

SATISFACTORY ACADEMIC PROGRESS POLICY

The Education Amendments of 1976 require institutions to limit federal financial aid to those students who, according to institutional standards, are matriculants, in good standing and making satisfactory academic progress. When you receive federal financial aid, federal guidelines require that you make real and measurable progress toward your degree in order to receive federal financial aid. This requirement is called "Satisfactory Academic Progress" (SAP). The Satisfactory Academic Progress addresses your academic progress during all terms for which you are enrolled at The John Marshall Law School, including summer, whether or not you receive financial aid during those terms.

At The John Marshall Law School, this policy applies to federal and need-based institutional aid (Federal Work Study). There are three parts to the Satisfactory Academic Progress Policy:

1. Grade Point Average (GPA)
2. Cumulative (Overall) Progress
3. Academic Program Completion -Timely completion of degree.

1. Grade Point Average (GPA)

The Satisfactory Academic Progress policy requires that you maintain a minimum cumulative grade point average (GPA) in order to remain eligible for financial aid. This cumulative GPA is 2.25 (on a 4.0 scale). A student whose cumulative GPA drops below 2.25, will be placed in financial aid probation. The Financial Aid Office will notify via email and regular mail of his/her probation status and provide information on the the right to appeal and instructions on the appeals process. Once a student's appeal is approved, he/she may continue to receive financial aid, subject to meeting the minimum satisfactory academic progress standards (2.25 cumulative GPA and a minimum 66.67% overall course completion rate) by the end of the probation term, in order to continue to receive financial aid. Failure to meet the minimum standards after the probation term will result in financial aid suspension. See below under The Financial Aid Appeal Process.

All grades, including failing grades, will be included in the computation of grade point averages and will therefore be considered when determining a student's satisfactory academic progress. Financial Aid staff will review satisfactory academic progress at the end of each student's loan period.

Courses in which a student earns a passing grade (A+, A, A-, B+, B-, C+, C, C-, and D) are counted as part of the student's successfully completed credit hours. Courses in which a student earns a non-passing grade (F) are not counted as part of the student's successfully completed credit hours.

2. Cumulative (Overall) Progress

The Satisfactory Academic Progress policy contains a quantitative component, which requires a student to make steady progress toward his/her degree by completing at least two thirds (66.67%) of the overall attempted credit hours at all times. A student who does not successfully complete at least 66.67% of all attempted credit hours will be placed in financial aid probation. The Financial Aid Office will notify the student of his/her probation status via email and regular mail with instructions on appealing the decision. A student who is placed in financial aid probation may continue to receive financial aid, subject to meet the minimum satisfactory academic progress standards (2.25 cumulative GPA and a minimum 66.67% overall course completion rate) by the end of the student's probation term in order to continue to receive financial aid. Failure to meet the minimum standards after the probation period will result in financial aid suspension.

Attempted Credit hours are all credit-bearing courses and are calculated into your “hours attempted” for financial aid purposes. This includes: Accepted transfer credit (**see below**), other types of academic credit, and repeated courses. Changes in majors or degrees in terms of Cumulative (Overall) progress does not apply at The John Marshall Law School.

3. Academic Program Completion – Timely Completion of Degree

A J.D. student may receive federal financial aid for a maximum of four and one-half years if a full-time student, or six years if a part-time student. The LL.M. student may receive federal financial aid for a maximum of two and one-half years if a full-time student, or five years if a part-time student. A student who is required to repeat any number of years may be eligible for federal loans during the years being repeated, but is only eligible for federal financial aid for the maximum time period applicable to the student’s degree and status. Years being repeated are counted as part of the maximum time period.

Special Situations

Readmitted Students

Readmitted students are required to meet the Satisfactory Academic Progress Policy requirements. If you are returning to The John Marshall Law School after an absence, and your former coursework would indicate that you are below the minimum progress requirements, you will need to appeal to the Director of Financial Aid. **See below under The Financial Aid Appeal Process.**

Students Who Withdraw

The Financial Aid Office reserves the right to place a student on probation if he/she withdraws completely, fails to complete all courses in a term, or fails to demonstrate any measurable progress within a given term. **See below under The Financial Aid Appeal Process.**

Incomplete & Withdrawal Grades

Quantitative Impact: Withdrawn and Incomplete grades are counted as attempted, but not completed toward the maximum time frame. Qualitative Impact: Withdrawal grades are not counted towards the students GPA. Incomplete grades count towards the GPA once the grades are posted. Once the incomplete grade has been changed to a letter grade it will be included in the qualitative SAP evaluation that occurs at the completion of the term.

Transfer Students

Transfer credit includes: accepted transfer credit regardless of whether you received federal financial aid for the applicable courses, and regardless of how the courses are counted toward your current John Marshall degree requirements; and credit earned through abroad consortium or other consortium agreement. Qualitative Impact: Transfer credits are not counted towards the students’ GPA. Quantitative Impact: Transfer credits are counted towards a students attempted and completed courses.

Special Note

The ABA requires that students complete their degree within 7 years of the start date. Students are tracked by the Registrar's office to regulate that a student does not exceed the limit.

Incomplete Grade is considered to be not successfully completed until the final grade is submitted, in accordance with the law school grading policy. SAP is reviewed immediately following the submission of the final grade. Students wishing to appeal a grade change of an Incomplete before the SAP review process must do so through the Financial Aid Appeal process. **See below under The Financial Aid Appeal Process.**

- **Withdrawal grades:** All withdrawal grades are considered to be not successfully completed, and negatively impact satisfactory academic progress. This includes official withdrawal grades W and WF. W grades are not calculated in the grade point average. WF grades are calculated in the grade point average.

Repeated courses are counted in the "hours attempted" calculation for financial aid purposes and the repeat grade is treated in the cumulative GPA in accordance with law school policy. All repeat courses are counted in "total attempted hours," regardless of their treatment under the "Treatment of Repeated Coursework for Financial Aid Disbursement."

Pursuit of a second degree such as a student pursuing a LLM degree, candidates must complete 24 credit hours in order to earn their degree. Quantitative Impact: LLM credits are counted towards a student's attempted and completed courses in the LLM degree seeking program.

Courses Taken for Audit

Audited courses do not earn academic credit and are not eligible for financial aid payment. As such, they are not evaluated in the review of a student's satisfactory academic progress.

The Appeal Process

A student who has not met the Satisfactory Academic Progress requirements is ineligible to participate in the federal loan program the following semester. Upon the student's written request, his or her satisfactory academic progress will be evaluated at the end of the unaided semester.

The student may appeal the denial of federal student loans to the Director of Financial Aid in the case of medical emergency or other extenuating circumstances (e.g., serious illness, hospitalization, death of a family member, etc). Students must explain what has changed that will allow the student to be successful in the future. Include as many specifics as possible. Students must explain their plan for corrective action - what changes they have made that will allow them to be successful in the future. The student must describe their current educational objective and their plan for successfully achieving this goal at The John Marshall Law School. Financial appeals must include all relevant supporting documentation that a student desires to be considered (e.g., hospital records, doctor's note, etc.) All appeals must be in writing either email or letter are acceptable. Satisfactory Academic Progress appeals are reviewed within 5 business days. You should receive an email with the outcome of your appeal via email. **Once**

the appeal is approved, the student's financial aid will be on probation status and reviewed at the end of the following semester. If the student continues to not meet the SAP requirement, the student will not receive financial aid future semesters.

In cases where an appeal has been denied, a student may be required to withdraw due to academic deficiency. Students may continue without the benefit of financial aid, and appeal for reinstatement after the student demonstrated progress towards earning their degree by improving their GPA and/or credit hour completion rate so that they again meet the minimum requirement.

Revised March 25, 2015