Satisfactory Academic Progress Requirements for Financial Aid (SAP)

Students are expected to maintain a record of academic achievement that will enable them to graduate in a reasonable time period. Undergraduate students receiving financial aid at Hood College of any type (federal, state, institutional and/or outside scholarships/grants) must demonstrate both qualitatively and quantitatively the ability to do satisfactory academic work and to progress measurably toward a degree. This is in addition to any renewal criteria required for specific state, institutional or other outside awards.

Federal regulations require the Financial Aid office to monitor students’ (undergraduate and graduate) academic progress at the end of each academic year. This is to ensure that students receiving funds are successfully progressing through their program of study. At the end of the spring semester of each academic year, the Financial Aid Office evaluates the academic progress of each student receiving financial aid according to the standards set forth below by the College. This evaluation determines a student’s eligibility to receive financial assistance in the next academic year. In addition, at the end of both the fall and spring semesters, the registrar reviews the qualitative academic progress of all degree-seeking students to determine the eligibility for continued enrollment at Hood College.

Qualitative Standards (Grade-based)

Qualitative standards measure a student’s quality of performance in terms of GPA, including basic skills courses (reading, writing, mathematics).

Each semester a student must meet the following cumulative GPA standard:

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Minimum GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25</td>
<td>1.50 GPA</td>
</tr>
<tr>
<td>26-38</td>
<td>1.60 GPA</td>
</tr>
<tr>
<td>39-50</td>
<td>1.70 GPA</td>
</tr>
<tr>
<td>51-63</td>
<td>1.90 GPA</td>
</tr>
<tr>
<td>64-124</td>
<td>2.00 GPA</td>
</tr>
</tbody>
</table>

In order to graduate, a student must have a minimum GPA of 2.0. If a student fails to meet the above GPA requirements, he/she will be suspended from financial aid but will have the opportunity to submit an appeal.

Quantitative Standards (time-based also referred to as PACE)

In order to maintain financial aid eligibility, the U.S. Department of Education requires a student to successfully complete 67% of the credits for which he/she attempted as shown in the example below:

Hood College Office of Financial Aid calculates the pace at which you are progressing in your SAP academic plan by dividing the cumulative number of credits you have successfully completed by the cumulative number of credits you have attempted. All periods of enrollment count when assessing quantitative standards, even periods in which the student did not receive financial aid.

Pace = \( \frac{\text{Cumulative number of credits that you have successfully completed}}{\text{Cumulative number of credits that you have attempted}} \)

Unsatisfactory grades of F, INC, AU, F, S and U do not count as completed courses but will count as attempted credits. In addition, repeated coursework is counted as attempted hours for financial aid eligibility. Students can only receive financial aid for a passed course one additional time. If the student registers for a previously passed course the third time, the course is ineligible for financial aid. Students are eligible up to 30 attempted hours for basic skills courses (reading, writing, mathematics) which are not counted in the quantitative standards. If a student exceeds 30 attempted hours without successful completion, the student becomes ineligible for financial aid and must pay for those courses prior to continuing at Hood College.

Transfer credits that count toward the student’s current program count as attempted and completed for financial aid eligibility.

Quantitative Standards (maximum timeframe)

You must be making progress toward a degree. To quantify academic progress, Hood College must set a maximum timeframe in which you are expected to finish a program. A student must complete his/her program of study within 150% of the length of the program. If a student needs additional time to complete the degree, the student may submit an appeal for financial aid. Students at Hood College are expected to complete 124 credit hours to earn an undergraduate degree. Students are eligible to receive financial aid up to 186 attempted hours at Hood College (not including 30 credit hours for basic skills courses). If additional time is needed, students can submit an appeal to the Director of Financial Aid.

Transfer Credits

Transfer credits and/or credits for prior learning given at the time of enrollment will be counted in the total number of credits attempted. During the course of enrollment, a student may transfer credits earned at outside institutions, however, the credits will apply only for meeting the maximum timeframe standard.

Treatment of W, INC, AU, F, S and U Grades and Repeated Coursework

- Course withdrawals (W) after the drop/add period are not included in the G.P.A. calculation, but are considered a noncompletion of attempted coursework.
- Incomplete (INC) grades are not included in the G.P.A. calculation but are considered a noncompletion of attempted coursework until the incomplete grade is replaced with a permanent grade and academic progress can be reevaluated.

continued on back
An audit (AU) grade is not considered attempted coursework. It is not included in the G.P.A. calculation or completion rate determination.

A satisfactory (S) grade is treated as attempted credits earned, but it is not included in the G.P.A. calculation.

An unsatisfactory (U) grade is treated as attempted credits that are not earned, but it is not included in the G.P.A. calculation.

A failing grade (F) is treated as attempted credits not earned; it will be included in the calculation of the G.P.A. and the minimum completion rate.

All grades earned for a repeated course will be included in the calculation of the G.P.A. and every repeated attempt will be included in the completion rate determination.

Financial Aid Suspension
Students are placed on financial aid suspension if they do not meet one or both of the SAP standards. Students that are failing to make satisfactory academic progress and who successfully appeal will be placed on financial aid probation. Students placed in the probation status may continue to receive financial aid for one semester only, but are expected to improve their academic standing (CGPA) and/or maximum timeframe progress so that the standards of SAP are met by the end of the following semester.

Financial Aid Probation
If at the end of the probationary period the student still does not meet the standards set forth in this policy, eligibility to receive financial aid of any type will be suspended. Students who fail to meet the maximum timeframe toward completion of their degree within 186 attempted credits will have their financial aid canceled.

Reinstatement of Aid after Probation
Appeal is Approved
Reinstatement of financial aid after a student is placed on suspension is achieved as follows:

The student submits a written letter of appeal in accordance with the appeals process and the Financial Aid Appeals Committee grants the appeal. The student is placed on financial aid probation for one semester and is allowed to maintain their aid eligibility. SAP will be reviewed at the end of that semester; or

The student attends Hood College during the suspension semester, pays for tuition and fees without the help of student aid and does well enough in the coursework to satisfy all the satisfactory academic progress standards. The student must notify the Office of Financial Aid if they are planning to attend Hood College without the assistance of financial aid; or

A student whose eligibility has been suspended may regain eligibility at the end of any term after which they meet the above criteria.

Students who have been placed on suspension cannot skip a semester and regain eligibility. No financial aid will be disbursed during subsequent semesters for students on suspension.

Appeals Process
Appeals of financial aid suspension must be made in writing to the director of financial aid by the date specified in the suspension notification letter.

The appeal letter must address the extenuating circumstance(s) why satisfactory academic progress was not made, why the extenuating circumstance(s) has changed, as well as an outlined plan of corrective action for future academic success. The appeal must explain why the student failed to meet satisfactory academic progress, what has changed in the situation that will allow him or her to make satisfactory progress at the next evaluation. Extenuating circumstances can include, but is not limited to, illness or injury; death of a family member; family difficulties; interpersonal problems with friends, roommate, significant others; difficulty balancing work, athletics, family responsibility; or financial difficulties.

The director of financial aid will review the appeal and notify the student in writing within 10 working days whether the appeal has been accepted or denied. If the appeal has been accepted, the letter to the student will detail the academic plan of corrective action as well as require the approval of the student’s academic adviser. All decisions made by the director of financial aid are final and will not be subject to further review.