

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

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

To receive federal aid, students must maintain a minimum grade point average and complete a percentage of credit hours attempted at the end of each academic year. 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 academic progress.

### ELEMENTS OF SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL AID

**QUALITATIVE MEASURE:** Students must maintain a certain cumulative GPA at the end of each academic year.

**PACE:** Students must successfully complete a certain percentage of credit hours attempted at the end of each academic year.

The formula to compute PACE is:  
completed

Cumulative # of credit hours successfully

Cumulative # of credit hours  
attempted

\*Transfer credits accepted by Hilbert College will count both as attempted and completed hours at Hilbert College.

\*Remedial courses will count both as attempted and completed hours.

\*Repeats of failed courses will count as attempted and completed hours.

\*F, W, I grades will count as attempted, but NOT completed.

The following charts demonstrate the standards of Good Academic Standing for students attending Hilbert College. *Please note:* there are different charts for federal and state aid.

### STANDARD OF CONTINUANCE OF FEDERAL AID - REVIEWED AT THE END OF EACH ACADEMIC YEAR

#### QUALITATIVE MEASURE

#### BACCALAUREATE DEGREE

Full-time student (by semester)

After this semester	With this QPA
1 <sup>st</sup>	1.10
2 <sup>nd</sup>	1.50
3 <sup>rd</sup>	1.60
4 <sup>th</sup>	1.70
5 <sup>th</sup>	1.75

#### ASSOCIATE DEGREE

Full-time Student (by semester)

After this semester	With this QPA
1 <sup>st</sup>	1.10
2 <sup>nd</sup>	1.25
3 <sup>rd</sup>	1.50
4 <sup>th</sup>	2.00
5 <sup>th</sup>	2.00

6 <sup>th</sup>	1.80
7 <sup>th</sup>	1.90
8 <sup>th</sup>	2.00
9 <sup>th</sup>	2.00
10 <sup>th</sup>	2.00
11 <sup>th</sup>	2.00
12 <sup>th</sup>	2.00

6 <sup>th</sup>	2.00
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### Baccalaureate PACE

Number of semesters in attendance	Students must successfully complete
1, 2	50%
3, 4	55%
5, 6	60%
7, 8	70%
9, 10	80%
11, 12	85%

### Associate PACE

Number of semesters in attendance	Students must successfully complete
1, 2	50%
3, 4	70%
5, 6	85%

**MAXIMUM TIMEFRAME:** Federal regulations require that a student must progress through his program of study at a pace which ensures completion within the maximum timeframe. Maximum timeframe is defined as a period of no longer than 150% of the published length of the educational program, as measured in credit hours. Associates 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.

### CONSEQUENCES OF NOT MEETING SATISFACTORY ACADEMIC PROGRESS (SAP)

Hilbert College reviews **federal** aid at the end of each academic year. An academic year is comprised of the fall/spring/summer semesters. Students' academic progress will be reviewed at the end of whichever semester is completed last that academic year. For example, if a student attends fall and does not attend spring or summer, progress will be reviewed at the end of the fall semester.

If a student does not meet one or both of the components of SAP, he will receive a letter outlining the requirements and what was achieved. **The student will not be eligible to receive federal aid again until all the requirements have been met.**

## **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.