

## Satisfactory Academic Progress Policy

### Satisfactory Academic Progress Policy for Federal Financial Aid

Students receiving financial aid through any federally sponsored student aid program (such as Pell Grant, Federal Work Study, Supplemental Educational Opportunity Grant and Direct Subsidized/Direct Unsubsidized loans and Direct PLUS loans) must meet minimum standards for the completion of their degree work by making satisfactory academic progress. The following policies have been established by HLGU to assist both the student and the institution to address the areas of qualitative (GPA) achievement and quantitative (number of hours earned) standards described below. Students pursuing the associate or bachelor degree must meet the same standards to continue eligibility for federal aid.

In accordance with these requirements, Hannibal-LaGrange University has established the following standards to measure a student's academic progress. These standards will be applied uniformly to all students when determining their eligibility for federal, state and University administered and/or other funds regardless of whether the student previously received these funds.

Academic progress standards apply to all aid applicants, whether or not aid was received in prior semesters. Each student must:

- Maintain satisfactory progress according to the grade level for which aid was calculated.
- Finish degree goal within maximum time frame.
- Maintain a cumulative 2.00 GPA.

### Maximum and Minimum Attempted Enrollment Credit Hours Time Frame

The maximum attempted enrollment credit hours a student may enroll for to complete their University program of study must not exceed 186 attempted enrollment credit hours for the completion of a 124 credit hour degree program and 96 attempted enrollment credit hours for the completion of a 64 credit hour degree program. For students who transfer into the University, the 186 attempted enrollment credit hour maximum includes attempted credit hours at other colleges/universities attended, if transfer credit hours were accepted by the University.

Below are the minimums a student must complete on each grade level to continue to maintain eligibility for federal aid. There is no distinction between majors or departments and no exception to the number of hours that must be completed per grade level.

#### Bachelor's Degree

1st year grade level..... 0-24 hours completed  
 2nd year grade level..... 24-48 hours completed  
 3rd year grade level .....48-72 hours completed  
 4th year grade level .....72-96 hours completed  
 5th year grade level .....96-degree completion

#### Associate's Degree

1st year grade level .....0-24 hours completed  
 2nd year grade level... 24-48 hours completed  
 3rd year grade level ..... 48-degree completion

*For academic programs (i.e. Master's, Doctorate, Certificate) requiring less or more than 120 credit hours for degree/certificate completion, the maximum attempted enrollment credit hours for program completion is 150% of required credit hours for the program.*

### **Qualitative Requirement: Cumulative University Grade Point Average (CGPA)**

Students must also maintain a University CGPA of 2.00 in order to demonstrate Satisfactory Academic Progress. The University cumulative 2.00 CGPA requirement applies to all federal/state student aid programs and for certain University scholarship programs as detailed within each scholarship/award program. Certain University scholarship/award programs require a higher minimum University CGPA that must be maintained in order to maintain renewal eligibility in addition to other program requirements. See each scholarship/award program description for the minimum renewal University CGPA requirement, other requirements and maximum duration of award eligibility.

### **Changing Majors, Repeat and Remedial Coursework, Incompletes and Withdrawals, and Second Degree Coursework**

In the case where a student changes degree programs, courses taken that do not contribute to the new degree program do not count toward the 150% requirement. Any remedial coursework does not contribute towards the 150% completion time frame, but does count towards the qualitative 2.00 CGPA requirement. Any non-credit coursework, repeat coursework or coursework for which a grade of incomplete or withdrawn is given counts toward both the quantitative and qualitative measures for calculating SAP.

Any student pursuing a second-degree program is subject to both the 150% timeframe and the 2.00 CGPA requirements.

### **Second Bachelor's Degree**

If a student already has a bachelor's degree and is returning for a second undergraduate degree or teaching certification, the student is considered an undergraduate for financial aid. If a student is returning for a second degree, the degree he is pursuing must be different from the one he already holds. Example: If a student has a BS, he must be returning for a BA or BSN, etc.

### **Incomplete, Withdrawals, Repeated Classes, Non-Credit Classes, and Remedial Classes**

Hours are not counted as passed until the final grade is reported to the Registrar. This means that incompletes are not counted as passed until the Registrar records the final passing grade. Withdrawal courses are not counted towards the CGPA. For the purpose of measuring hours earned for academic progress, repeated courses will be counted only the last time attempted. Classes being taken for no credit (such as audit classes) are ineligible for aid and do not count toward academic progress requirements. Remedial classes taken as required by HLGU, and given credit toward a degree at HLGU, will count in the academic progress requirements.

### **Monitoring Satisfactory Academic Progress Requirements**

(Effective 10/2018)

#### **1. Monitoring Satisfactory Academic Progress Requirements - Federal Title IV**

At the end of each semester, a student's academic record will be reviewed for satisfactory academic progress (SAP). If a student has exceeded the maximum earned enrollment hour requirement for federal Title IV, that student will lose the ability to receive federal Title IV aid for future enrollment periods. If a student has failed to meet the minimum CGPA requirement or is not completing their academic course work at a rate of 67%, the student will be placed on a SAP warning. If at the end of the warning semester, the student is not meeting the requirements as outlined, the student will lose federal Title IV eligibility.

#### **2. Monitoring Satisfactory Academic Progress Requirements – State**

At the end of each semester, a student's academic record will be reviewed for satisfactory academic progress (SAP). If a student is not meeting the CGPA requirements or has exceeded the maximum allowable hours, the student will lose eligibility.

#### **3. Monitoring Satisfactory Academic Progress Requirements - University Scholarships/Awards**

At the end of each semester, the student's academic record will be reviewed for satisfactory academic progress. If a first time student fails to meet the minimum cumulative GPA requirement, that student will be placed on a one semester SAP warning. If at the end of the warning semester, the student is not meeting the requirements as outlined, the student will lose university scholarship/award eligibility. If a returning student fails to meet the minimum cumulative GPA requirement, that student will lose the awards for all continuing semesters until the requirement is met. Once the student obtains the required CGPA, the University scholarship/award will be reinstated. **It is the student's responsibility to notify the Financial Aid Office once eligibility has been restored.**



### **Regaining Eligibility for Students Who Lose Title IV Aid**

A student is considered eligible for Title IV aid when they have both a CGPA of 2.0 after four semesters of colligate work and have a course completion rate of at least 67%. The University's completion rate is defined as credit hours earned/credit hours attempted. Repeated coursework and courses not taken for credit do not contribute to re-establishing eligibility.

### **Appeal Procedures for Students Who Lose Title IV, State and/or University Scholarship/Award Eligibility**

A student who is not receiving federal Title IV/state and/or University scholarship/award programs due to failure to meet the satisfactory academic progress requirements may appeal the loss of aid.

A student who chooses to appeal will need to submit in writing their petition for appeal. Their letter will then be reviewed by the committee. The Federal Student Aid handbook reads as follows concerning the appeal- "When a student loses FSA eligibility because he failed to make satisfactory progress, if the school permits appeals, he may appeal that result on the basis of: his injury or illness, the death of a relative, or other special circumstances. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation."

The committee will make a determination regarding the appeal. The student will be notified of the committee's decision. At that point if a student needs to be advised and a plan put together, the appropriate information will be disseminated to the advisor for an appropriate plan to be put into place.

If the committee determines that the student should be able to meet the SAP standards by the end of the subsequent payment period, they may place him on probation without an academic plan. The student will be reviewed at the end of the payment period as the probation status is only for one semester.

If the committee determines that the student will require more than one payment period to meet the progress standards, they may place him on probation and develop an academic plan. The student's progress must be reviewed at the end of one payment period as is required of a student who is on probation, to determine if the student is meeting the requirements of their plan. If the student is meeting the requirements of the plan, the student will be able to receive aid.

## **FINANCIAL AID DISBURSEMENT**

*Federal aid is disbursed in a variety of ways depending on the type of aid and the source.*

**Federal Grants** – Pell and SEOG Grants are awarded on a semester basis. They are applied directly to the student's account. The US Department of Education determines the amount of the grant. The grants will be credited to the student's account at the earliest possible date after the last day to enroll each semester. Students qualifying for a grant after the semester has started will be paid as soon as eligibility has been established.

**Loans** – The Federal Direct subsidized/unsubsidized loans are processed through the William D. Ford Federal Direct Loan Program. The proceeds are received after the add/drop deadline of each semester by EFT (electronic funds transfer).

**State Grants** – HLGU will credit a student's account with his/her state grants as soon as the state funds are received by EFT to the school. State grants include such programs as the Missouri Access Grant, Bright Flight, and MO Teachers Scholarship.

**Outside Scholarships** – Outside aid will be credited to the accounts as soon as the college receives it. It is the student's responsibility to report all outside aid to the Financial Aid Office. It is the student's responsibility to make the necessary arrangements, with the organization providing the outside aid, to assure the delivery of the aid to the Student Accounts Office.

**PLEASE NOTE:** *All aid documented by the Financial Aid Office prior to registration will be on the computer during the registration process to help the student clear the Student Accounts Office and attend classes. Aid documented after registration will be added to the student's financial aid database as soon as possible.*

