

HILBERT COLLEGE'S SATISFACTORY ACADEMIC PROGRESS GUIDELINES FOR FEDERAL FINANCIAL AID

Federal regulations require that all financial aid recipients maintain satisfactory academic progress (SAP) in a course of study leading toward a degree.

To receive federal and state aid, students must maintain a minimum grade point average and complete a percentage of credit hours attempted each semester. This is called being in good academic standing. It is required that, prior to withdrawing from a course, the student seek advisement from the Student Finance Office to determine the impact of such action on future financial aid eligibility. Students who withdraw through proper procedures will be made aware of any impact their withdrawal will have on their ability to maintain satisfactory progress. Federal and State regulations prohibit awarding financial aid for classes that do not count toward his/her degree, certificate, or other recognized credential. If you wish to take course work outside of your academic program, please see the Registrar and the Financial Aid Office. Financial Aid is not awarded for completion of minor degrees.

ELEMENTS OF SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL AID

Cumulative Grade Point Average (GPA) – Qualitative Component

1. After the end of the 2nd semester, Hilbert College will determine if a student has a 1.80 GPA or better. If a 1.80 has not been earned, the student will have the opportunity to appeal for Federal Financial Aid for the following semester.
2. A student must have a 2.00 cumulative GPA at the end of their 4th semester in order to be eligible for Federal Financial Aid.
3. 3. Any time a student is academically ineligible for Federal Financial Aid, they will be given the opportunity to appeal and present a plan to regain good academic standing.

Pace (rate of attempted credit hours) – Quantitative Component

1. A student must complete at least two-thirds (66.67%) of all cumulative attempted credit hours.
2. New freshmen are required to successfully complete at least (50%) of the credits they attempt during their first two semesters. Starting with their third semester, they are required to successfully complete two-thirds (66.67%) of their credits.
3. Transfer credits accepted by Hilbert College will count both as attempted and completed hours at Hilbert College.
4. Remedial courses will count both as attempted and completed hours.
5. Repeats of failed courses will count as attempted and completed hours.
6. F, W, I grades will count as attempted, but NOT completed.
7. A student may only repeat a previously passed course once.
8. Consult with Student Finance if you are repeating a course for a third time.

Maximum Time frame/Degree Completion within 150 percent of the average length of the program-Quantitative Component

1. A student must progress through his/her program of study at a pace that ensures completion within the maximum time frame.

2. Maximum time frame is defined as a period of no longer than 150% of the published length of the education program, as measured in credit hours. Associate Degree is 60 credit hours x 150% = 90 credit hours or 6 semesters of study. Bachelor Degree is 120 credit hours x 150% = 180 credit hours or 12 semesters of study.
3. Federal financial aid eligibility will be terminated when a student has attempted 180 credit hours (for a degree published with a 120 credit hours requirement). For financial aid purposes, student pursuing a double major or dual degree may not exceed 150% of the maximum time frame standard.
4. Although requirements are per semester, Hilbert College reviews for Federal Academic Progress at the end of each academic year. Federal regulations require that schools review at least once per academic year.

CONSEQUENCES OF NOT MEETING SATISFACTORY ACADEMIC PROGRESS (SAP)

Hilbert College reviews FEDERAL aid at the end of each academic year. An academic year comprises of the fall/ spring/summer semesters. Students' academic progress will be reviewed at the end of the academic year, or at the end of the last semester that they attend. If a student does not meet the components of SAP, he/ she will receive a letter outlining the requirements and what was achieved. The student will NOT be eligible to receive federal aid for the following academic year.

APPEALS

In the event a student has lost federal aid eligibility due to not meeting Satisfactory Academic Progress, an appeal may be filed in the case of specific circumstances. Federal regulations allow a student to appeal under the following circumstances: the death of a relative, an injury or illness of the student, or other special circumstances. When filing an appeal, the student must submit a letter explaining the circumstances, supporting documentation, and the student must explain, in writing, what has changed in the student's situation that will allow the student to comply with SAP requirements at the next evaluation. The appeal will be reviewed by a committee and the student will be notified in writing of the outcome. If the appeal is granted, the student will be placed on probation for the following semester and will be allowed to receive federal aid. At the end of that semester, the student must be meeting SAP or he will not be eligible for federal aid the following semester(s) until such time as the student is making satisfactory progress again.

Students who fail to return to good academic standing at the end of the first probation semester will not be eligible for further federal financial aid. They have the option to attend the following semester without federal financial aid in an effort to return to good academic standing. Students may also appeal for reinstatement and should contact the Financial Aid Office to review this option.