

August 14, 1996

ADMINISTRATIVE MEMORANDUM NO. 77

To:

completed more than 54 hours will not receive further financial assistance unless they successfully complete an appeal process resulting in a reinstatement of their financial aid.

Review

The Office of Financial Aid shall conduct its annual review in the month of June. However, student progress toward meeting the annual objectives shall be monitored on a semester basis as follows:

Those students who will have difficulty meeting the annual objectives based on their academic performance for the semester in question, have a cumulative grade point below 2.0 (graduate students below 3.0) or are approaching the time frame limit, shall receive a warning letter from the Office of Financial Aid. Students who (1) do not complete any hours during the semester, (2) do not have a minimum cumulative grade point average of 2.0 for undergraduate or post-baccalaureate by the end of their second year and a minimum of 3.0 for graduate students by the end of each year, and/or (3) exceed the time frame will not receive further financial assistance unless they successfully complete an appeal process resulting in a reinstatement of their financial aid.

Students will not satisfy the completion rate requirement of this policy if they receive grades of "F" - Course Failure; "I" - Course Incomplete; "W" - Course Withdrawal; or "R" - Course Non-Attendance in 26% or more of their attempted hours during an award year. Students in Special Programs (Project Success, Proyecto Pa'Lante or Student Support Services) will have two years to achieve compliance with the completion rate requirement of this policy.

Termination

Students who do not complete any of their attempted hours during a semester, or who complete less than 75% of their attempted hours for the year will not receive further financial assistance unless they successfully complete an appeal process resulting in a reinstatement of their financial aid. Students in Special Programs (Project Success, Proyecto Pa'Lante, or Student Support Services) will have two years to achieve compliance with the completion rate requirement of this policy. In addition, those students who are not in compliance with the grade point average requirement of this policy by the end of their second academic year (by the end of each academic year for graduate students) will not receive further financial assistance unless they successfully complete an appeal process resulting in a reinstatement of their financial aid. In both instances, the Director of Financial Aid shall advise students in writing of this action as well as of the procedure for appeal.

Appeals

A typed/printed appeal must be submitted to the Office of Financial Aid by those students seeking reinstatement of their financial aid eligibility. Through the appeal, students should address reason(s) for not meeting minimum academic requirements expected of all financial aid recipients, as well as offer some solution to the problems which impacted their prior academic performance. They may also submit supporting documentation such as statements from advisors, counselors, professors, doctors, etc.

Appeal Process

Students who have been notified that they will not receive further financial aid may appeal in writing to the Office of Financial Aid. Appeals shall be reviewed by designated members of the financial aid staff. Appeals not supported by the staff shall be forwarded to the Appeal Committee. The Appeal Committee shall review the appeal and forward a recommendation to the Director. Students shall be advised of the decision in writing by the Director.

Reinstatement

Students may have their financial aid status reinstated through the appeal process.