



Satisfactory Academic Progress

Federal regulations require The John Marshall Law School to establish and apply satisfactory academic progress (SAP) standards for all financial-aid recipients. The Financial Aid Office is responsible for ensuring that financial-aid-eligible students meet these standards. The SAP standards apply to all federal, state, and institutional grants, loans, and work-study funds.

- 1. Evaluation Criteria:** JMLS measures SAP in the following areas: Cumulative GPA, Pace, and Maximum Timeframe. To remain in good standing, students must meet all three measures. JMLS reviews SAP at the end of each fall, spring, and summer semester.
- 2. Cumulative GPA:** A student in the JD program must maintain a minimum cumulative GPA of 2.25 (on a 4.0 scale) to remain eligible for financial aid. A student in the LL.M/MJ program must maintain a minimum cumulative GPA of 2.5 (on a 4.0 scale) to remain eligible for financial aid. A student whose cumulative GPA drops below the minimum will be placed in Warning status for the upcoming semester. The Financial Aid Office will notify the student of his or her status. If the student does not meet the SAP requirements at the end of the Warning semester, the student will then be placed on Suspension status. A student on Suspension status must complete an academic plan and appeal to request that his or her financial aid be reinstated. All grades, including failing (“F” and “WF”) grades, will be included in the GPA calculation for SAP purposes. But a non-passing F or WF grade is not counted as part of completed credit hours that determine the Cumulative GPA SAP measure.
- 3. Pace:** The pace component requires a student to make steady progress toward his or her degree by completing at least two thirds (66.7%) of the overall attempted credit hours at all times. A student who does not successfully complete at least 66.7% of all attempted credit hours will be placed in Warning status for the upcoming semester. The Financial Aid Office will notify the student of his or her status. If the student does not meet the SAP requirements at the end of the Warning semester, the student will be placed on Suspension status. A student on Suspension status must complete an academic plan and appeal to request that his or her financial aid be reinstated. Attempted credit hours include all credit-bearing courses, which

are included in the completed credit hours calculation that determine the Pace SAP measure.

4. **Maximum Timeframe:** The student must complete his or her degree program within 150% of the required credit hours. A J.D student is required to complete 90 credit hours to graduate. Thus, the Maximum Timeframe for J.D. students allows a student to attempt 135 credits. LL.M. and M.J. students are required to complete 24 credit hours to graduate. The Maximum Timeframe for LL.M. and M.J. students allows them to attempt 36 credits. A student is ineligible at the point where he or she will exceed Maximum Timeframe, not when they actually reach Maximum Timeframe. A student who does not successfully meet the 150% mark will be placed in Warning status for the upcoming semester. The Financial Aid Office will notify a student of his or her status. If the student does not meet the SAP requirements at the end of the Warning semester, the student will be placed on Suspension status. A student on Suspension status must complete an academic plan and appeal to request that his or her financial aid be reinstated.
5. **Transfer Credits:** Transfer credits (including credits earned under a consortium agreement) are included in SAP calculations regardless of whether the student received financial aid for the applicable courses and regardless of how the courses are counted toward the student's current JMLS degree requirement. Transfer credits are counted toward a student's attempted and completed courses.
6. **Incompletes, Withdrawals, and Repeated Courses:** Withdrawal ("W") and Incomplete "I" grades are counted as attempted (Pace), but not as completed credits toward the Maximum Timeframe. Withdrawal grades are not counted toward a student's GPA. Incomplete grades count toward the GPA once a grade on the 4.0 scale is entered and count and toward overall SAP standards. Repeated courses are counted toward attempted credit hours and used in SAP calculations.
7. **Readmitted Students:** Readmitted students are required to meet the SAP requirements. If the student is returning after an absence and his or her former coursework falls below the SAP criteria, the student will need to appeal. Please read the policy for readmitted students on the JMLS website [Readmission Policy and Procedures](#).
8. **ABA Requirements:** The ABA Standards and JMLS policy require that a J.D. student complete the course of study within 84 months of matriculating, absent extraordinary circumstances. JMLS Policy requires that LL.M and M.J. students complete their degree within five years of matriculating. Please note a student may not make SAP but may still meet academic requirements.

9. SAP Appeal Process:

- a. **Time Period:** A student must submit an appeal no later than 30 days before the end of the semester for which a student seeks to receive financial aid. Incomplete or late appeals may jeopardize the appeal. A student who does not meet the SAP requirements will be ineligible to receive financial aid.
- b. **Status:** When a student falls below one or more SAP requirements, the student will be placed in a Warning status. On Warning status, the student will be eligible for financial aid for the current semester. If, after the Warning semester, the student does not meet the terms, they will be placed on Suspension status. A student on Suspension status must appeal to have financial aid reinstated.
- c. **Form and Content:** The appeal must be a written and signed statement containing the following information:
 - i. Mitigating circumstances, such as medical emergency, serious illness, death etc., supported by relevant documentation;
 - ii. An explanation of what caused the student not to meet the SAP requirements for the semester in question;
 - iii. An explanation about what circumstances or conditions have changed that will allow the student to be successful in the future;
 - iv. A detailed explanation about the student's current educational objective and plan for successfully achieving this goal; and
 - v. A completed Academic Plan
- d. **Review:** The Executive Director of Financial Aid will review the appeal and notify the student via email whether the appeal is approved or denied. If the appeal is approved, the student will be placed in a Probation status for the upcoming semester. For the semester that Probation is granted, financial aid funds may be awarded and disbursed. As a term of Probation, a student must complete an Academic Plan with an advisor and will be given specific requirements to meet. No financial aid will be disbursed until the Academic Plan is complete. So long as these requirements are met, a student may continue to receive financial aid until the federal SAP conditions are met. The Probation status will be reviewed at the end of the semester to determine if the student is meeting the terms of the Academic Plan or SAP requirements. If the student continues to not meet the terms, the student will be denied financial aid for future semesters. A student who is denied may

continue enrollment without the assistance of financial aid, assuming all other conditions of enrollment are met. After successfully completing a semester without financial aid, a student may submit a new SAP appeal to the Executive Director of Financial Aid for review. If a student meets the terms of the Academic Plan, but not the SAP requirements, the student may appeal again, with documentation of current academic success.

Administrative policy revised June 9, 2018; effective immediately.

Cross-reference: JMLS Time Limits for Degree Completion Policy; Academic Dismissal and Probation Policy