

## Financial Aid Satisfactory Academic Progress Policy

In order to maintain satisfactory academic progress (to be in good standing academically) a student must do two things:

1. Qualitative Measure – Maintain a 2.0 cumulative GPA (undergraduate students), or a 3.0 cumulative GPA (graduate students); and
2. Quantitative Measure – Successfully complete (i.e., pass) 2/3 of the credit hours attempted.

### *Maximum Timeframe (150% Rule)*

Students are not permitted to receive federal student aid for a period no longer than 150 percent of the published length of the program.

### *Determination of GPA*

GPA is calculated by dividing total quality points by quality hours (i.e., credit hours attempted). Hours for courses for which grades of NG, NC, W, or I are excluded from the hours attempted to obtain *quality hours*.

The responsibility for determining grades rests with the instructor and reflects the student's achievement of the academic goals set for each course. A plus (+) and/or minus (-) attached to a grade earned at Adrian College indicates achievement slightly above or below the grade level as described below.

Grades are filed with the Registrar's office at the conclusion of each term according to the following scale:

A	4.0 points per credit hour.
A-	3.7 points per credit hour.
B+	3.3 points per credit hour.
B	3.0 points per credit hour.
B-	2.7 points per credit hour.
C+	2.3 points per credit hour.
C	2.0 points per credit hour.
C-	1.7 points per credit hour.
D+	1.3 points per credit hour.
D	1.0 points per credit hour.
D-	0.7 points per credit hour.
F	Failure - no grade points.
I	Incomplete - See the Incomplete Grades section.
NG	Allegation of academic dishonesty – no credit earned, no grade points.
W	Withdrawal - no credit earned and has no effect on the grade point average.
NC	No Credit - no credit earned, no grade points; cannot be changed to a letter grade.

*Hours successfully completed* includes all credit hours attached to course grades of A, A-, B+, B, B-, C+, C, C-, D+, D and D-. *Hours attempted* includes those successfully completed as well as those attached to courses in which grades of F, I, W, NG, and NC were assigned.

SAP is assessed both qualitatively (by cumulative grade point average) and quantitatively (by earned credit hours). Students must also complete their degree within a Maximum Time Frame of 150% of the published program length. A student is not permitted to receive federal student aid if the attempted credit hours exceed the Maximum Time Frame of 150%. Progress is measured at the end of each term to determine a student's financial aid eligibility for future enrollment periods. Students not meeting SAP standards will be notified by the Office of Financial Aid (both by mail using their self-reported permanent address and through their Adrian College email account).

#### **SATISFACTORY ACADEMIC PROGRESS WARNING**

The first time a student does not meet SAP standards they will be placed on Financial Aid Warning for the next semester. This means they are one term away from losing their financial aid eligibility but are still eligible for financial aid for the subsequent semester. Failure to meet SAP standards in the semester in which the student is on Financial Aid Warning will result in Financial Aid Suspension.

#### **SATISFACTORY ACADEMIC PROGRESS SUSPENSION**

Students who do not meet satisfactory academic progress requirements at the end of the financial aid warning period will be placed on a financial aid suspension and will not be eligible for financial aid (both federal and Adrian College scholarships/grants) without appealing.

#### **SATISFACTORY ACADEMIC PROGRESS ACADEMIC PLAN & APPEAL PROCEDURE**

Any student denied financial aid due to the policy may appeal to the Office of Financial Aid. An appeal application and instructions will be included with the SAP notification letter from the Office of Financial Aid. Students wishing to appeal will be required to submit a formal letter explaining why he or she is not currently making Satisfactory Academic Progress. The letter should also include the student's plan to sufficiently improve their academic status. Students will also be required to meet with their academic advisor to review their academic plan and sign off on the student's appeal application.

Appeal applications should be submitted to the Office of Financial Aid prior to the start of term and must be submitted prior to the end of the second week of the term for which they are applying. After an application for appeal is received, the student will be notified in writing of the results of the Satisfactory Academic Progress Appeal. Reinstatement of aid for a subsequent period will be determined on an individual basis.

Students who do not meet the terms of satisfactory academic progress, and who either elect not to file an appeal, or who failed to meet the terms of their academic plan will be required to meet the Satisfactory Academic Progress standards before regaining eligibility for financial aid.

Students are limited to two (2) SAP Appeal submissions during their enrollment at Adrian College.

#### **SATISFACTORY ACADEMIC PROGRESS PROBATION**

Students will be assigned this status if they fail to meet satisfactory academic progress at the end of SAP Warning period but successfully appeal. Students will be permitted to receive financial

aid for one additional term with continued eligibility to be reviewed and determined at the term's end. Students on SAP financial aid probation are monitored for improvements and are required to adhere to their terms and conditions of probation.

#### INCOMPLETES, WITHDRAWALS, FAILURES AND REPETITIONS

Classes graded with failure ("F"), "academic dishonesty", "incomplete", "no credit", or "withdraw" will be evaluated as courses attempted, although not successfully completed. Repeated courses will count toward academic progress.

#### TRANSFER CREDIT, ADRIAN COLLEGE CREDIT HOURS AND ACADEMIC PROGRAM

When determining if a student is within the requirements of Adrian College's Satisfactory Academic Progress policy, the Financial Aid Office will consider credit hours that are accepted by the Registrar's Office as transfer credit or that were taken at Adrian College, and that are applicable to the student's academic program. The number of transfer credit hours accepted will be used to calculate a student's remaining eligibility according to the maximum timeframe standard (150% rule) and will be included in the quantitative calculation which includes number of credits attempted and completed. Transfer credit grades are not considered in a student's GPA. The GPA used for Satisfactory Academic Progress policy only considers classes taken at Adrian College.