

# PAINE COLLEGE

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## SATISFACTORY ACADEMIC PROGRESS POLICY FOR THE DISBURSEMENT OF FINANCIAL AID

Federal regulations (34CFR 668, 16(e)) require schools to have a Satisfactory Academic Progress Policy to carry out the statutory requirement that a student must be making satisfactory progress to be eligible for financial aid under the Student Financial Aid Programs. The policy must be cumulative and it must include any periods of enrollment which the student did not receive aid from the Student Financial Aid Programs. Students applying for aid are subject to these regulations.

The Satisfactory Academic Progress Policy for students receiving financial aid under the Student Financial Aid Programs includes the following:

- Qualitative Measure – grade point average
- Quantitative Measure – maximum time-frame in which a student is expected to complete his or her program of study

**QUALITATIVE MEASURE:** A financial aid recipient is required to meet the grade point average standards as stated below:

CUMULATIVE HOURS ATTEMPTED	MINIMUM CUMULATIVE GRADE POINT AVERAGE REQUIRED
0-27	1.7
28-59	1.8
60-93	2.0
94-186	2.0

**QUANTITATIVE MEASURE:** The maximum time frame for a student to complete his or her four-year program of study is:

ENROLLMENT STATUS	MAXIMUM NUMBER OF ACADEMIC YEARS	MAXIMUM NUMBER OF SEMESTERS
FULL-TIME	6	12
THREE QUARTER – TIME	7	14
HALF-TIME	11	22
LESS THAN HALF-TIME	31	62

**Satisfactory Academic Progress is reviewed at the end of each semester. To maintain Satisfactory Academic Progress, a student must:**

- **earn 67% of the cumulative hours attempted during the academic year**

*Examples: (all hours are rounded to the next whole number)*

If a student attempted 12 hours in the Fall and 13 hours in the Spring, the student would be expected to successfully complete at least 17 hours to be making progress. (12 hours Fall + 13 hours Spring = 25 attempted hours, therefore 25 hours attempted x 67% = 16.75 rounded to 17 hours)

If a student attempted 12 hours in the Fall and 6 hours in the Spring, the student would be expected to successfully complete at least 13 hours to be making progress. (12 hours Fall + 6 hours Spring = 18 attempted hours, therefore 18 hours attempted x 67% = 12.06 hours rounded to 13 hours)

- **earn the minimum cumulative grade point average required per cumulative hours attempted**

*Example:*

If a student attempted a total of 0-27 hours Fall and Spring, then the student would be expected to earn a minimum cumulative grade point average of 1.7 to be making progress.

- **not exceed the 150% maximum time frame extended for degree completion**

*Example:*

A student in the program of study which requires 124 hours of completion would be allowed to have 186 attempted hours and receive financial assistance (124 x 150% = 186).

The Satisfactory Academic Progress Policy reflects the institution's academic regulations as they relate to the following:

**Course Repeats, Incompletes, Withdrawals, and Enhancement Courses** will be counted as hours attempted.

**Cumulative Hours Attempted** is defined as all credit hours attempted at Paine College with a grade assignment of A, B, C, D, F, WF, W, WP, NC, NF, S, U, I, K, or CP. Audited courses are not counted towards hours attempted or hours completed. Course Credit by Examination will be counted towards overall hours attempted.

**Cumulative Hours Earned** is defined as credit hours successfully completed with grade assignments of A, B, C, or D and will be counted towards hours attempted and earned.

**Transfer Hours accepted towards the degree** must be reflected on the Paine College transcript and will be counted towards hours attempted and earned.

### **Monitoring Progress**

Satisfactory Academic Progress is evaluated at the end of each semester.

### **Financial Aid Warning**

Students are placed on Financial Aid Warning for one semester and may continue to receive financial aid, if the student is not making satisfactory academic progress at the end of each payment period (semester). Students who are placed in a warning status do not have to submit an appeal.

### **Financial Aid Probation**

Students are placed on Financial Aid Probation for one semester if they fail to meet the qualitative and/or quantitative standard. Students are informed in writing of their probationary status by the Financial Aid Office. Students who are placed on probation may continue to receive financial aid in the probationary period, however, they must submit an appeal, which includes documentation with information as to why he/she failed to make satisfactory academic progress. Students are also required to submit an Academic Plan from his/her Academic Advisor for the probationary period. At the conclusion of the probationary period, students must meet the qualitative and quantitative standards in order to avoid being placed on financial aid suspension.

### **Financial Aid Suspension**

Students are placed on Financial Aid Suspension if they fail to meet the minimum SAP standards following the probationary period. Eligibility for future financial aid ceases. Students are financially responsible for all charges incurred. The Financial Aid Office notifies students in writing of their suspension status, alternative financing options and guidelines for appealing the suspension.

### **Appeals Process**

Students placed on Financial Aid Suspension may appeal to the Committee on Financial Aid Satisfactory Academic Progress. To appeal, students must submit typed written explanations along with supporting official documentation detailing the mitigating or extenuating circumstances which resulted in the noncompliance of the SAP standards. Incomplete appeals will not be considered. Each appeal will be considered on its own merit. Students will receive written notification of the Committee's decisions. All decisions made by the Committee are final. Students approved for reinstatement of financial aid will be placed on probation for a period of one academic year. Financial aid will be awarded based on available funding at the time of reinstatement. Students not approved for reinstatement must clear all SAP deficiencies at their own expense before additional reinstatement consideration is extended.