

PLEASE NOTE: *State aid is limited to ten semesters and JCU funding is limited to eight semesters, regardless of whether or not the student has reached the **180** credit hour limit.*

Students who have changed their major or are pursuing a double major are still subject to this regulation.

PACE (ATTEMPTED CREDIT HOUR COMPLETION RATE):

To ensure that students earn a degree within the maximum time frame allowed, undergraduate students must show a minimum completion rate of 67% of classes attempted; Graduate students must successfully complete a minimum of half (50%) of credit hours attempted each period of enrollment. Attempted hours do not include audited hours. At the end of each term of enrollment, including summer if applicable, students will be reviewed to determine if they have successfully achieved the appropriate number of credit hours. Attempted hours are hours for which charges were incurred, including courses in which a “W” or “WF” (withdrawn) is reported. Audited hours are excluded from attempted hours. The calculation is determined by dividing the total number of credits earned by the total number of credits attempted. *Repeated courses will be included in attempted hours.*

Please note, transfer hours will be included in both the attempted hours and earned hours of the pace calculation as well as maximum time frame calculation.

Exceptions to SAP Policy

Reinstatement of Financial Aid after Dismissal

Certain situations may exist whereby a student may be allowed to continue enrollment and receive financial aid while not explicitly meeting these Federal Standards of Progress. Students that have been dismissed from the University in a prior semester, but never had aid suspended, and are duly readmitted to the University are eligible for reinstatement of Financial Aid. Once approval for readmission is granted by the Academic Dean’s Office, eligibility for federal, state and institutional student aid will be reviewed to determine if eligibility for reinstatement has been met. Aid will remain intact as long as the student is making reasonable progress toward degree completion. Under these circumstances, **Reasonable Progress** is defined on an individual student basis per an academic plan created by the Dean’s office. This progress will be monitored at the end of each semester of enrollment by the Dean’s Office until the student has returned to overall good academic standing. **Failure to abide by these academic expectations in any semester subsequent to readmittance will result in a final dismissal from the University and permanent suspension of all financial aid without any further chance of appeal.**

Appeal Process

A student who believes extenuating circumstances prevented their compliance with satisfactory academic progress may appeal. A student must indicate in writing to the Appeals Committee the reasons why it is believed that aid should not be terminated as a result of academic performance. Once the appeal has been reviewed, the student will be notified by email as to whether the warning or suspension is still justified or amended. In order for an appeal to be reviewed, the following information must be submitted:

1. A **written explanation** of mitigating or extenuating circumstances that affected the ability to meet the standards of academic progress. Students must explain how this additional semester will bring the performance into federal compliance. Students must include the steps they plan to take to achieve this goal. Attach any documentation that will substantiate the appeal (i.e. medical documentation, supporting documentation, etc.) Mitigating circumstances include but are not limited to: medical, mental health, and family situations.

2. A detailed *Academic Plan* with appropriate support mechanisms in place the