

Brandman University Satisfactory Academic Progress Policy

Federal law requires that financial aid recipients and applicants maintain satisfactory academic progress toward their educational objectives. Following are minimum academic standards that must be met:

Qualitative Measure: An undergraduate student must maintain a minimum Brandman University cumulative grade point average (GPA) of at least 2.0 in order to be eligible for assistance. Graduate students must maintain a cumulative grade point average of at least 3.0.

Quantitative Measure: Students must complete at least two-thirds of all program applicable credits in which they enroll from the time of first attendance at any school. Thus, a new student who enrolls in nine credits, withdraws from three credits, and successfully completes the remaining six credits would be meeting this quantitative measure requirement since the student passed at least two thirds (6/9) of the credits in which he or she enrolled. This policy applies to cumulative credits only. For instance, a student who successfully completes 21 program applicable credits without withdrawing from any classes and then enrolls in six credits but drops them all would still be making satisfactory progress. This student would have completed 21 out of 27 credits, which is greater than two-thirds.

Time Limit: Students must complete their educational objectives within a reasonable period of time. To accommodate all students and their schedules, this “reasonable period” is not measured chronologically, but rather by the number of program applicable credits in which a student enrolls. The time limit is based on the number of credits required for graduation multiplied by 150 percent. For instance, undergraduates are required to earn 120 trimester hours for graduation from a baccalaureate program and can apply for financial aid for the first 180 hours in which they enroll (120 credits times 150 percent). Graduate students have varying degree requirements, but their time limit is also established at 150 percent of the number of credits required for graduation as specified in the university catalog. This policy refers to all program applicable credits in which a student enrolls. Thus, a student who enrolls in nine credits but withdraws from three would be considered to have utilized nine credits of the maximum number allowed. Transfer students also are limited to 150 percent of the number of program applicable credits they need for graduation. A baccalaureate degree student, for instance, who transfers 70 attempted program applicable credits to Brandman University, could apply for aid for up to 110 more credits (120 credits required for a bachelor’s degree multiplied by 150 percent equals 180 credits. 180 credits minus 70 credits transferred equals 110 credits of eligibility).

Grades: The only grades that meet satisfactory academic progress standards are A, B, C, D, and P. Withdrawal, incomplete, and failing grades are not passing grades. Challenge exams, audited courses, and non-credit enrichment courses are not considered.

Evaluation Schedule: With the exception of teaching credential students, academic records will be reviewed annually at the end of the spring trimester. Academic records of teaching credential students will be reviewed at the end of each trimester.

Reinstatement: Students who do not meet the foregoing standards are ineligible for financial aid but in many cases can be reinstated. Undergraduates ineligible for federal aid because their Brandman grade point averages are below 2.0 will have their eligibilities renewed when their cumulative grade point averages equal or exceed 2.0. Graduate students with GPAs below 3.0 will have their assistance reinstated when their cumulative GPAs equal or exceed 3.0. Students who did not successfully complete at least two-thirds of their credits during an evaluation period will have their aid reinstated when they

achieve cumulative completion of at least two-thirds. There is no automatic reinstatement for students who exceed the time limit; these students must petition for reinstatement. All students may appeal for reinstatement of assistance if they, a spouse, or dependent children, have experienced illness that prevented class attendance for an extended period of time; they have experienced a death in the immediate family (parents, siblings, spouse, or dependent children); or they have experienced some extraordinary situation that prevented them from meeting the minimum standards. Such situation must be exceptional and non-recurring in nature. The appeal for reinstatement must explain the cause of the academic difficulty and how the situation has been resolved. An appeal must be made within 60 days of the date the notice of ineligibility is mailed to the student by the Financial Aid Office. Students may appeal for reinstatement up to two times during their attendance at Brandman. Appeals will be heard by the Financial Aid Appeals Committee and must be in writing. In addition to the written petition, students may appear in person before the committee. The committee will meet as soon as practicable after an appeal is submitted. The written decision of the committee will be mailed within one week of the hearing.