

## Welch College Satisfactory Academic Progress for Financial Aid Eligibility

Financial Aid recipients must demonstrate through their scholastic records that they are making satisfactory academic progress toward completion of their program(s) of study in order to maintain eligibility for enrolling in classes and receiving any form of federal, state, or College financial assistance. Academic progress for financial aid is measured at the end of each term utilizing qualitative and quantitative standards.

### Standards of Satisfactory Academic Progress

The College's policy requires that in order to remain fully eligible for aid the student must show satisfactory progress in the following three ways:

#### 1. Grade Point Average

- Undergraduate students who have not yet completed twenty four credit hours must have a minimum cumulative GPA of 1.5. Students who fail to meet this standard will be placed on **Financial Aid Warning** and will have a conditional period of one regular semester during which they may continue to receive aid.
- Undergraduate students who have completed twenty four or more credit hours but less than forty eight credit hours must have a minimum cumulative GPA of 1.5.
- Undergraduate students who have completed forty eight or more credit hours must have a minimum cumulative GPA of 2.0.
- Graduate students must maintain a minimum cumulative GPA as required by their program of study.
- These GPA requirements do not include remedial or developmental courses.

#### 2. Pace of Completion

- Undergraduate and graduate students must successfully complete a minimum of 67% of credit hours attempted. To successfully complete means to receive a final grade of A, B, C, D, or P. The calculated percentage of completion can be rounded up.
- Pace of Completion is calculated by dividing the cumulative number of hours completed by the cumulative number of hours attempted.
- Transfer credits accepted by Welch College count as both attempted and hours completed. Coursed dropped after the last day of drop/add week count as hours attempted. Audited classes and credits earned through testing are not counted.
- Undergraduate students who have not yet completed twenty four credit hours and do not meet the 67% Pace of Completion requirement will be placed on **Financial Aid Warning** and will have a conditional period of one regular semester during which they may continue to receive aid.

#### 3. Maximum Time Frame

- Undergraduate and graduate students must complete their degree program within 150% of the published length of their degree program. For example, if a degree required 128 credit hours to graduate, a student could not receive aid beyond 192 credit hours attempted whether or not financial aid was received for these credit hours.
- Transfer credits and credits for coursed repeated are included in hours attempted. Audited classes, and credits earned through testing are not counted.
- Students starting a second bachelor's degree program at Welch College should contact the Financial Aid Office to determine their SAP status under their new program of study. The maximum time frame of 150% includes the pursuit of a second degree.

### Determining Satisfactory Academic Progress and Notification

Satisfactory Academic Progress will be evaluated at the end of fall, spring, and summer semesters. After grades are posted at the end of each semester, the Student Financial Aid Office will notify students who are not meeting satisfactory academic progress standards by letter.

### **Incomplete Grades**

A grade of “incomplete” will not be factored into calculating satisfactory academic progress until the grade is changed to a completed grade. This may result in failure to achieve satisfactory academic progress and denial of aid until a final grade is earned. A student should contact the Financial Aid Office when an incomplete grade is changed to a final grade for recalculation of satisfactory academic progress.

### **Repeated Courses**

Repeated courses affect satisfactory academic progress as follows:

GPA – Only the most recent grade counts in the student’s GPA.

Pace of Completion and Maximum Time Frame – Each time a course is repeated it will be counted as attempted hours.

### **Withdrawal From Classes**

Once a student has begun attendance in a semester, if he/she then drops a class or withdraws from the semester after the last day to drop without academic record for the enrollment period, those credit hours will be counted as credit hours attempted in calculating Pace of Completion and Maximum Time Frame.

A student who withdraws from a semester and returns the following semester must meet the SAP requirements in order to be eligible for federal aid.

### **Transfer Students**

Transfer hours accepted by Welch College are counted as both hours attempted and hours completed for calculating Pace of Completion, and are counted towards the student’s overall Maximum Time Frame. Transfer credits do affect a student’s GPA.

New transfer students will be eligible for federal aid their first semester at Welch College unless they have already exceeded their Maximum Time Frame.

Transfer students who previously were enrolled at Welch will have their eligibility determined by evaluating past credits/grades earned at Welch college combined with transfer credits accepted.

### **Financial Aid Warning**

A student who does not meet satisfactory academic progress standards is placed on Financial Aid Warning for one term, during which the student is eligible to receive financial aid. If the student meets the standards at the end of the probationary term, the student is removed from Financial Aid Warning status and maintains financial aid eligibility. If the student does not meet the standards at the end of the probationary term, the student is placed on Financial Aid Suspension.

### **Financial Aid Suspension**

A student on Financial Aid Suspension is not eligible for any form of federal, state, or College financial assistance and remains ineligible until satisfactory academic progress standards in Welch College courses are met.

### **Appeal Process**

Students who have lost eligibility for aid due to GPA or Pace of Completion may appeal based on extraordinary circumstances which were unexpected and beyond the student’s control. A student can only appeal one time. Depending on the circumstances, the student may be required to submit documentation to support the appeal. Appeal is made by submitting a letter, within 21 business days of receiving notification of the suspension status, along with any supporting documentation to the Financial Aid Coordinator explaining:

- why the student failed to make satisfactory academic progress.
- what has changed in the student’s situation that will allow him/her to make satisfactory academic progress at the next evaluation.

The Financial Aid Advisory Committee will hold a hearing in a timely manner to hear the appeal. The committee is chaired by the Coordinator of Financial Aid as a non-voting member except in the eventuality of a tie. Other members are the Provost, Registrar, Vice President for Financial Affairs, and Vice President for Student Affairs.

If a student's appeal is approved by the Financial Aid Advisory Committee, the student will be placed on Financial Aid Probation and will be eligible to receive aid for at least one semester if:

- it is determined that he/she should be able to meet the standards after the subsequent semester OR
- the student is placed on an Academic Plan that when followed will ensure the student will meet the standards by a specific time.

The student who fails to meet the satisfactory academic progress requirements at the end of a semester of Financial Aid Probation, or is not adhering to the requirements of an Academic Plan, will be put on Financial Aid Suspension and will not be eligible to receive aid until eligibility has been reinstated. If the student's appeal is not approved the student has no additional recourse. A student is limited to one appeal of financial aid suspension.

Students who have lost eligibility for aid due to exceeding the 150% maximum time frame may appeal if they have changed their major since beginning attendance at Welch College. Appeal should be made in writing to the Financial Aid Coordinator and accompanied by documentation from their Academic Advisor showing the student's new major and the credit hours which will apply toward the new major. The student will be allowed to appeal on the basis of a change in major one time.

Students seeking a second undergraduate degree who have exceeded the Maximum Time Frame may appeal to extend their time frame. The student must submit to the Financial Aid Coordinator a degree plan from their Academic Advisor listing all courses needed to complete their second undergraduate degree. A new time frame will be calculated based on the number of hours needed.

Students will be informed by campus email of the results of their appeal.

Students who lose eligibility and do not appeal or whose appeal is not approved will be placed on Financial Aid Suspension and will not receive federal aid until eligibility has been reinstated.