



# UNIVERSITY OF RICHMOND

## Policy Manual

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<b>Policy #:</b>	ENM-1104	<b>Policy Title:</b>	Satisfactory Academic Progress: Graduate School of Business
<b>Effective:</b>	08/15/2023	<b>Responsible Office:</b>	Office of Financial Aid
<b>Date Approved:</b>	08/15/2023	<b>Approval:</b>	Vice President for Enrollment Management
<b>Replaces Policy Dated:</b>	07/01/2018	<b>Responsible University Official:</b>	Assistant Vice President & Director of Financial Aid

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### SCOPE:

This policy applies to students enrolled in the Graduate School of Business at the University of Richmond.

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### POLICY STATEMENT:

#### *ENM-1104.1 – Policy*

#### **Masters of Business Administration**

According to federal regulations and University of Richmond (UR) policy, students must maintain Satisfactory Academic Progress (SAP) to receive federal and institutional financial aid. Some private loan programs also require SAP. Evaluation of students' progress for financial aid purposes is made annually at the end of the spring term to determine financial aid eligibility for the following year (summer term, fall term, and spring term). When assessing SAP, the University will review all terms of enrollment at UR as well as transfer work accepted toward graduate business degree requirements at UR, whether or not the student received financial aid during those terms.

The standards of academic progress outlined here are for the purpose of evaluating eligibility to continue receiving financial aid. They do not replace or modify academic standards required for continued enrollment at the University of Richmond.

SAP is checked annually at the end of the spring term. Students must meet both of the following requirements:

- have completed 67% of all attempted coursework, (including transfer work and pass/fail courses), and
- have achieved a cumulative grade point average of at least a 2.7

In addition, students must complete degree requirements within the 150% maximum timeframe allowed. That is, as the MBA degree program requires 45 hours to complete, the maximum number of hours attempted to complete the program cannot exceed 68 hours, including transfer work and pass/fail courses. Successful completion of a class means receiving one of the following grades for the class: A, B, C, D, or P. (MBA students who began the program prior to fall 2013 may be required to complete additional hours to earn their degree. The 150% maximum timeframe will be based on the hours required.)

Incomplete coursework, withdrawals, and course repetitions impact SAP in the following ways:

- Incomplete coursework (grade = Y) is not included in the GPA or in the number of credits earned but is counted as attempted credit. Temporarily incomplete coursework (grade = I) is included in the GPA and in both earned and attempted credit.
- Courses from which a student withdraws are not included in the GPA or in the number of credits earned but are counted as attempted credit.
- Repeated courses are counted only one time as earned credits. However, credits for each course taken, including all repeated courses, are counted as attempted credit. All grades earned in repeated classes will be calculated in the cumulative GPA.

Students not meeting the SAP requirements for financial aid at the end of the spring term will not be eligible for any additional financial aid until the standards are met. Denial of aid under this policy may be appealed by the student, in writing, to the Director of Financial Aid within 30 days of notification that the student is no longer eligible for aid. Appeals will be considered for the following circumstances: the death of a relative of the student; an injury or illness to the student; or other special circumstances. A student's appeal must include information regarding why the student is not meeting the SAP standards and what factors have changed that will allow the student's academic progress to improve by the next evaluation.

Successful appeals will lead to one of two SAP statuses: Financial Probation or Eligible for Financial Aid. A student may be placed on 'Financial Probation' for the subsequent enrolled term if it is determined that he/she can regain eligibility after one term. A student may be found 'Eligible for Financial Aid' based on an academic plan that outlines future academic progress for the student as established by the Director of Financial Aid. The student will be notified of their SAP status based on the merits of the appeal. If the appeal is not granted, the student will be notified of the decision and will be financially responsible for their educational expenses.

### **Masters of Management**

According to federal regulations and University of Richmond (UR) policy, students must maintain Satisfactory Academic Progress (SAP) to receive federal and institutional financial aid. Some private loan programs also require SAP. Evaluation of students' progress for financial aid purposes is made at the end of each term to determine financial aid eligibility for the following term.

Standards of academic progress outlined here are for the purpose of evaluating eligibility to continue receiving financial aid. They do not replace or modify academic standards required for continued enrollment at the University of Richmond.

Students must meet both of the following requirements:

- have completed 67% of all attempted coursework, (including pass/fail courses)
- have achieved a minimum cumulative grade point average (GPA), at the end of each term, of at least a 2.7.

In addition, students must complete the requirements for the MSM degree within the 150% maximum timeframe allowed. That is, as the MSM degree program requires 32 hours to complete, the maximum number of hours attempted to complete the program cannot exceed 48 hours, including pass/fail courses. Successful completion of a class means receiving one of the following grades for the class: A, B, C, D or P.

Incomplete coursework, withdrawals, and course repetitions impact SAP in the following ways:

- Incomplete coursework (grade =Y) is not included in the GPA or in the number of credits earned but is counted as attempted credit.
- Temporarily incomplete coursework (grade = I) is included in the GPA and in both earned and attempted credit.
- Courses from which a student withdraws are not included in the GPA or in the number of credits earned but are counted as attempted credit.
- Repeated courses are counted only one time as earned credits. However, credits for each course taken, including all repeated courses, are counted as attempted credit. Both grades will be calculated in the cumulative GPA.

Students not meeting the SAP requirements for federal financial aid at the end of each term will not be eligible for any additional financial aid until the standards are met. Denial of aid under this policy may be appealed by the student, in writing, to the Director of Financial Aid within 30 days of notification that the student is no longer eligible for aid. Appeals will be considered for the following circumstances: the death of a relative of the student; an injury or illness to the student; or other special circumstances. A student's appeal must include information regarding

why the student is not meeting the SAP standards and what factors have changed that will allow the student's academic progress to improve by the next evaluation.

Successful appeals will lead to one of two SAP statuses: Financial Probation or Eligible for Financial Aid. A student may be placed on 'Financial Probation' for the subsequent term if it is determined that he/she can regain eligibility after one term. A student may be found 'Eligible for Financial Aid' based on an academic plan that outlines future academic progress for the student as established by the Director of Financial Aid. The student will be notified of their SAP status based on the merits of the appeal. If the appeal is not granted, the student will be notified of the decision and will be financially responsible for their educational expenses.

*ENM-1104.2 – Applicable Regulations & Accreditation Standards*

Code of Federal Regulations 34 § 668.16(e), 668.32(f), and 668.34

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## **POLICY BACKGROUND:**

This policy was reviewed by the academic deans and President's Cabinet before approval on 06/22/2018.

This policy replaces the policy dated September 2016; 2018 revisions enhanced clarity but did not substantively change the standards for SAP.

Policy revised to add requirements for the Masters of Management program 8/15/2023

**POLICY CONTACTS:**

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Assistant Vice President, Financial Aid Office