

## **Satisfactory Academic Progress**

### **Policies**

Federal regulations require the College to monitor the academic progress of students to ensure students are making Satisfactory Academic Progress toward completion of a degree. Students must maintain Satisfactory Academic Progress as defined below or financial aid eligibility will be denied until the student can reestablish eligibility.

Satisfactory Academic Progress is measured both qualitatively and quantitatively. An undergraduate student must maintain at least a 2.0 (3.0 for graduate students) overall GPA and complete at least 75% of attempted hours. The cumulative maximum time frame that a student can receive financial assistance is 150% of the published program length in the College catalog. For instance, the majority of undergraduate programs require 128 hours for graduation. The maximum time frame for a student in those programs is 192 attempted hours ( $128 \times 1.5 = 192$ ). Students whose programs require a different number of hours will have their period of eligibility adjusted accordingly.

Grades of W, I, and F count as hours attempted toward the maximum time frame. Students must resolve all incomplete grades before the Department of Financial Aid can make a final determination regarding a student's meeting satisfactory academic progress. Students must report any grade changes that affect their eligibility directly to the Department of Financial Aid. Additionally, all transfer and readmit students will have their transfer credits accepted for the student's degree counted when measuring the maximum time frame to complete the degree. Our Lady of Holy Cross College does not accept for credit any transfer grades lower than a C.

Students who do not meet the minimum standards for Satisfactory Academic Progress will be eligible to receive one semester of financial aid on a probationary basis. If the student is not in compliance with the policy at the end of the probationary semester, financial aid will be suspended. Periods of suspension count toward completion of a program's maximum time frame.

The Director of Admissions and Financial Aid reviews the College's Title IV SAP policy as new rules are introduced to ensure compliance with Federal regulations, and a current version of the policy is available on the College's website.

### **Procedures**

At the end of spring semester the Director of Admissions and Financial Aid generates a SAP Report. This report is compared with the report from the previous spring semester. If a student is on the report for the first time he/she is notified in writing that he or she is on Financial Aid Probation. If the student is on the report for the second consecutive year, then the student is on Financial Aid Suspension.

Students on Financial Aid Suspension are notified by registered mail that they are unable to receive aid until they again meet SAP. They are also informed that they may appeal and are given a deadline and the necessary steps to appeal their suspensions. If the deadline is not met or if documentation is not submitted, the suspension holds. If a student makes an appeal, a committee of five, four faculty or staff members and one student, reviews the appeal and the supporting documentation. A simple majority is necessary to regain financial aid eligibility. The student is notified by registered mail of the outcome of the appeal. Students may not base SAP appeals on a need for financial assistance or a lack of knowledge that the financial assistance was in jeopardy.

Students placed on Financial Aid Suspension have their files pulled out of the active file and placed into inactive, and these students must reestablish Satisfactory Academic Progress at the College during their suspension at their own expense. The Business Office is notified of all students who are on Financial Aid Suspension in order to set up payment arrangements with suspended students.

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