Conditions of Award Undergraduate Students

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.

Student’s academic progress is measured using minimum cumulative GPA (CGPA) and a maximum timeframe standard, which is at least 67 percent earned of credit hours attempted. To determine the percentage, the number of credits earned is divided by the number of credits attempted. For example, a student attempts 18 credit hours for the semester; in order to meet SAP requirements, he or she must earn at least 12 credit hours (12 divided by 18).

Students are considered to be making satisfactory progress toward degree completion for financial aid purposes by adhering to the following standards in the following evaluation periods, which is the end of the spring semester of each academic year:

<table>
<thead>
<tr>
<th>Semester completed</th>
<th>% Earned of Credits Attempted</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First/Second</td>
<td>67%</td>
<td>1.70</td>
</tr>
<tr>
<td>Third/Fourth</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>Fifth/Sixth</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>Seventh/Eighth</td>
<td>67%</td>
<td></td>
</tr>
<tr>
<td>All Subsequent Semesters</td>
<td>67% 2.00</td>
<td></td>
</tr>
</tbody>
</table>

The maximum time frame in which a student is expected to complete his or her degree is 150 percent of the published length of the program measured in academic credits. Students will become ineligible for any type of financial aid after attempting 186 credits. For an undergraduate program, the time frame cannot exceed 150 percent of the published length of the program measured in credit hours attempted. For example, the published length of an undergraduate academic program is 124 credit hours, the maximum period must not exceed 186 (124 x 1.5) attempted credit hours.

Additional Degree / Dual Degree

The maximum time frame in which a student is expected to complete his or her degree is 150 percent of the published length of the program measured in academic credits for a student pursuing an additional degree or enrolled in a dual degree program.

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 non-completion 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.

• 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 Probation

Students are placed on financial aid probation if they do not meet one or both of the SAP standards. Students placed in this status may continue to receive financial aid 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 next evaluation period, which is the end of the spring semester of each academic year.

Financial Aid Suspension

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.

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Reinstatement of Aid after Financial Suspension

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 the semester rather than on suspension; 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

- The student may attend summer school to eliminate the deficiency in credits or GPA. The student must notify the Office of Financial Aid if they are planning to take classes during the summer to eliminate the deficiency. Students cannot take classes at another institution to resolve a GPA deficiency. Classes must be taken at Hood College.

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 Financial Aid 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. 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 advisor. All decisions made by the director of financial aid are final and will not be subject to further review.