



OFFICE OF FINANCIAL AID
Missouri Western State University
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Financial Aid Information for Advisors

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;
- Be able to complete a Bachelor's Degree within 180 **attempted** hours;
- Be able to complete an Associate's Degree within 93 **attempted** hours; and
- Be able to complete all multiple undergraduate degrees within 240 **attempted** hours.

Graduate students must:

- Maintain a 3.0 cumulative GPA;
- Successfully complete 67% of ALL **attempted** graduate level courses;
- Be able to complete a Master's degree program within 52 **attempted** hours.
- A student seeking a graduate level certificate must complete program requirements within 27 **attempted** hours.

Warning Semester

A current undergraduate student who falls below satisfactory academic progress standards for the 1st time may be granted a one (1) semester warning period to improve his or her progress. The warning semester must occur during the student's next period of enrollment - fall, spring or summer. During the warning period the student may continue to receive federal financial assistance.

Students who cannot complete degree requirements within the maximum timeframe will not be eligible for a warning semester.

In addition, transfer students who are not meeting Missouri Western's Satisfactory Academic Progress standards will be required to submit a letter of appeal to the Satisfactory Academic Progress Committee.

Periodic Evaluations (Max Timeframe)

Federal regulations require Missouri Western to ensure that each recipient of Federal financial assistance is able to complete degree requirements within 150% of the published length of the program as measured in attempted hours. In compliance with this regulation, Missouri Western will conduct an evaluation of each student's degree progress each semester.

If a student needs to complete the evaluation process, the advisor will receive an email with instructions.

Loss of Eligibility to Receive Financial Aid

All students who lose eligibility for financial assistance are given the opportunity to appeal this decision. A student may submit an appeal (Goldlink) if documentable extenuating circumstances caused the student to fall below satisfactory academic progress standards.

Students who lose eligibility will be notified by the Financial Aid Office.

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. To ensure Missouri Western remains in compliance, please submit your Attendance Verification rosters by 3:30 p.m. on the second Thursday of class (Goldlink – Faculty Tools).

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.

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. 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.

Questions: Contact Cindy Spotts-Conrad (x4363) in Financial Aid (Eder 103)

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