

Regis University Satisfactory Academic Progress Policy for Employee's Tuition Benefits (ETB)

Introduction

As required by Regis University policy, ETB recipients must meet the minimum standards of the satisfactory academic progress as defined here. This policy becomes effective beginning with fall 2007 semester. This policy is the same as the satisfactory academic progress for financial aid recipients except that it allows ETB recipients to receive the first semester of ETB regardless of their status.

Quantitative

An ETB recipient must complete at least 50% of the credit hours paid by ETB each term. To complete a course, the student must receive a grade of D or better. If a student does not complete at least 50% of the courses attempted for a term, the student is placed on Warning Status. If a student is on Warning Status and fails to complete at least 50% of their attempted hours in any subsequent term, then that student is placed on financial aid suspension status for the next term and that student is not eligible for aid for that next term. The quantitative progress of students is measured after each semester. The first term that quantitative progress will be measured for ETB recipients is fall 2007.

Qualitative

Undergraduates must maintain a Regis University cumulative grade point average of at least 2.0 and graduates must maintain a Regis University cumulative grade point average of at least 3.0. If an ETB recipient fails to meet the minimum qualitative standard then that recipient is placed on financial aid suspension for the next semester and is not eligible to receive ETB for the next semester. Qualitative eligibility is measured once per year after spring grades are posted beginning with spring 2008 grades.

Maximum Length of Eligibility

All ETB recipients are eligible for ETB until they have attempted more than 150% of the credits required by their current academic program. No special restrictions are placed on transfer students, second degree students and/or second major students. All transfer credits recorded on the student information system are included in hours attempted. Maximum eligibility is measured once per year after spring grades are posted beginning with spring 2008 grades and credits.

Conditional Periods

Students who fail to meet the qualitative standard and/or the maximum length of eligibility standard at the end of the spring semester may receive aid for the next term which is summer semester. This type of student is notified that their eligibility for ETB is suspended beginning with the fall semester.

The first semester that an ETB student applies for tuition benefits, the student is eligible and those benefits will be credited to the student's account. The first time that a student fails to meet the quantitative standard (which requires completion of at least 50% of anticipated coursework) then that student is placed on Warning Status. A student on Warning Status is eligible for financial aid. The Warning Status remains with the student at Regis University for all subsequent terms unless the student graduates from an undergraduate program and starts a graduate program. In this situation, the Warning Status that the student earned at the undergraduate level would be removed at the beginning of the student's graduate program.

Treatment of Courses

All courses attempted by the student and taught by Regis University and those included in consortium agreements when Regis University is the home institution are included in courses attempted. Courses that show as incomplete or withdrawn or grade of F do not count as successfully completed when quantitative measurements are recorded. Courses that are repeated and receive a passing grade (D or better) are counted towards quantitative progress.

Regaining Eligibility

Once a student has been placed on suspension status for qualitative reasons, the student can regain eligibility by improving their cumulative grade point average to the required minimum or by appealing and having an exception approved through the appeal process. Once a student has been placed on suspension status for quantitative or maximum time frame reasons, the student can regain eligibility only by appealing and having an exception approved through the appeal process.

A student whose ETB eligibility has been terminated may appeal their status by submitting a written appeal to the Financial Aid Appeals Committee, which includes the financial aid staff. The final authority for approving or denying appeals rests with the Director of Financial Aid.

Warning status cannot be appealed by the student.

The student is required to provide all pertinent documentation to substantiate their appeal reasons. All of the appeal information and responses are maintained in written form in the student's file.

The financial aid counselor responsible for the satisfactory academic progress policy will update the student information system to reflect regained eligibility if an appeal exception is approved or the student's cumulative grade point average has improved appropriately.