Introduction

Federal law requires that financial aid recipients and applicants maintain satisfactory academic progress toward their educational objectives. The law compels students to maintain specified minimum grade point averages, successfully complete a specific number of units over a defined time limit, and finish their educational objectives within a specific period of time. The law further requires that all terms of college attendance be considered, including terms in which financial aid was not received. Academic records will be evaluated at the end of each semester and summer school to determine if standards are achieved. The following are minimum academic standards that must be met:

Qualitative Measure - GPA

Graduate students must maintain grade point averages sufficient to allow their continued enrollment as stated in the college catalog.

Quantitative Measure – TWO-THIRDS

Students must complete at least two-thirds of all units in which they originally enroll from the time of first attendance at Chapman. Thus, a first term student who originally enrolls in 9 units, withdraws from 3 units, and successfully completes the remaining 6 units would meet the quantitative measure requirement since the student passed at least two-thirds (6/9) of the units in which he or she originally enrolled.

This policy applies to cumulative units only. Thus, a student who successfully completes 21 units without withdrawing from any classes and then enrolls in 6 units but drops all of them would still be making satisfactory progress because the student would have completed 21 out of 27 total units which is greater than two-thirds.

TIME LIMIT

Students must complete their educational objectives within a reasonable period of time. To accommodate all students and their schedules, this “reasonable period” is not measured chronologically, but by the number of semester hours in which a student originally enrolls. The time limit is based on the number of units required for graduation multiplied by 150 percent. For instance, students who are required to earn 30 semester hours for graduation can apply for financial aid for the first 45 semester hours in which they enroll (30 units times 150 percent).

This policy refers to all semester hours in which a student enrolls. Thus, a student who enrolls in nine units but withdraws from three would be considered to have utilized nine units of the maximum number allowed.
Grades

The only grades that meet satisfactory academic progress standards are A, B, C, D, and P. Withdrawal and incomplete grades are not passing grades. Challenge exams, audited courses, and non-credit enrichment courses are not considered.

Reinstatement

Students who do not meet the foregoing standards are ineligible for financial aid but in many cases it can be reinstated. Students with a GPA below the required standards will have their assistance reinstated when they are permitted to re-enroll by the Office of Graduate Studies. Students who did not successfully complete at least two thirds of all units in which they originally enrolled will have their aid reinstated when they achieve completion of at least two-thirds. There is no reinstatement for students who exceed the time limit.

In addition, students may appeal for reinstatement of assistance for probation and suspension if the student, a spouse, or any dependent children have experienced an illness that prevented class attendance for an extended period of time; they have experienced a death in the immediate family (parents, siblings, spouse, or dependent children); or have experienced some extraordinary situation that prevented them from meeting the minimum standards. Such situation must be exceptional and non-recurring in nature. The appeal for reinstatement must explain the cause of the academic difficulty and how the situation has been resolved.

An appeal must be made within 60 days of the date the notice of ineligibility is mailed to the student by the financial aid office. Students may appeal for reinstatement up to two times during their attendance at Chapman.

Appeals must be in writing and will be reviewed by the Financial Aid Appeals Committee. In addition to the written petition, students may appear in person before the committee after the initial appeal has been reviewed. The committee will meet as soon as practicable after an appeal is submitted. The written decision of the committee will be mailed within one week of the hearing.