maximum time frame allotment.

5. Financial Aid Probation: A cadet who fails to meet one or more of the SAP requirements for the first time will be placed on Financial Aid Probation during the next term of enrollment at Marion Military Institute. The cadet will still be eligible to receive financial aid while on probation

6. Extension of Financial Aid Probation: Cadets on Financial Aid Probation who meet all of the SAP requirements for coursework attempted during their probationary term but is still not meeting one or more of the minimum SAP requirements may request in writing to the Director of Financial Aid an extension of their Financial Aid Probation.

If, at the end of the second probationary semester, the cadet is still not meeting one or more of the minimum SAP requirements, the cadet will be placed on Financial Aid Suspension and will become ineligible for federal and state financial aid.

7. Financial Aid Suspension: If, at the end of the probationary semester, the cadet does not meet all the SAP

requirements for coursework attempted that semester but is still not meeting one or more of the minimum SAP requirements, the cadet will be placed on Financial Aid Suspension and will become ineligible for federal and state financial aid.

8. Review process: Academic progress will be assessed at the time a cadet is awarded financial aid and reviewed each semester.

9. Regaining eligibility: To regain eligibility, a cadet must attend Marion Military Institute at his/her own expense until the standards outlined in this policy are met.

10. Appeal process: A cadet who loses his/her financial aid because of a failure to meet these academic progress requirements may appeal if there are extenuating circumstances. Appeals must be submitted in writing and will be reviewed by the Financial Aid Committee. Each cadet will be notified in writing as to the outcome of his/her appeal.

Satisfactory Academic Progress Appeal Form for Financial Aid



SATISFACTORY ACADEMIC PROGRESS FINANCIAL AID APPEAL FORM

Last Name _____ First Name _____ M _____

Street Address _____ City _____ State _____ Zip _____

Student ID _____ Phone _____ Email _____

Semester Requesting Reinstatement (Select one): Fall Spring Summer _____ Year

Reason for Appeal:

- GPA lower than required
- Attempted 3 Programs
- Rate of completion/pace lower than required
- Maximum time without a degree earned

INSTRUCTIONS

- Attach letter outlining mitigating circumstances beyond your control that prohibited you from meeting Financial Aid Satisfactory Academic Progress (SAP) requirements. Also explain the changes that have occurred since your last attendance that will enable you to meet Financial Aid Satisfactory Academic Progress requirements for future semesters.
- Attach appropriate documentation for mitigating circumstances. Examples would include letter confirming medical treatment/illness, severe accident, or death in immediate family and/or how that family member's death affected your academic progress.

Financial Aid Appeals submitted without any documentation will be denied.

Submission of this form does not guarantee an approval. My signature certifies that the information and documentation I am submitting in support of this appeal is accurate and complete. I understand that any false information will be cause for denial of this appeal.

If my appeal is denied, I understand that I am responsible for paying my tuition and fees I have incurred and will not be eligible for any types of financial aid that requires the Standards of Satisfactory Academic Progress to be met.

Student Signature _____ Date _____

Return the Financial Aid Appeal Form and all required forms to following address:

**Marion Military Institute
Financial Aid Office
1101 Washington Street
Marion, AL 36756
Phone: 1-800-664-1842
Fax: 334-683-2383**