

Satisfactory Academic Progress Regulations
Masaryk UNIVERSITY –
GRADUATE PROGRAMS

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 standards; 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. The International Department of the student's respective School or Division of the University will conduct a review at the end of each semester to determine the student's successful progress toward obtaining his/ her degree.

Students receiving financial aid are required to:

- 1) maintain at least 3.0 cumulative grade point average (GPA) in all courses attempted in order to remain eligible for financial aid, 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 GPA:

The grades of A, B, C, D, E, F are used for the grade point average (GPA) 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.

The MU calculates the Weighted Average (Mean) from All Grades that a student has achieved.

When calculating the Average, results achieved in all courses regardless of failed/pass outcome status are considered. For each course, grades achieved 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 (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 the case a student did not complete an enrolled course successfully, he/she is obligated to re-enroll 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 studies 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 for 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 that amount to 30 credit points in every semester. **In order to meet the quantitative standard, students must complete and pass courses with the cumulative value of at least 20 credit points in one semester. Hence, the students are required to complete at least 66,6 percent of the expected amount of credit points 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 credit points, the minimum number of credits required for a six-year master's degree is 360 credit points. The maximum allowable time to be eligible for financial aid for a bachelor's degree is five years and the maximum allowable time to be eligible for financial aid for a full-time master's degree is seven academic years, regardless of whether the student receives Federal Student Aid during any enrollment period. The students have to achieve the amount of credit points required for a degree within the *maximum allowable time*.

Masaryk University evaluates Satisfactory Academic Progress at the end of every semester.

Course treatment:

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

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. Uncompleted and failed courses have to be repeated under conditions laid in the section 21 of MU Study and Examination Regulations. Credit points will be earned in a semester in which the course is successfully completed. Attempts from both semesters will be calculated into GPA.

Transfer credits: The transferred credits recognized under the section 14 of the MU Study and Examination regulations will be calculated to 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 GPA.

Information about the academic progress

Every grade or credit is recorded in school information system. After the grade or credit is awarded, the GPA and amount of credits is recalculated automatically and instantly. Student can evaluate his progress and impact of his grades on GPA in real time.

Non-fulfilment of Satisfactory academic policy

A student who does not meet the Satisfactory Academic Progress (SAP) criteria will be contacted by the international department of his faculty 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 does not meet the standard after the warning period, he may be denied subsequent financial aid. The student has 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 satisfactory progress 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 satisfactory progress standards or an approved academic success plan has been submitted and accepted.

If the student does not meet the minimum Satisfactory Academic Progress 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, although they may continue to enroll at the college.

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 below.

Appeals

Suspension (denial) of Financial Aid due to the failure to meet SAP criteria may be appealed to the Dean of the Faculty, 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; and be signed by the student.

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 and children).**
Requires a death certificate/obituary notice or statement from a doctor.
- 3. Administrative error.**
Requires a letter of verification from source of error.

Appeal Process for Maximum Time Frame

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

The appealing student will be notified within the 30 days of the date of filling complete appeal documentation about the outcome of his/her appeal.

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