

MEMP and MEng SATISFACTORY ACADEMIC PROGRESS for Financial Aid

Federal regulations governing the student financial assistance programs stipulate that in order to continue to be eligible for Title IV funds (e.g. Direct Unsubsidized Loan, Direct Graduate PLUS Loan, Federal Perkins Loan) students must maintain satisfactory academic progress toward a degree. To maintain satisfactory academic progress (SAP), students must achieve a required minimum grade point average (GPA*) of 3.0, complete two-thirds (67%) of cumulative attempted# courses, and are limited to a maximum of 45 attempted credits. These financial aid standards do not replace or supersede the Pratt School of Engineering regulations and procedures affecting academic standing, which are stated in the Bulletin of The Pratt School of Engineering Professional Masters Programs.

The Pratt School of Engineering Professional Masters Programs monitor SAP at the end of each semester. Failure to meet any of the three SAP requirements will result in financial aid warning status. Students will be notified of this status by email, and must meet all SAP requirements by the end of the next semester to maintain Title IV federal funding eligibility. The warning status lasts for one semester, during which the student continues to be eligible to receive federal financial aid funds. Students who fail to make SAP after the financial aid warning period lose their federal eligibility unless they successfully appeal and are placed on financial aid probation, outlined below.

A student who becomes ineligible for Title IV assistance at the end of a term during which they were on Title IV warning may appeal the determination if the student believes there were extraordinary circumstances that prohibited them from achieving SAP. A letter of appeal should be submitted by the student to Title IV appeals committee, consisting of the Financial Aid Coordinator and the Chief Financial Officer, outlining the basis on which they are appealing the termination of federal student aid. Students should explain the extraordinary situation and include an explanation of what has changed in their situation that will allow them to demonstrate satisfactory academic progress at the next evaluation. A letter of support from the student's program director is required. Students may also submit other documentation that supports their appeal from medical professionals, counselors, or other third party professionals (non-family members) who understand the details of the situation. The appeal will be reviewed by the Title IV Committee, which will make a recommendation to the Associate Dean for Master's Programs who will render a decision to the Financial Aid Coordinator for their office to notify the student. The written decision will be placed in the student's record and a communication will be sent through PeopleSoft.

If the appeal decision is to reinstate the student's eligibility for Title IV funds, the student may be placed on probation for one additional term on the condition that the student is required to achieve SAP standards at the end of the probationary semester. If it is statistically impossible to achieve the SAP standards by the end of the probationary period, the student must submit another successful appeal before the institution can place the student on an academic plan. With a second successful appeal, the Financial Aid Coordinator would develop an academic plan in conjunction with the student's academic advisor that, if followed, would ensure that the student is able to meet the university's academic progress standards by a specific point in time and allow them to continue to receive federal financial aid funds. The student may continue to receive Title IV aid during the probationary term.

If the student has not met the academic progress standards or the requirements specified in the academic action plan by the end of the probationary term, he/she will be ineligible for further Title IV

aid until such time as he/she meets the standards. At the end of each regular term (i.e. Fall/Spring), the Financial Aid Coordinator will notify students who have failed to meet the academic progress requirements.

#Attempted and completed courses include courses for which A-F letter grades or (C)redit/(NC) No Credit were assigned. Attempted, but not completed courses include courses with grades of (I)ncomplete or (W)ithdrawn. Courses that are not counted in the attempted calculation include courses taken for audit and courses with grades of (Z) Continuing or (N)o grade given.

*Duke University's method for GPA calculation is given on the Registrar site:
<https://registrar.duke.edu/student-records/how-calculate-gpa>