



IMPORTANT FINANCIAL AID INFORMATION



SATISFACTORY ACADEMIC PROGRESS (SAP)

To remain eligible to receive Federal and State financial assistance at Missouri Western, students must meet the following standards:

Undergraduate students must:

- Maintain a 2.0 cumulative GPA;
- Successfully complete 67% of ALL **attempted** coursework;
- Complete a Bachelor's Degree within 186 **attempted** hours;
- Complete an Associate's Degree within 93 **attempted** hours; and
- Complete all multiple undergraduate degrees within 248 **attempted** hours.

Graduate students must:

- Maintain a 3.0 cumulative GPA;
- Successfully complete 67% of ALL **attempted** graduate level courses;
- Complete their first Master's degree program within 52 **attempted** hours; and
- Complete all graduate degree programs within 68 **attempted** hours.

Students who fall below the required GPA, or 67% completion rate, will lose eligibility to receive federal financial assistance in future semesters.

- **Probationary Semester for 1st Offense:** Students who are granted a probationary semester must attend a seminar and sign a SAP contract.
 - If a student fails to meet satisfactory academic progress standards at the end of the warning period, he or she will lose eligibility for federal financial aid the following semester.
- All students who have been denied financial assistance are given the option to appeal this decision. A student may submit a written appeal (Form 10 on the Financial Aid website) to the Satisfactory Academic Progress Committee if documentable extenuating circumstances caused the student to fall below satisfactory academic progress standards.

Bachelor's degree-seeking students who have attempted greater than 186 credit hours (93 credit hours for associate's degree program) also become ineligible to receive financial assistance for future semesters.

- These students will be notified by the Financial Aid Office and given the option to appeal this decision in writing utilizing Form10 on the Financial Aid website

The ADVISING INFORMATION SHEET you receive from the Registrar's Office for each of your advisees will show the number of attempted hours. It also shows whether the student is seeking an Associate's degree or a Bachelor's degree. It is important to bring it to your advisee's attention if they are getting close to the number of credit hours and becoming ineligible for financial aid.

Questions: Contact Marilyn Baker (x5986) in Financial Aid (Eder 103)

Satisfactory Academic Progress (SAP) – Periodic Evaluations

Federal regulations require institutions to conduct periodic evaluations to determine if students are progressing toward their degree program. During midterm and prior to academic advising for the following term, the Financial Aid Office will distribute a list of students to Department Chairs and Academic Deans indicating the following:

- Students who have not declared a major and have “attempted” 60 or more credit hours
- Students who are approaching their maximum timeframe and need to meet with their advisor to complete a SAP Review Form (Form 11 on our website).

Federal financial aid for students who need to declare their major or submit a SAP Review Form will not be disbursed for the subsequent term, until the student completes the required forms. The Financial Aid Office appreciates your assistance with our federal compliance efforts.

Attendance Verification

Federal financial aid regulations require institutions to document that each recipient of Title IV Aid began attendance in the course(s) in which he or she is enrolled. Missouri Western students receive in excess of \$36 Million in federal financial assistance each year. Please help us remain in compliance with applicable regulations by accurately reporting the attendance of your students. To ensure Missouri Western remains in compliance with federal financial assistance regulations, please complete your Attendance Verification rosters by 2:00 on the second Friday of class. Following is the required link: <https://aps1.missouriwestern.edu/griffs>

Disbursement of Funds

Financial aid funds will be released to student accounts in two equal disbursements and will first be applied to outstanding charges for tuition, fees, room, board, and other University expenses. Remaining funds will be issued to the student. By Federal regulation, excess funds MUST be used for educational expenses.

The Financial Aid Office will disburse funds each Friday beginning the 2nd Friday of each semester*. Students who elect to receive credit balance refunds by direct deposit should allow five (5) additional business days for the transfer of funds to a personal bank account. Students who have not elected direct deposit should allow ten (10) additional business days for the check to be mailed to the student’s permanent address of record.

****Federal regulations prohibit the disbursement of Federal Stafford Loan proceeds to freshman, first-time borrowers until 30 days after classes begin.***

Financial Aid Advance to Purchase Books and Supplies

If a student is scheduled to receive more financial assistance than their current charges, Missouri Western will transfer up to \$750 of pending financial assistance to the student's ID card. These funds may be used to purchase books and supplies at the campus bookstore located in the Blum Student Union. The actual amount used will be deducted from pending financial aid. Eligible students will receive notification and instructions via their Missouri Western email account 10 days prior to the start of each semester. Only the amount of actual purchases will be deducted from the student's excess financial aid. Any unused funds will be issued to the student in the form of a credit balance refund. A student may elect to opt out simply by not presenting his or her ID at the campus bookstore.