

Satisfactory Academic Progress Policy

Only students who are enrolled in credit courses and seeking a degree or educational certificate that can be obtained from Howard Payne University will be eligible to participate in the student financial aid programs. Regulations for federal and state aid programs require that students make satisfactory academic progress to receive financial aid funding. Federal and state financial aid programs covered by this Satisfactory Academic Policy are Federal Pell Grant, Supplemental Educational Opportunity Grant (FSEOG), Tuition Equalization Grant (TEG), Leveraging Education Assistance Partnership (LEAP), SLEAP, Federal Direct Stafford Loans, Federal Direct Parent Loans, Federal Perkins Loans, and Federal Work-Study. (See specific program descriptions for additional requirements.)

The Tuition Equalization Grant (TEG) requires that a student complete 75% of the hours attempted, pass a minimum of 24 credit hours in an academic year and maintain a minimum cumulative grade point average of 2.50.

The student's progress will be evaluated at the end of each payment period (i.e. fall semester, spring semester). Students are evaluated on both a **qualitative component** and a **quantitative "pace" component**:

Qualitative Component (cumulative grade point average):

30 or less semester hours attempted: cumulative GPA of 1.60 or above

31 to 59 semester hours attempted: cumulative GPA of 1.80 or above

Over 59 hours attempted: cumulative GPA of 2.00 or above

Maximum Time Frame:

For undergraduate programs of study, the maximum time that a student is allowed to receive financial aid must be no longer than 150% of the published length of the educational program. This is measured in credit hours attempted. As an example, for a degree that requires 120 credits for graduation, the student may not attempt more than 180 credit hours. After the student has attempted 180 credit hours, all federal and state financial aid must stop.

Quantitative "Pace" Component:

Regulations state that the pace of completion must be specified and aligned with the maximum timeframe permitted. Regulations also state that the school's policy must specify the "Pace" of progression required to ensure that the student completes a degree program within the maximum time frame and that the Pace is measured at each evaluation. Pace is calculated by dividing the **total hours completed** by the **total hours attempted**.

The Pace required to meet the satisfactory progress requirement at Howard Payne University is **75%**. This is applicable at any enrollment status.

Attempted Hours: All hours are included in the attempted hours unless they are dropped by the census date. Repeated courses are counted in attempted hours for the purpose of determining the Pace percentage. Credit hours (including repeats) transferred from another school that are accepted toward the student's program are counted as both attempted and completed hours. Courses that are assigned a grade of "I", "NG", "WF", and "WP" will count in hours attempted.

Completed Hours: Only those courses for which credit is awarded are counted as completed courses. Credit hours (including repeats) transferred from another school that are accepted toward the student's program are counted as completed hours. Courses with a grade of "F", "W", "WP", "WF", "I" or "NG" will not be counted as completed hours.

COURSE INCOMPLETE

If a student receives an "I" in every course attempted in one semester, the student will not be eligible for financial aid consideration for subsequent semesters until a grade is assigned for each "Incomplete" and satisfactory progress requirements have been met. A grade of "I" will count in hours attempted, but will not be included in hours completed when determining the Pace percentage.

TRANSFER STUDENTS

Because of the diversity of post-secondary programs and individual circumstances, a transfer student is initially assumed to be making satisfactory progress upon his/her enrollment at Howard Payne University.

NEW OR FORMER APPLICANT

A student, who has completed credits at HPU and is applying for financial aid for the first time, or after a period of not receiving financial aid, must have maintained satisfactory progress during the time that he/she was enrolled at HPU and not receiving financial aid.

DUAL-CREDIT, ADVANCED PLACEMENT, ACT/SAT SCORE CREDIT, CLEP CREDIT

Academic credit/hours earned through dual-credit, advanced placement, ACT/SAT score credits and CLEP credit are considered in both "attempted" and "completed" hours when calculating the student's PACE.

COURSES NOT CONSIDERED FOR FINANCIAL AID FUNDING INCLUDE:

1. Courses taken for audit.
2. Continuing education courses.
3. Credit hours earned by examination or articulation.

EVALUATION AT THE END OF EACH PAYMENT PERIOD

Satisfactory progress will be evaluated at the end of each payment period, including summer terms.

Notifications: The Financial Aid Office will notify students in writing of the results of a Satisfactory Progress review that places the student in a "Warning" or "Suspension" status. Definitions will be included in the notification. If the student has regained Satisfactory Progress at the end of the "Warning" period, financial aid will be awarded for the following payment period. If the student has not achieved Satisfactory Progress at the end of the "Warning" period, the student will be placed on Financial Aid Suspension. Information on the Appeal process will be included in this notification.

Warning: If a student is not making satisfactory progress at the end of the payment period (i.e. fall semester), the student will receive a "warning" and will continue to be eligible for federal and state financial aid for one payment period.

Financial Aid Suspension: If the student is not making satisfactory progress at the end of the semester following the "warning" the student will be placed on Financial Aid Suspension. The student may also be placed on suspension if the student has failed all classes (except skill classes) in a semester or if the student is placed on Academic Suspension.

Appeal : In some instances, the student may be permitted to submit an appeal regarding Financial Aid Suspension. **A student will be limited to one appeal during their enrollment at Howard Payne University.**

Extenuating circumstances may include:

- Personal injury or illness of the student
- Death of a relative of the student
- Family difficulties, such as divorce or illness
- Interpersonal problems with friends, roommates, significant others
- Work pressures/work over-load

If the student has extenuating circumstances and would like to present an appeal for reconsideration of eligibility for federal and state aid, the student must follow the following appeal process:

APPEAL PROCESS AND CHECKLIST

- Appeal Form with detailed information submitted by the student. Appeal forms are available in the Financial Aid Office. The student must clearly state on the appeal form the extenuating circumstance (with explanation) and include a description of what has changed to allow the student to make satisfactory progress.
- Student Requested Letter from the Student's Advisor – Providing insight about the student's academic performance as well as their recommendation about approving or denying the appeal and why. **The letter from the advisor is to be submitted directly to the Student Services and Academic Standing Committee. The letter may be in the form of an email directed to Glenda Huff, Director of Student Aid or Lana Wagner, Registrar.**

NOTE: If the student's advisor fails to submit the requested letter, the appeal will still be reviewed; **however**, the student must have requested the letter. Proof of the student's request, such as a copy of the letter to the advisor or a copy of an email to the advisor, must be submitted.

- In addition to the advisor's letter, students have the option of asking another faculty member or staff member to write a letter to the Committee in support of the appeal.

DUE TO THE AMOUNT OF TIME INVOLVED PREPARING AN APPEAL, STUDENTS CANNOT EXPECT TO BEGIN GATHERING THE REQUIRED SUPPORTING DOCUMENTATION ON THE FINAL SUBMISSION DATE AND STILL HAVE THEIR APPEAL REVIEWED.

Result of Appeal: Appeals will be reviewed on an individual basis. The student will be notified in writing of the decision concerning the appeal.

If Appeal Approved: If the appeal is approved the student will receive a letter that out-lines the conditions of the appeal. The letter will specify one of the following conditions:

- The student will be able to meet the satisfactory progress requirements by the end of the next payment, **OR**
- The student will be placed on an academic plan that will ensure that the student will be able to meet the satisfactory progress standards by a specific point in time. The student's progress will be evaluated at the end of the next payment period to ensure that the student is meeting the conditions of the academic plan.

Financial Aid Probation: Financial aid probation is a status assigned to a student who fails to make satisfactory progress and who has appealed and has had eligibility for aid reinstated. At the end of the payment period for which the student was on probation, the student must be making satisfactory progress or be successfully following an academic plan.

Academic Plan: In the event that an appeal is granted and the student is placed on probation under an Academic Plan, the student will work with an advisor in the Collegium. The advisor will monitor and counsel the student while the Academic Plan is in effect. The student's academic records will be reviewed by the advisor in consultation with the Registrar's Office to determine classes that must be repeated and the length of the plan. All students on an academic plan who have attempted more than 30 credit hours will be required to file a degree audit.

The Academic Plan will be reviewed by the advisor and the Director of Financial Aid at the end of each payment period during which the student is on probation. If the student is not successful with the Academic Plan, the student will be placed on Financial Aid Suspension.

If the student is placed on Academic Suspension at any point during which the student is participating in an Academic Plan, the plan will be discontinued. If the student is removed from Academic Suspension by appeal or otherwise, the resumption of the Academic Plan will be reviewed by the advisor and the Director of Student Aid.

If the Appeal is Not Approved: A letter will be sent to the student providing the cumulative grade point average and the number of hours the student must achieve to regain federal and state financial aid eligibility. The student will need to consult with the Registrar's Office concerning any courses that will need to be repeated and/or transferred from another school.

COURSES NOT REQUIRED FOR DEGREE AND REPEATED COURSEWORK

Courses not required for the student's degree will not be counted in the enrollment status.

Effective July 1, 2011, regulations allow repeated coursework to count toward enrollment status in term-based programs as stated:

- may repeat a previously passed course once
- may repeat failed course until it is passed*

*The failed course will count in hours attempted for the Pace calculation and could result in loss of aid eligibility due to lack of progress.

The only exceptions will be for classes which require enrollment in multiple semesters (e.g. Private Voice, Concert Choir, Moot Court) and in which the student will receive additional credit each time the class is taken.

HOW AN OFFICIAL WITHDRAWAL AFFECTS SATISFACTORY PROGRESS

A student who has officially withdrawn from the university and whose final grades are a combination of "WF" and "WP" will not automatically be placed on Financial Aid Suspension; however, the attempted hours will be included in the formula for determining the student's pace. If the resulting evaluation determines that the student is not meeting satisfactory progress requirements, the student will be placed in either the "Warning" or "Suspension" status.

A student who has officially withdrawn from the university and whose final grades are all "WF" (except skill courses i.e. physical activity, piano) will be suspended from the federal and state financial aid programs until the pace requirements have been met and the cumulative grade point average has been achieved based on the number of hours attempted. Grades of "W", "WP", "WF", "I", or "NG" do not count as completed hours for pace assessment; however, they are included in attempted hours.

FAILING ALL CLASSES EXCEPT SKILL COURSES

A student who has not officially withdrawn from the university and fails to earn any credit (except skill courses i.e. physical activity, piano) in a semester will be suspended from the federal and state financial aid programs until the quantitative and the pace requirements have been met for satisfactory progress.