



## **Satisfactory Academic Progress Policy FOR Financial Aid Assistance FOR Undergraduate Students**

Satisfactory progress is based on four concepts: (a) Minimum number of hours of enrollment each term that are applicable toward the student's degree program; (b) Minimum number of hours completed in a 12 month period of enrollment; (c) Maximum time to complete the degree; (d) Grade point average (GPA).

These regulations are to be used as standards regarding a student's academic standing and progress toward his/her educational objective. For the purpose of determining eligibility for financial aid, a student will be certified as being in satisfactory standing if that student is eligible to re-enroll with an acceptable grade point average (GPA) and is making satisfactory progress toward his/her educational objective which meet the standards expressed below.

1. Eligibility for most financial aid requires at least halftime enrollment per regular semester/term. A student must earn the minimum credit hours for full,  $\frac{3}{4}$ , or  $\frac{1}{2}$  time enrollment\* each semester/term AND continue to maintain the 2.00 cumulative GPA requirement to avoid suspension. Students will be placed on probation before being suspended.
2. Academic progress will be checked at the end of Fall, Spring and Summer semesters. Failure to meet the minimum standard outlined in this policy statement will either place a student on financial aid probation or suspend them for future semesters/terms of financial aid. This would include grades of "F", "I", and/or withdrawing from classes after aid is disbursed.
3. Students are eligible for Park administered assistance until the student has completed the academic curriculum requirements for their declared degree. Even if they have not received the actual degree or certificate, a student who has completed the required courses for his/her degree or certificate cannot receive further financial aid assistance for that program.
4. The maximum time frame a student is expected to finish a program of study and receive financial aid cannot exceed 150% of the total length of the program based on credit hours applied to their declared degree program. Only the transfer credits that apply to a student's declared degree program will count toward the maximum time frame total.
5. An incomplete "I" grade, after the enrollment period has ended, will be considered as failure ("F") until such time as the "I" grade is removed for passing grade. For Consortium Agreements, an incomplete "I" grade must be transferred to Park within 8 weeks of the end of the term. If not transferred within this 8 week time frame, it would be considered as a failure "F". If a passing grade is NOT earned for the incomplete grade OR

the grade earned results in a cumulative GPA that is less than a 2.00, the student could at that time be put on probation or suspended from financial aid eligibility.

6. Repeated courses will add to the hours attempted, but not earned. The grade will be replaced and the new grade will be considered in the GPA calculation when progress is checked again. A course in which a failing grade (“F”) is recorded may be repeated in a subsequent semester/term to apply toward eligibility for assistance in that semester/term. “Developmental” and “English as a Second Language (ESL)” classes DO apply to financial aid progress, but are not applicable to credit hours required for a degree.
7. If financial aid has been suspended, students may reinstate eligibility by completing at Park the hours needed to reach the minimum quantitative standard and attaining a 2.00 GPA in the classes attempted without the benefit of financial aid.
8. **TO APPEAL** the suspension of financial aid, the student must complete the Satisfactory Academic Progress Appeal form online at <http://captain.park.edu/finaid/appeal.aspx>. The student must also forward the required documentation to the Director, Student Financial Services. Mitigating circumstances will be considered. Common situations that may cause a student to fail to meet satisfactory progress standards include: a) family difficulties, such as a divorce or illness, b) interpersonal problems with friends, roommates, significant others, c) difficulty balancing work, athletics, family responsibilities, etc., and school, d) financial difficulties. The student will be advised via pirate email.
9. **TO APPEAL** decisions made by the Director, the student must complete the ‘Appeal the Decision form’ at <http://captain.park.edu/finaid/SFS/appealdecision/appealdecision.aspx>. The appeal will be reviewed by the Student Financial Services Appeal Committee and the student will be advised via pirate email.

Standards for satisfactory academic progress are as follows:

**Undergraduate Students – Fall or Spring Semesters**

	<b>Full-Time</b>	<b><math>\frac{3}{4}</math> Time</b>	<b><math>\frac{1}{2}</math> Time</b>
Hours per Semester	12+ Hours	9-11 Hours	6-8 Hours
Must Pass per Semester	9 Hours	7 Hours	5 Hours

**Undergraduate Students – Summer Semester**

	<b>Full-Time</b>	<b><math>\frac{3}{4}</math> Time</b>	<b><math>\frac{1}{2}</math> Time</b>
Hours per Term	6+ Hours	4-5 Hours	3 Hours
Must Pass per Term	5 Hours	4 Hours	3 Hours