

FLAGLER COLLEGE

ADMINISTRATIVE POLICY STATEMENT # 242

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SUBJECT: Satisfactory Academic Progress and Federal Financial Aid

Recommended By: Office of Academic Affairs

Adopted: June 27, 2011

Approvals:

President's Cabinet/

Date: June 27, 2011

College President

The purpose of this policy is to prescribe the procedures involved with the academic requirements for satisfactory academic progress and the awarding of federal financial aid.

The Higher Education Act of 1965, as reauthorized in 2008, requires institutions of higher education to establish minimum standards of satisfactory academic progress (SAP) for students receiving federal financial aid. Academic progress is measured by both Qualitative (grade based) and Quantitative (time-related) standards, as described by the federal government. These standards must be met in order for a student to be eligible to participate in federal financial aid programs.

Qualitative Standards

Students pursuing a B.A. or B.F.A. degree must meet the following minimal standards in their cumulative grade point average (GPA):

Semester Enrolled in college	Cumulative Grade Point Average
1 st	1.20
2 nd	1.50
3 rd	1.67
4 th	1.75
5 th	1.85
6 th	1.92
7 th	1.96
8 th	2.00
9 th	2.00
10 th	2.00
11 th	2.00
12 th	2.00

Only grades earned at Flagler College will be used in the GPA calculation.

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Transfer and Advanced Standing Students

Students who transfer to Flagler from other colleges, or who earned institutionally accepted college credit through AP, AICE, CLEP, or international baccalaureate programs, will be held to the same qualitative standards, based on the number of hours transferred. In these cases, the number of previously enrolled semesters will be determined by dividing the number of transfer hours by 15. For example, a student who transfers 30 semester credit hours to Flagler will be considered to have completed two semesters of college ($30/15 = 2$). Following his or her first semester at Flagler, that student would be held to the standard of a student completing their third semester in college (requiring a 1.67 GPA).

Part-time Students

Part-time students will be held to the same standards as full-time students, based on the number of credit hours attempted. It should be noted that semesters of part-time enrollment still count toward the maximum time frame permitted to complete a degree program.

Quantitative Standards

To qualify as having satisfactory academic progress a student must not exceed the maximum time frame to complete his or her degree.

Completion Percentage

The federal financial aid maximum time frame for completion of a degree is 150% of the published length of the program. A degree that requires 120 semester credit hours must be completed by the time a student reaches 180 credit hours ($120 \text{ hours} \times 150\% = 180 \text{ hours}$). Therefore, in order for a student to complete their degree program within the maximum time frame, a student must complete a minimum of 67% of all credit hours attempted. The completion percentage will be calculated as the total number of completed credit hours divided by the total number of attempted credit hours.

Institutionally accepted transfer hours count as completed credit hours and include credit hours earned at other institutions, CLEP, international baccalaureate, AICE, and AP. These transfer hours will not be counted in the GPA calculation to meet the Qualitative standard. In the case of a repeated course, the most recent attempt of a repeated course will count as completed hours if a passing grade is earned. For financial aid purposes, students are allowed only one repeat of a course that was previously passed.

Completed Credit Hours

Completed credit hours are courses for which credit hours are received. Courses in which a student receives a grade of F, I, W, and WF will not be counted as completed credit hours in the calculation of satisfactory

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academic progress, but will be counted as attempted credit hours. Prior attempts of courses that are repeated will be counted as attempted credit hours for financial aid purposes. Remedial courses and audited courses will not be counted in a student's total number of attempted credit hours since credit hours can not be earned from those courses.

Students who meet both the Qualitative and Quantitative criteria established are determined to be maintaining satisfactory academic progress.

Financial Aid Warning

At the conclusion of each term, the Financial Aid office will review the academic records of students receiving federal financial aid. Those whose cumulative GPA falls below the Qualitative standard, or, who fail to meet the Quantitative standard by completing at least 67% of their attempted credit hours shall be placed on Financial Aid Warning. The Financial Aid office will notify these students in writing that they have not met the SAP requirements. These students will have the next semester in which to return to acceptable levels of SAP. During that semester these students may continue to receive federal financial aid.

Financial Aid Ineligibility

Students who fail to return to the SAP requirements the semester following being placed on Financial Aid Warning will be placed on Financial Aid Ineligibility. Students on Financial Aid Ineligibility are not eligible to receive federal financial aid while enrolled at Flagler College. A written notification from the Financial Aid office will be sent to these students.

Appeal Process

Students who have been placed on Financial Aid Ineligibility have the right to appeal for the re-establishment of their federal financial aid eligibility. Students must submit an Academic Progress Appeal form along with their personal statement to the Financial Aid office by the deadline specified in their ineligibility letter. Federal guidelines specify that an appeal must be based upon certain criteria including the death of an immediate family member, illness, a major accident or injury, or other extenuating circumstances. Documentation of the reason for the appeal must be included with the Academic Progress Appeal form.

Student appeals will be evaluated by the Academic Progress Committee, consisting of the Director of Financial Aid, the Associate Dean of Academic Affairs, and the Director of Advising and Retention. Rulings will be made on student appeals in an expedient fashion each semester following the deadline for appeals. Students will be informed in writing of the outcome of their appeal. Successful appeals will place the student on Financial Aid Probation and will allow the student to have one more semester of federal

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financial aid. Students on Financial Aid Probation are required to meet with the Director of Academic Advising and Retention in order to prepare an SAP Academic Advising Plan.

Academic Progress Advising

Students who have had successful appeals are required to meet with the Director of Advising and Retention within the first two weeks of the subsequent semester in order to establish an academic plan to restore the student to the SAP requirements. This form will be signed by the student and by the Director of Advising and Retention, with a copy sent to the Financial Aid office.

At the conclusion of each semester the Academic Progress Committee will meet to evaluate the academic progress of the students on Financial Aid Probation. Students that fail to meet any portion of their academic plan will be ineligible for future federal financial aid.

Reinstatement

Students who have completed one academic year without federal financial aid but who now have a GPA that meets the SAP requirements, have a credit hour completion rate of 67% or greater, and who have not exceed 180 total semester hours, may request a review of their academic progress. This request must be in writing to the Financial Aid office. The Financial Aid office will determine whether the student has achieved SAP requirements allowing their federal financial aid eligibility to be restored.