

Satisfactory Academic Progress Regulations for Students Receiving US FSA

MASARYK UNIVERSITY

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal Aid. Satisfactory Academic Progress (SAP) means that the student is proceeding in a positive manner toward fulfilling his/her degree requirements. SAP includes two criteria: qualitative and quantitative. Students must meet both standards to continue receiving financial aid. Foreign students need to take into consideration, that SAP criteria are stricter than the criteria for progress to the next semester.

QUALITATIVE CRITERIA

In order to maintain eligibility for financial aid under the qualitative standard, a student must maintain the academic standing necessary to remain at Masaryk University. Federal Student Aid Administrator at the Centre for International Cooperation of Masaryk University will conduct a review at the end of each academic year to determine the student's successful progress toward obtaining his/ her degree.

Students receiving financial aid are required to:

- 1) maintain **maximum 3.0 or less cumulative grade average (GA)** in all courses attempted in order to remain eligible for financial aid; maximum 3.5 or less GA if studying graduate programs of General Medicine or Dentistry; and
- 2) complete successfully all "repeated courses" as defined in the Section 21, Subsection 1 of the MU Study and Examination Regulations.

General rules of calculating the GA at MU:

The grades of A, B, C, D, E, F are used for the grade average (GA) calculation with A, B, C, D, E and F corresponding to the values of 1, 1.5, 2, 2.5, 3 and 4 respectively. The value for '-' when entered for a course completed by an examination is 4. Values of calculated averages are rounded to two decimal places.

MU calculates the Weighted Average (Mean) from all grades that a student has obtained. When calculating the Average, results achieved in all courses regardless of failed/pass outcome status are considered. For each course, grades obtained in all unsuccessful (failed) and one successful (pass) attempts, if any, are included in the calculation. Corresponding value of each final grade is multiplied by number of credits for the respective completed course and the results are summarized. Thus, obtained final result (the sum from all considered courses) is then divided by the sum of all credits for all results

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Please quote the Reference Number in your reply.

(attempts) for all considered courses (for each result/attempt a number of credits for the respective course is awarded).

General rules regarding repeated courses:

(1) In case the student did not complete an enrolled course successfully, he/she is obligated to re-enrol into the earliest term when the course is offered again (hereinafter referred to as "repeated course"). A student who failed to complete the repeated course, loses the right to enrolment in the following semester or term.

(2) A student may decide not to fulfil the obligation to repeat a course as specified in Subsection 1 if such course is elective for the study program in question; however, the number of credits for courses thus not repeated may not exceed one tenth of the minimum credit value required for such studies. Upon the completion of required courses in a group, all other enrolled courses in that group are considered elective.

Students must complete all required courses before they are admitted to sit the final examination ("state exam").

A course is deemed completed successfully if the grade achieved in that course is E or better.

QUANTITATIVE CRITERIA (pace)

Students are expected to complete courses the value of which amounts to **30 ECTS in every semester**. In order to meet the quantitative standard, students must pass courses with the cumulative value of at least 20 ECTS in one semester to be enrolled in the next semester. Hence, the students are required to complete at least 66,6% of the expected amount of ECTS in a given semester.

The minimum number of credits required for a degree is calculated as a number of semesters in a normal period of a study program multiplied by 30. This means that the minimum number of credits required in a three-year bachelor degree program (six semesters) is 180 ECTS, the minimum number of credits required for a six-year master's degree is 360 ECTS.

Maximum time frame

Per federal rules, **maximum allowable time to be eligible for financial aid for an undergraduate study program (bachelor's degree) should be no more than 150% of the published length of the program**. This means that for 3-year bachelor's degree program, student is FSA eligible for maximum of 4.5 years.

Maximum allowable time to be eligible for financial aid for a five- or six-year long master's degree is 7.5 academic years, regardless of whether the student receives Federal Student Aid during any enrolment period. Students must obtain the required number of ECTS as explained in the section above.

Course treatment

Incompletes and withdrawals: The incomplete or withdrawn courses are classified with '-' and are calculated in the GA with value of "4". The courses that were incomplete due to non-academic extenuating circumstances (serious illness, personal injury, death in the immediate family, etc.) will be unregistered on request and not calculated in the GA.

Remedial courses: A remedial coursework at Masaryk University is provided under so called lifelong learning programmes. See section 14 of MU Study and Examination Regulations.

Repeated courses: Successfully completed courses cannot be repeated. Uncomplete and failed courses have to be repeated under conditions laid in section 21 of MU Study and Examination Regulations. ECTS will be earned in a semester in which the course is successfully completed. Attempts from both semesters will be calculated into GA.

Transfer credits: The transferred credits recognized under section 14 of the MU Study and Examination regulations will be calculated in the amount of credits required to complete a study program, but will not be considered as earned in any semester. They will not be calculated in the GA.

Information about the academic progress

Every grade or credit is recorded in school Information System (IS). After the grade or credit is awarded, the GA and amount of credits is recalculated automatically and instantly. Student can evaluate his/her progress and impact of his/her grades on GA in real time.

Non-fulfilment of Satisfactory academic policy

Any student who does not meet the Satisfactory Academic Progress (SAP) criteria will be contacted by the FSA Administrator at the Centre for International Cooperation of Masaryk University by email and invited for an in-person meeting within the first two weeks in a semester. The student will be issued a **Financial Aid Warning**. The student will have one semester to make remedy and meet the standard. If he/she does not meet the standard after the warning period, he/she may be denied subsequent financial aid. The student has the right to appeal the suspension of the financial aid.

Student who appeals with documented exceptional circumstances may be approved for continued receipt of financial aid for one semester only, and will be considered on **Financial Aid Probation** during that semester. If the student's academic progress does not meet SAP standards at the end of the financial aid probation semester/term, the student may be denied subsequent financial aid.

Financial aid eligibility may only be restored after the student's academic progress improves to meet SAP standards or an approved **Academic Plan** has been submitted and accepted.

If the student does not meet the minimum SAP criteria by the end of his/her probationary period, the student will be suspended from receiving financial aid. Students placed on suspension will not receive any federal or state financial aid, however, they may continue to study at the university.

Appeals

Suspension (denial) of Financial Aid due to the failure to meet SAP criteria may be appealed to the Dean of the Faculty (or other authority with competence appropriate to the area, i.e. vice-dean for academic or student affairs or education), and if that appeal is unsuccessful, the student may then appeal to the Rector of the University. The appeal must be completed in writing and accompanied by appropriate and adequate documentation, as well as be signed by the student.

Under current regulations, there is **no appeal available for failure to complete the study program within the maximum time frame.**

Appeals will be considered based on the following mitigating circumstances only:

1. Personal illness, injury, or accident.

- Requires a doctor's written statement, hospital records, or accident/police reports.

2. Serious illness or death within immediate family (grandparents, parents, spouse, siblings or children).

- Requires a death certificate/obituary notice or statement from a doctor.

3. Administrative error.

- Requires a letter of verification from source of error.

The appealing student submits the documentation listed above to the Financial Aid Administrator, who sends it to the Department of student's study program. The Department evaluates the documentation and issues a recommendation to the Dean (or Vice-Dean for study affairs/education) of the Faculty. Based on the Dean's (or Vice-Dean's) decision, the Financial Aid Administrator issues the final decision on student's status.

The student will be notified about the outcome of his/her appeal within 30 days of submitting a complete appeal documentation.

Academic Plan

Academic plan (AP) will be tailored to the student's needs and will have a defined end point at which the student will meet the general SAP requirements or complete the program. AP can be implemented for several semesters depending on the severity of the SAP issues.

While on an AP the student is required to meet the plan requirements. While on a multi-semester AP, the first semester of the plan is considered as the probationary period. During following semesters in which the student is meeting the plan requirements, the student is considered to be maintaining SAP. The student continues to be FSA eligible as long as he/she is on a plan and meets its requirements or meets general SAP standards.

Reinstatement of Eligibility

Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria or has an appeal approved as described above.

This version is effective starting with the date of signature of authorized person.

In Brno, Czech Republic

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Date: 12 Feb 2020

Dr. Jan Pavlík

Director of the Centre for International Cooperation