



# Middlebury Institute of International Studies at Monterey

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## SATISFACTORY ACADEMIC PROGRESS

Federal regulations require all institutions to establish a Satisfactory Academic Progress policy for students who receive Federal financial assistance. The policy must comply with the minimum standards established in Federal regulations and include both qualitative and quantitative measurements for Good Academic Standing.

The Middlebury Institute of International Studies policy on Satisfactory Academic Progress exceeds the Federal minimum standards and defines Good Academic Standing as:

When the student's cumulative Grade Point Average (GPA) is on track to reach the required GPA of 3.00 to graduate and all of the following conditions are met:

- No grade of "C" has been received in any course taken that semester.
- An overall GPA of not less than 3.00 ("B" average) has been earned for Institute courses taken that semester.
- No more than two Incomplete Grades appear on the student's record.

### **Financial Aid Warning**

A student's academic standing is reviewed at the end of each semester. A student who fails to maintain Good Academic Standing for any semester is given a written warning by the Financial Aid Office for one semester and will be expected to meet the criteria listed above by the end of the semester in which they received the written warning.

### **Financial Aid Probation**

A student who does not regain satisfactory academic standing by the end of the semester in which they received the written warning will ***not*** be eligible for financial aid or the merit scholarship unless they successfully appeal their situation and have been approved by the Financial Aid Director and their Dean. The Appeal must include the following:

- . What the student intends to do to reestablish satisfactory academic progress.
- . The circumstances surrounding why the student did not obtain satisfactory academic progress.
- . What has changed in a student's situation that will allow them to reach satisfactory academic progress by the end of the next evaluation period.

If they are successful in their appeal they will be given one semester on financial aid probation in order to regain Satisfactory Academic Standing. If their appeal is denied, they are ineligible for financial assistance until they are back in good standing. If the student does not regain Satisfactory Academic Standing at the end of their probationary semester, they become ineligible for financial assistance. In all cases, letters will be sent to students notifying them of their situation.

Students enrolled in the Bachelor of Arts in International Studies (BAIS) program must complete their degrees within three years (six semesters) from their initial enrollment at the Institute. Financial aid will ***not*** be available to BAIS students who exceed the six-semester enrollment limit.

Students enrolled in a graduate program must complete their degrees within three years (six semesters) from their initial enrollment at the Institute. Financial aid will **not** be available to graduate students who exceed the six-semester enrollment limit. (Students in advance entry programs have a maximum of five semesters).

A student may repeat a course by registering for the course again and paying the appropriate fees. When a student repeats a course, the grade recorded the first time the course was completed remains permanently on the student's transcript. However, only the new grade will be considered in the calculation of the student's Grade Point Average.

For students that change degrees, the coursework that will transfer into the new degree will be counted towards the student's both the qualitative SAP calculation, and the quantitative calculation. In other words, the pace by which a student is progressing in their degree will be calculated by determining the cumulative number of hours the student has successfully completed by the number of cumulative hours the student has attempted, regardless of the degree. In addition, any units counting towards the new degree will also be subject to the cumulative GPA calculation.

Credits accepted from other schools will be counted in the quantitative calculation as both attempted and completed credits.

Withdrawals do not count against a student's GPA. However, withdrawals will count against a student for quantitative purposes. In other words, it will be counted as attempted coursework with regards to the pace by which a student will be expected to complete their degrees.

For students that are not in good standing when they leave one degree to begin another, they will be placed on academic warning for the first semester of their new degree. If they fail to attain good standing after their first semester, they will be placed on financial aid probation.

## **APPEAL PROCEDURE**

Students wishing to appeal their financial aid ineligibility and request a semester on financial aid probation **or** who have exceeded the maximum timeframe for completing their degree must submit a letter to the Office of Student Financial Services (OSFS) explaining the circumstances involved in their lack of academic progress. The OSFS Appeals Committee will review the student's request and make a recommendation to the OSFS. Circumstances such as illness, death in the family, extreme financial hardship necessitating full-time employment or a change in educational objectives may be considered for extension of eligibility.