

The Financial Aid Office is required by federal law to measure the Satisfactory Academic Progress (SAP) made toward the receipt of your Master of Traditional Chinese Medicine (MTCM) or Master of Acupuncture (MAc.) degree. This policy pertains to all students that currently attend Five Branches University.

Federal regulations require that academic progress be monitored using qualitative and quantitative measurements. These standard measurements apply to all students.

Academic progress is monitored after each payment period (Fall, Spring, and Summer terms). If at any point it is clear the student will not be able to meet qualitative and/or quantitative standards for timely completion of degree, the student becomes ineligible for aid and/or may be prohibited from continuing in their program.

<u>Qualitative Measure</u>	<u>Quantitative Measure</u>
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Maintain a cumulative and term GPA of 2.75 <input checked="" type="checkbox"/> Students whose admittance is defined by SAP requirements must complete all stipulated requirements <input checked="" type="checkbox"/> Pass all courses with A,B, or C letter grade <input checked="" type="checkbox"/> No more than one incomplete (I) in any given term <input checked="" type="checkbox"/> The grading scale and corresponding effect of graded courses (i.e. pass/fail courses, incompletes, withdrawals, repetitions, and transfer credits from other schools) in calculating GPA and incremental unit evaluations be in compliance with policy as stated in the <i>Five Branches University Student Handbook</i>. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Incremental unit/pace evaluation (completed vs. attempted units) to ensure students have met the required pace of progress through the program to attain their educational goal within the maximum time frame <input checked="" type="checkbox"/> Incremental period is one term <input checked="" type="checkbox"/> Completion of 67% of all units attempted in any incremental period

Maximum Program Time Frame:

- MTCM – 12 total terms (spring, summer, fall)
- MAc. – 10 total terms (spring, summer, fall)
- To attend beyond these time frames, students must appeal to the Student Progress Review Committee.

Academic and Financial Aid Warning

- Students who fail to meet the Qualitative and/or Quantitative progress requirements are placed on Academic and Financial Aid Warning for the following term of enrollment.
- Students are placed on a Warning status for a period no longer than one (1) term.
- **During the Financial Aid Warning term, students may receive financial aid and must meet all SAP requirements.**
- Students who are placed on Academic and Financial Aid Warning will be notified by letter. The reason for the Financial Aid Warning and SAP Requirements for the following term will be explained in the letter.

Academic and Financial Aid Warning Reasons & Requirements

In order to maintain eligibility and continue to receive funds, students on Financial Aid Warning for the reasons listed below must meet the corresponding requirement(s) during the **following** term:

Financial Aid Warning Reason	SAP Requirement
Cumulative/Semester GPA less than 2.75	Complete subsequent term with 2.75 GPA and/or with grades sufficient to raise cum GPA to 2.75
F grade in a course(s)	Repeat course(s) with A, B, or C letter grade
Two (2) or more Incompletes	Complete courses with A, B, or C letter grade
Incremental Unit/Pace Requirement(s) not met	Complete more than 67% of attempted units
Breach in professionalism	Requirement contingent upon SPRC review
Exceed maximum program time frame	Requirement contingent upon SPRC review

Academic and Financial Aid Probation

- Students who fail to meet their Warning term requirement(s) by the end of the Warning term, will be placed on Academic and Financial Aid Probation for the following term.
- Students who are placed on Probationary status will be notified by letter. The reason for Academic and Financial Aid Probation will be explained in the letter.
- Students are placed on Academic and Financial Aid Probation until the completion of an approved Academic Plan. ALL SAP requirements must be met each term covered in the Academic Plan.
- Students whose admittance is defined by specific SAP requirements will automatically be placed on Warning.
- **Students must successfully appeal the Probation to receive financial aid for the following term.**

Academic and Financial Aid Disqualification

- Students who fail to meet their Probationary term requirement(s) and Academic Plan by the end of the Probationary term(s) will be disqualified from financial aid. Students who are disqualified from financial aid, but are not dismissed from the program can have aid reinstated after the successful completion of an Academic Plan as approved by the SPRC.
- Students whose Probationary appeal is denied are not eligible for financial aid. An appeal denied by the Review Committee (SPRC) may be appealed to the President; decisions made by this Office are final.

Appeals

Appeals must be made in writing to the Student Progress Review Committee. The appeal letter must contain the following:

- The appeal must describe any extenuating or mitigating circumstances that prevented compliance with the Progress Policy (i.e. death of a relative, an injury or illness).
- The appeal must explain what has since changed in the student's situation and the precise steps the student will take or is taking to gain good academic standing.
- The appeal must include an Academic Plan that specifies what classes will be taken each term to insure successful program completion and the date of the program completion.

The Student Progress Review Committee is responsible for reviewing and approving appeals. An approved appeal by the SPRC restores financial aid to the student during the Probationary term. The SPRC may require a meeting and/or further developed Academic Plan to ensure SAP requirements are met by a specific term.

An Academic Plan is an agreement between the student and University. Any changes to an agreed upon Academic Plan must be made by an additional written appeal.

Reinstatement of Aid

Students who are disqualified from financial aid, but are not dismissed from the program can have aid reinstated after a SPRC approved Academic Plan. The Academic Plan can include one or multiple terms until it reaches its contracted goal. Each term of the approved plan, Satisfactory Academic Progress is reviewed and must be passed to receive aid for the following term.

Student Progress Review Committee

Students placed on Academic Probation by the Student Progress Review Committee for any reasons not previously stated will also be considered to be on Financial Aid Probation or Financial Aid Disqualification. The Student Progress Review Committee is responsible for approving financial aid appeals. Students whose appeals are not approved by the SPRC are disqualified from financial aid. Please refer to the policies listed above for information regarding reinstatement of aid and/or disqualification appeals.