


SUBJECT: SATISFACTORY ACADEMIC PROGRESS	REFERENCE:
OUR LADY OF HOLY CROSS COLLEGE	PAGE: 1 OF: 4
	EFFECTIVE: 07.01.11
APPROVED BY Rev. Anthony J. De Conciliis, C.S.C., Ph.D. 	REVISED:

PURPOSE

Our Lady of Holy Cross College’s (OLHCC) Satisfactory Academic Progress (SAP) policy is written under the requirements of the Higher Education Opportunity Act (HEOA) of 2008 and the guidance of federal regulations published in the Federal Register on October 29, 2010, with an effective date of July 1, 2011.

POLICY

To be eligible for student financial aid, students must meet Satisfactory Academic Progress. The Office of Student Financial Aid (OSFA) has established the guidelines, based on Federal regulations, for evaluating student progress, taking into consideration cumulative OLHCC GPA, the cumulative number of hours attempted and completed at OLHCC, and the hours that have successfully transferred to OLHCC from any other postsecondary institution. The OSFA’s SAP policy and standards are not the same as the academic standards of the College including specific departments or programs (i.e., nursing department). Enrollment in the College is not synonymous with financial aid satisfactory academic progress.

MINIMUM GPA AND CREDITS SAP STANDARDS FOR OLHCC STUDENTS

Undergraduate students must successfully complete a minimum of 75% of cumulative attempted hours AND maintain a minimum cumulative 2.0 OLHCC GPA.

Graduate students must successfully complete a minimum of 75% of cumulative attempted hours AND maintain a minimum cumulative 3.0 OLHCC GPA.

Academic progress is reviewed once a semester (defined as summer, fall, or spring). Classes graded "F", "FN", "incomplete", "no credit", "drop", or "withdraw" will be evaluated as courses attempted, although not successfully completed. Attempted hours include all OLHCC hours in which a student is enrolled after the last day of the College’s drop/add period, as well as all hours transferred from any other postsecondary institution. Repeated courses will count toward academic progress; one of the repeated courses will count as an attempted course not successfully completed. Any course that is academically forgiven is still counted as attempted OLHCC credits.

FINANCIAL AID WARNING PERIOD

If a student is denied financial aid based on SAP status, that denial takes precedence over any previous award notification he/she may have received previously.

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Students not meeting the minimum standards at the end of a semester will receive a financial aid warning for the next semester. Students may continue to receive financial aid for this probationary period. Students failing to meet the minimum SAP standards by the end of the probationary period will be placed on financial aid suspension.

MAXIMUM HOURS ALLOWED FOR OLHCC STUDENTS

Undergraduate students pursuing their first undergraduate degree in a 4-year program may be eligible to receive financial aid for no more than 150% of the attempted coursework (ex. For a program that requires 128 credits to graduate, students may not attempt more than a maximum of 192 attempted credits). The maximum credits limit includes **all undergraduate credits** attempted at OLHCC and/or credits that have successfully transferred from any other post-secondary institution, regardless of whether the student has received financial aid for those courses.

Students seeking a second or subsequent undergraduate degree in a 4-year program may be eligible to receive financial aid for a maximum of 200% of the total attempted coursework (i.e., 256 credits for a 128-credit program), including all undergraduate AND graduate attempted credits.

Graduate students must complete the Master's degree within seven (7) years of the first day of enrollment.

PROCEDURE

1. Students' records are reviewed at the end of each semester once final grades have been posted and considered official.
2. Students found to be in compliance with the College's SAP policy will have no action taken.
3. Students admitted to the College on a provisional status (probationary) will automatically be placed on financial aid probation (i.e., receive a financial aid warning).
4. Students found to be out of compliance with the College's SAP policy for the first time will receive a financial aid warning (This warning is designated as "probation" in the College's financial aid system.). They will receive a letter from their counselor, via certified US mail outlining the details of the warning. Students receiving a financial aid warning will receive one semester to comply with the College's SAP policy. **Note:** Any student found non-compliant for the first time can automatically be placed on financial aid suspension if it is found that he/she

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cannot meet the minimum SAP requirements by the end of the subsequent warning period.

5. Students with a financial aid warning found to still be out of compliance with the College's SAP policy will be placed on financial aid suspension, at which point they become ineligible for funding under the Title IV program. This includes all federal grants, student loans, parent loans, and work study. They will receive a letter via certified mail outlining the details of the suspension, an explanation of the appeals process, and the deadline for submitting such appeal.

FINANCIAL AID SAP APPEAL PROCESS

If a student becomes ineligible for financial aid due to not meeting the minimum SAP requirements, but feels that he/she has experienced unique, extenuating circumstances, he/she may file an appeal with the OSFA following the procedure below:

1. Schedule an appointment with a Financial Aid Counselor to discuss the situation. If there are extenuating circumstances that have caused the suspension, the student may be eligible to appeal. If the student is eligible, the Financial Aid Counselor will provide the student with the appeal form and instructions on how to complete the appeal process.
2. Complete and submit the appeal form to the OSFA with required supporting documents by the deadline indicated on the suspension. Student narratives must fully explain the extenuating circumstance and must be typed. Students must also include any and all letters of support from professors, physicians, etc. to support their claim. Submitting a letter without documentation will result in a denial of the appeal.
3. Students can anticipate a decision from the Financial Aid Appeals Committee within 2-6 weeks, depending on the volume of appeals submitted. Following the review of the appeal, students will be contacted via OLVCC email and certified US mail. Appeals that are denied will be sent via certified mail. If a student's appeal is approved, the student will be instructed to contact the OSFA to meet with his/her Financial Aid Counselor to review and sign the appeal decision letter. If the appeal is denied, the letter will include criteria the student must meet to be eligible for aid in the future. Committee decisions are final and are not subject to further review.
4. There is no appeals process for students receiving a financial aid warning.

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5. The Appeals Committee reserves the right to limit a student's course load under SAP.

REGAINING FINANCIAL AID ELIGIBILITY

Students that have been denied an appeal are ineligible to receive any form of federal student aid until the following conditions are met:

1. Return into compliance under the College's SAP policy.
2. Remain in compliance with the College's SAP policy for a subsequent semester, enrolled at least half time.
3. Complete a Financial Aid Reinstatement Request form and submit it to the OSFA.

Once a student has been reinstated to receive federal financial aid, that student may receive one more financial aid warning if that student falls back out of SAP compliance. If the student fails to return into compliance, the student will be ineligible for federal financial aid funding for the duration of his/her academic career (i.e., undergraduate or graduate career, not both).

Example scenarios:

1. Student has attempted 114 hours at OLHCC. Out of the 114 hours attempted, the student has successfully completed a total of 87 hours (76% of the coursework attempted). The student also has a 2.5 OLHCC GPA. The student is meeting the minimum standards for Satisfactory Academic Progress.
2. Student has attempted 84 hours at OLHCC. Out of the 84 hours attempted, the student has successfully completed a total of 75 hours (89% of the coursework attempted) and has a 1.8 OLHCC GPA. The student is NOT meeting the minimum Satisfactory Academic Progress standards because the student has not maintained a 2.0 OLHCC GPA.
3. Student has attempted 65 hours at OLHCC as an undergraduate. Out of the 65 hours attempted, the student has completed a total of 32 hours (49% of the coursework attempted) and has a 2.5 OLHCC GPA. The student is NOT meeting the minimum Satisfactory Academic Progress standards because the student has not successfully completed 75% of the attempted hours.