



HILBERT COLLEGE

A CATHOLIC FRANCISCAN COLLEGE FOR ALL

HILBERT COLLEGE'S SATISFACTORY ACADEMIC PROGRESS GUIDELINES FOR FEDERAL, INSTITUTIONAL & STATE 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, institutional and/or state aid, students must maintain a minimum GPA and complete a certain percentage of attempted credit hours each semester, known as being in good academic standing. Before withdrawing from a course, students should consult the Student Finance Office to understand how it may affect their future financial aid eligibility. Those who follow proper withdrawal procedures will be informed about the impact on their satisfactory progress. Additionally, federal and state regulations prohibit financial aid for classes that do not count toward a degree, certificate, or recognized credential. If you wish to take courses outside your academic program, please consult the Registrar and the Financial Aid Office. Note that financial aid is not available for completing minor degrees.

Hilbert College reviews Federal and Institutional aid at the end of each academic year; we review NYS TAP eligibility at the end of **EACH** semester. An academic year comprises of the fall/ spring/summer semesters. If a student does not meet the components of SAP, he/she will receive a letter outlining the requirements and what was achieved.

ELEMENTS OF SATISFACTORY ACADEMIC PROGRESS

A. Cumulative Grade Point Average (GPA) – Qualitative Component

1. After the end of the second 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 fourth semester to be eligible for Federal Financial Aid.
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.

B. 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 first-year students 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 grade will count as attempted, but NOT completed.
7. A student may only repeat a previously passed course once.
8. Consult Student Finance if you are repeating a course for a third time.

C. 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.
2. The maximum time 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's 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, students pursuing a double major or dual degree may not exceed 150% of the maximum time 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.

APPEALS

In the event a student has lost 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 students 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, institutional, or state 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, institutional, or state financial aid. They have the option to attend the following semester without federal financial aid to return to good academic standing.

STUDENTS MAY ONLY APPEAL ONCE FOR EACH SPECIFIC AID TYPE (federal, institutional, state.)

Please contact Hilbert Student Finance Office if you have any questions or need clarification on any of the above information.