

## **UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

<https://www.hood.edu/admission-aid/financial-aid/satisfactory-academic-progress-policy>

In accordance with the U.S. Department of Education, the Office of Financial Aid at Hood College monitors undergraduate students after the spring semester each academic year for successful completion of satisfactory academic progress (SAP) standards. For financial aid eligibility, terms are defined as fall, winter, spring and summer. All students are measured on qualitative (grade-based) and quantitative (time-based) standards. Students who fail to meet SAP standards are not eligible for any financial aid unless an appeal is approved. Students are not limited to one appeal.

Programs affected by the SAP standards include: Federal Pell Grant, Federal Direct Loans (Subsidized and Unsubsidized), Parent PLUS Loans, Federal SEOG, Federal Work-Study, state aid, and institutional aid, and outside/private financial assistance.

Students who are not meeting the SAP standards at the end of the spring semester are notified in writing via email to their Hood College email address.

### **CUMULATIVE GPA**

The qualitative standard measures a student's quality of performance in terms of GPA, including basic skills courses (reading, writing, mathematics). Each semester a student must meet the following cumulative GPA standard:

Total Hours Attempted	Minimum GPA Requirement
1-25	1.50 GPA
26-38	1.60 GPA
39-50	1.70 GPA
51-63	1.90 GPA
64-124	2.00 GPA

In order to graduate, a student must have a minimum GPA of 2.0. If a student fails to meet the above cumulative GPA requirements, the student will be suspended from financial aid but will have the opportunity to submit an appeal.

### **CUMULATIVE COMPLETION RATE (PACE)**

This quantitative standard is measured by comparing attempted credits to successfully completed credits. In order to maintain financial aid eligibility, the U.S. Department of Education requires a student to successfully complete 67 percent of the credits attempted as shown in the example below:

Hood College Office of Financial Aid calculates the pace at which a student is progressing by dividing the cumulative number of credits successfully completed by the cumulative number of credits attempted. All periods of enrollment count when assessing quantitative standards, even periods in which the student did not receive financial aid.

Pace =  $\frac{\text{Cumulative number of credits successfully completed}}{\text{Cumulative number of credits attempted}}$

### **TREATMENT OF W, INC, AU, F, S AND U GRADES AND REPEATED COURSEWORK**

Grades of W, F, INC, and U do not count as completed courses and are not included in the GPA but will count as attempted credits. A satisfactory grade (S) grade is treated as attempted credits earned but is not included in the GPA calculation. An audit (AU) grade is not considered attempted coursework, is not included in the GPA calculation or pace and not counted in enrollment status for financial aid eligibility.

Repeated courses are counted as attempted hours for financial aid eligibility. The highest grade received will be included in the GPA calculation. Students can only receive financial aid for a repeated, previously passed course one additional time. If the student registers for a previously passed course the third time, the course is ineligible for financial aid.

Students are eligible up to 30 attempted hours for basic skills courses (reading, writing, mathematics) which are not counted in the quantitative standards (but are counted qualitatively). If a student exceeds 30 attempted hours without successful completion, the student becomes ineligible for financial aid and must pay for those courses prior to continuing at Hood College.

Transfer credits that count toward the student's current program count as attempted and completed for financial aid eligibility. Transfer credits are not included in the GPA calculation.

*Due to flexibility provided through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), attempted courses will be excluded from the qualitative component if the credits not completed was a result of the COVID-19 national emergency.*

## **MAXIMUM TIMEFRAME**

Students must be making progress toward a degree. To quantify academic progress, Hood College must set a maximum timeframe in which you are expected to finish a program. A student must complete their program of study within 150% of the length of the program. If a student needs additional time to complete the degree, the student may submit an appeal for financial aid. Students at Hood College are expected to complete 124 credit hours to earn an undergraduate degree. Students are eligible to receive financial aid up to 186 attempted hours at Hood College (not including 30 credit hours for basic skills courses). If additional time is needed, students can submit an appeal to the Office of Financial Aid.

## **FINANCIAL AID SUSPENSION**

Students are placed on financial aid suspension if they do not meet all three of the SAP standards. Hood College monitors SAP annually at the end of the spring semester and students are notified accordingly with an email to their Hood College email account. Students are not given a warning period since the process is monitored once per academic year. Students have the option to appeal for financial aid once they are on suspension.

## **RE-ESTABLISHING FINANCIAL AID ELIGIBILITY**

Reinstatement of financial aid after a student is placed in financial aid suspension status is achieved in one of the following ways:

1. The student submits a written appeal via fax, email or in person, and the Financial Aid Appeals Committee grants the appeal. The student is placed on Probation for one semester of enrollment, or on an Academic Plan for a specified number of semesters.
2. The student registers for coursework, pays tuition and fees etc. without the help of student financial aid, and does well enough in the coursework to satisfy all of the SAP standards.

## **APPEALS PROCESS**

Students on financial aid suspension may appeal in writing to the Office of Financial Aid. Appeals must be submitted by August 1 in order to review for the upcoming fall semester. The written appeal must include the following:

1. A description of the extenuating circumstances that prevented the student from meeting the SAP standards. The student must demonstrate that s/he understands the reason behind failure to meet the SAP standards.
2. A description of the course of action and/or change in situation that will allow the student to meet the SAP standards by the end of the next semester or at the next SAP evaluation period. Include specific plans to rectify the SAP suspension status.
3. Documentation which supports the statements made in the appeal.

The Financial Aid Appeals Committee may request that the student submit an academic plan signed by the student's academic advisor if the student will not be able to meet the SAP standards by the end of the next semester of enrollment. The Office of Financial Aid will notify the student by email if such documentation is needed for the appeal.

The Office of Financial Aid Appeals Committee will review the appeal and notify the student by email within ten business days. All decisions made by the Financial Aid Appeals Committee are final.

If the appeal is granted, students will be placed on financial aid probation for one semester and are expected to meet SAP standards by the end of the semester. If, at that time, the student does not meet SAP standards, the student will be suspended from financial aid and may appeal based on extenuating circumstances. If the student is successful, the student will be removed from probation and placed in good standing for financial aid eligibility. In order to be successful, the student must meet all of the SAP standards by the end of the probation period.

If the student is placed on an academic plan as a condition of the appeal and is following the plan, the student shall remain eligible for financial aid during the time period indicated in the terms and conditions of the academic plan. The academic plan may only be modified with prior approval of the academic advisor and/or relevant student services office.

Appeals should be delivered to the Office of Financial Aid in person, or by:

Email: [finaid@hood.edu](mailto:finaid@hood.edu)

Fax: 301-696-3812

If students are unable to fax or email appeals, they may submit all required documentation by postal mail to:

Office of Financial Aid  
Hood College  
401 Rosemont Avenue  
Frederick, MD 21701