

**Case Western Reserve University**  
**The Weatherhead School of Management**  
**Satisfactory Academic Progress Policy**

**Policy for Graduate/Professional Financial Aid Applicants**

Federal regulations (General Provision CFR 668.34) require that students at Case Western Reserve University (“CWRU”) maintain Satisfactory Academic Progress to retain eligibility for Federal and institutional aid consideration. This policy on satisfactory academic progress relates to graduate/professional students who apply for and/or receive Federal financial aid and/or institutional aid whether funded or unfunded.

On behalf of the Weatherhead School of Management (“WSOM”), the CWRU Office of University Financial Aid reviews the academic progress of all students of WSOM who apply for and/or receive financial assistance at the end of each term of enrollment.

Satisfactory academic progress at WSOM comprises three components: 1) a student must complete the degree within a specified period (maximum time frame); 2) a student must earn a minimum number of credit hours each term of attempted enrollment (quantitative requirement); and 3) a student must achieve a grade point average that is consistent with graduation requirements (qualitative requirement). These standards apply to all financial aid applicants, whether a previous aid recipient or not.

**Financial Aid Programs**

**Federal Programs**

Federal Work Study  
Unsubsidized Direct Loans  
Graduate PLUS Loan

**Institutional Programs**

Funded and Unfunded WSOM Grants and  
Scholarships

**Evaluation Criteria**

Courses with grades of “F” (failure), “I” (incomplete), “NP” (no pass), “W” (withdrawal), and “WD” (withdrawal from all classes) are counted as courses attempted but not earned and count toward the maximum time frame. Transfer credit hours (accepted for the student’s academic program or degree) are counted as credit hours attempted when measuring the maximum time frame to complete the degree but do not impact the cumulative grade point average. Any term in which a student has enrolled and earned zero credit hours, will be included in the evaluation of hours attempted and hours earned for completion rate. All instances of repeated coursework will be factored into the calculation of the completion rate. Courses graded on a Pass/Fail basis will be included in the calculation of completion rate and grade point average. Financial assistance is not offered for audited courses and those hours will not be considered in the Satisfactory Academic Progress review.

The University Financial Aid Office will not automatically adjust a student's Satisfactory Academic Progress status when grades are changed, but the office will review upon request from the student. The grades must be available in the Student Information System before the review will be conducted. For any grade change (for example a prior Incomplete grade has been assigned a traditional letter grade), the student is responsible for notifying the University Office of Financial Aid of such a change and requesting a review of the Satisfactory Academic Progress evaluation. This review is not an appeal and may not result in eligibility for additional student assistance.

**Maximum Time Frame**

A student must complete his/her degree within 150% of the published length of the program. This means that the student's attempted hours at Case Western Reserve University's Weatherhead School of Management and accepted transfer credit hours cannot exceed 150% of the credit hours required for completion of the degree sought at CWRU. The maximum time frame is measured in semesters. There are no appeals to the maximum time frame requirement. For dual degree or combined degree candidates the maximum time frame is based on the published program length associated for the combined program or degrees.

Maximum Time Frames for WSOM professional programs are currently as follows but may be changed from time to time based on approved curriculum updates:

PROGRAM	CREDIT HOURS REQUIRED	150% OF CREDIT HOURS REQUIRED
Master of Business Administration (Full-Time)	60 Credit Hours in 4 semesters	90 Credit Hours in 6 semesters
Master of Business Administration (Part-Time)	48 Credit Hours in 9 semesters	72 Credit Hours in 14 semesters
Master of Business Administration (Executive)	48 Credit Hours in 5 semesters	72 Credit Hours in 8 semesters
MSM - Operations Research and Supply Chain Management	39 Credit Hours in 3 semesters	58.5 Credit Hours in 5 semesters
MSM – Business Analytics	33 Credit Hours in 3 semesters	49.5 Credit Hours in 5 semesters
MS in Positive Organizational Development and Change	5 Residencies in 5 semesters	8 Residencies in 8 semesters
MSM in Healthcare	30 Credit Hours in 6 semesters	45 Credit Hours in 6 semesters
MSM – Finance (Domestic)	30 Credit Hours in 3 semesters	45 Credit Hours in 5 semesters
Master of Accountancy (excluding completion of prerequisites)	30 Credit Hours in 2 semesters	45 Credit Hours in 3 semesters

Credits counted in the maximum time frame include all attempted credits, including those taken during terms when the student is not receiving financial assistance. Attempted credits include earned credits, all attempts of repeated courses, all withdrawals, all failures, all incompletes, and all accepted transfer credits, including consortium agreement, Study Abroad, and cross-registration courses counted toward the degree.

### **Completion Rate**

Satisfactory academic progress requires a professional student to successfully complete at least 67% of the credit hours attempted with a term grade point average of 2.5 or higher to demonstrate steady progress toward degree completion. Accepted transfer hours are calculated as hours successfully attempted and completed.

### **Grade Point Average and Academic Standing**

Students academically separated from the University are automatically not meeting the University's Satisfactory Academic Progress standards. Otherwise, a student's grade point average must be at least 2.5 after each term of attempted enrollment consistent with the Academic Standing Regulations of the Weatherhead School of Management. Transfer credits are not included in the calculation of the grade point average.

### **Failure to Meet Satisfactory Academic Progress**

A student may be placed on Financial Aid Warning for one semester and receive Federal and/or institutional aid based on the SAP evaluation at the end of each term. After one semester of Financial Aid Warning the student is placed on Financial Aid Suspension if not meeting the cumulative quantitative and qualitative requirements of the school or program. The student may submit a written appeal to the Office of University Financial Aid to be placed on Financial Aid Probation for one term if not meeting SAP requirements after the review. The academic program's faculty program director or program manager within WSOM may offer the student a multi-semester Academic Plan with specified quantitative and qualitative requirements (number of credit hours to be completed and term grade point average to be achieved) to regain Federal and/or institutional aid eligibility after the term of Financial Aid Warning. The student's performance will be evaluated at the end of each semester of the plan. If meeting the requirements, aid eligibility is continued for the next term. If not, the student is returned to Financial Aid Suspension and cannot develop a new academic plan for the next term. The student may request an Academic Plan to which WSOM may or may not agree.

WSOM students who fail to meet one or more requirements for Satisfactory Academic Progress will be notified by e-mail of their status by the Office of University Financial Aid and will be placed on Financial Aid Warning for the next semester of enrollment. During the semester of Financial Aid Warning, a student will receive all Federal and/or institutional funding for which he/she has applied and is otherwise eligible. Consecutive semesters of Financial Aid Warning are not permitted. Students who withdraw completely during a term will be placed on Financial Aid Warning for the next period of enrollment if previously meeting Satisfactory Academic Progress standards. If the student was on Financial Aid Warning or appealed successfully for placement on Financial Aid Probation and the student is not meeting the

requirements for Satisfactory Academic Progress, the student will be placed on Financial Aid Suspension.

Students who do not successfully complete the required number of credit hours based upon semesters of attempted enrollment and/or attain the required grade point average by the end of the term of Financial Aid Warning or Financial Aid Probation will be placed on Financial Aid Suspension and terminated from receiving financial assistance from the Federal and/or institutional sources previously listed. If it becomes mathematically impossible for the student to complete graduation requirements within the 150% program completion maximum, the Office of University Financial Aid reserves the right to terminate the student's financial aid eligibility.

### **Appeal Process**

A WSOM student may appeal the denial of aid to the Satisfactory Academic Progress Committee of the Office of University Financial Aid and request a semester of Financial Aid Probation. An appeal must be in writing and based upon extraordinary circumstances, such as personal injury or illness, death of a relative, or other reason that caused undue hardship and impacted the student's academic performance to a significant degree. The student must show an understanding of the specific Satisfactory Academic Progress components that were not met and must indicate what changes have occurred that will enable the student to be academically successful in the next term. A student may submit a letter of support from an academic advisor. Note that submission of an appeal does not guarantee reinstatement of eligibility for financial assistance. An appeal may be denied. The committee will send a response to the appeal by e-mail within ten days of receipt.

If the appeal is denied, the decision is final for that semester. The student may re-establish eligibility for financial assistance for a subsequent semester by successfully completing coursework at CWRU that restores compliance with the quantitative and qualitative standards of the University's Satisfactory Academic Progress policy. Coursework taken at other institutions may not be used to meet Satisfactory Academic Progress standards following a failure to meet the requirements.

If the appeal is approved, the student will be placed on Financial Aid Probation for the semester. The student will receive all Federal and/or institutional funding for which he/she has applied and is otherwise eligible. By the end of that semester, the student must have successfully completed the required number of credit hours and attained the required cumulative grade point average to meet the Satisfactory Academic Progress standards based upon total terms of attempted enrollment at CWRU. WSOM students who do not meet all standards will be placed on Financial Aid Suspension.

A student may not submit an appeal for consecutive terms; however, a student may submit an appeal with documentation of new circumstances that prevented the student from making Satisfactory Academic Progress. A student will be permitted a maximum of two appeals throughout enrollment at Case Western Reserve University.

### **Academic Plan**

Students with a significant credit hour deficit or very low grade point average and all students returning from Academic Separation should meet with the academic program's faculty program director or program manager within WSOM to develop an Academic Plan that may permit the student to retain financial assistance for more than one semester. Academic Plan Forms are available through the Office of University Financial Aid. An Academic Plan provides a specific listing of the credit hours the student will take in subsequent semesters to fulfill all degree requirements within the 150% timeframe upon satisfactory completion of all courses attempted and become compliant with all Satisfactory Academic Progress standards. Students who meet the requirements of the Academic Plan during the Satisfactory Academic Progress review conducted at the conclusion of each term will retain eligibility for Federal and/or institutional financial assistance for the next term of enrollment. An Academic Plan may extend for a maximum of four (4) semesters.