

Satisfactory Academic Progress Requirements

Students receiving U.S. Financial Aid will be evaluated for Satisfactory Academic Progress. Student records are reviewed at the end of the fall and winter academic terms. Please note that we do not offer U.S. loans during the summer terms. Students' academic standing is assessed once per year when winter semester results become available. Academic standing is determined on the basis of Cumulative Grade Point Average (CGPA) that is, the average grades earned in all courses.

In order to maintain eligibility for the continuation of US Direct Loans, Mount students must meet the following criteria:

- Maintain satisfactory standing based on the assessment grade point average;
- Be registered as a full-time student;
- Complete at least 60% of a full course load each academic year (100% is five full units);
- Take no more than 150% of the published length of the expected time to complete the degree program.

ACADEMIC STANDING:

Students with a CGPA of less than 1.7 and greater than or equal to 1.0 who have completed at least three full units of credit will be placed on academic probation until the next assessment period. Students who have a CGPA of less than 1.0 who have completed at least three units of credit will be dismissed for a 12-month period.

Academic Probation ... Students on academic probation are required to meet with the Student Academic Advisor to have their program of studies approved. Students on academic probation will normally be restricted to registering in a maximum of 4 full units of credit and be required to complete the Student Success Course, UNIV 0001.

Following the winter term, student records are reassessed.

- Students on probation are permitted to continue to register on probation provided their Term Grade Point Average (TGPA) during the probation year is at least 1.7.
- Students who achieve a CGPA of 1.7 or higher will be returned to "in good standing".
- Students on probation who do not achieve a GPA of 1.7 will be academically dismissed for a 12-month period.

Academic Alert ... Students who achieve a TGPA below 1.7 in their Winter semester grades will receive a letter, considered an Academic Alert, from the Deans' Office. Academic Alert is not an academic standing, and is not recorded on the student's transcript, but is an early warning that a student may be in academic jeopardy if their grades do not improve and indicates that academic advising should be sought.

Dismissal ... Student will be dismissed for the following:

- Students on probation whose TGPA is less than 1.7 will be academically dismissed for one full eight-month academic period.

- Students whose CGPA is less than 1.0 and who have completed at least three full units of credit will be academically dismissed for a 12-month period.
- Students who have been academically dismissed will not be eligible for financial aid until they sit out their suspension and, upon re-admission, are able to secure a 1.7 GPA (over one eight-month academic period).

Re-admission ... Students who seek re-admission at the end of the first dismissal period are required to meet with the Student Academic Advisor prior to any re-admission. Students will be re-admitted on academic probation and special conditions of re-admission may apply. Students who have been academically dismissed for the second time will not be permitted to apply for re-admission for at least two academic years, and must meet with the student Academic Advisor prior to any re-admission.

MAXIMUM TIME FRAME:

An undergraduate student is entitled to receive aid for 150% of the allocated course time frame:

- 1 year certificate - eligible for aid for 1.5 years
- 2 year diploma - eligible for aid for 3 years
- 3 year degree - eligible for aid for 4.5 years
- 4 year degree - eligible for aid for 6 years
- 5 year degree - eligible for aid for 7.5 years

Students should understand that course failures, repetition of courses, incompletes and deferred courses all add to the length of your program and extend the time required to complete your degree. Incompletes which ultimately receive a grade will count toward program completion

Students should be advised that, while federal eligibility may allow them to continue, individual academic progress rules and student visa restrictions may impact the student's ability to continue in their program.

Withdrawals from your program, particularly if there is no return to Title IV, lengthen your program. You will be seen to have used a year or term of funding which counts toward your maximum eligibility.

Non-credit courses will not be counted in assessing full-time hours; and distance courses are not permitted for U.S. loan purposes.

For those accepted to the University as transfer students, their transfer credits will count toward the timely completion of their program.

FINANCIAL AID PROBATION AND SUSPENSION:

The policy for Financial Aid Probation and/or Suspension is as follows:

1. Students who have been placed on academic probation will continue with their financial aid eligibility.

2. Students who fail to achieve the required GPA level and are academically dismissed will not be eligible for financial aid funding until they are taken off academic dismissal and achieve a minimum 1.7 GPA.
3. Students who transfer into a new academic program will also transfer any SAP warning or sanction. They will still need to meet the specified criteria in the new program before receiving financial aid.
4. Students may appeal their suspension of financial aid via a written appeal

APPEALS:

Students who have their eligibility for U.S. financial aid suspended may appeal the suspension if one or more of the following circumstances exist:

- Death of an immediate family member.
- Extended illness of the student – extended illness as defined as a documented chronic or recurring medical or emotional illness that causes the student to be absent from class at least 15 days or more.
- Extended illness of a family member that places hardship on the student – medical documentation required.
- Mitigating circumstances as determined by the Financial Aid Appeals Committee.

All appeals must be received within ten days of receipt of the Notice of Suspension (Form found [here](#)). Students should submit an appeal to:

Financial Aid Manager
Mount Saint Vincent University
Halifax, NS
B3M 2J6

Students must indicate in writing the reason(s) for failure to meet the necessary Financial Aid SAP requirements and why financial aid should not be suspended. All documentation to support the appeal is required at time of appeal submission.

DETERMINATION OF ELIGIBILITY AND APPEAL:

The determination of eligibility for the continuation of US Direct Loan funds is the responsibility of the Financial Aid Manager.

Any student who does not meet one or more of the requirements for eligibility for the continuation of US Direct Loan funds will be notified by the Financial Aid Manager once their ineligibility has been determined.

Student appeals regarding academic standing are normally considered by the Academic Dean's Office based on documented compassionate and/or medical grounds. A student who as a positive result of an appeal is permitted to continue without academic penalty (deemed to be in good standing) would normally be considered by the Financial Aid Manager to be eligible for continuation of US Direct Loan funds.

Students must meet annually (in person or via electronic communication) with the Financial Aid Manager regarding their eligibility for US Direct Loan funding. Any appeal must follow the same requirement as appeals to the Academic Dean's Office and must be in writing proving documentation of eligible compassionate and/or medical grounds.

The FAM has sole responsibility for the review and determination of such appeals based on the documentation provided by the student. If the FAM determines that the grounds warrant relief, the FAM will extend eligibility on a probationary basis on the condition that the student returns to eligibility by the end of the next academic term of study, consistent with provisions applied by the Academic Dean's Office. Failure to do so will result in the loss of eligibility and the student will normally be permitted only one probationary term without expectation of Direct Loan funding.

The decision of the FAM applies only to eligibility for continuation of US Direct Loan funds and will not result in any change being made to the student's academic record or academic standing as determined under the Mount academic regulations.