

By Federal Regulation, Silver Lake College of the Holy Family is required to apply both qualitative and quantitative standards in measuring academic progress for all students who are accepted to a degree, certificate or teaching licensure/certification program. At the end of each term, students whose cumulative GPA is less than 2.5 (BC) are placed on academic probation. A student who earns less than a 2.5(BC) in two graduate courses will not be allowed to continue in a degree program. While on academic probation, students may not enroll in more than 9 credits and must meet the requirements of their individual academic plan (developed with their advisor).

To be eligible to receive financial aid grant, loan or work study funds administered by the College, students must be accepted to, and be taking credits required for their eligible defined degree, certificate or teaching certification/licensure program. Students must also be meeting progress standards.

If a student is ineligible and receives aid, full repayment will be required of all funds received, excluding Federal Work Study earned. A student working in the Federal Work Study program will have their employment terminated.

Silver Lake College of the Holy Family's academic year consists of summer, fall, and spring terms. The Registrar will mail notice to all students not making satisfactory academic progress at the end of each term. The status is effective at the start of the subsequent term.

Federal aid program limits on length or amount of eligibility override the below standards.

Cumulative Grade Point Average (CGPA) required for all students (Qualitative Standard)

Students must meet the cumulative grade point average (CGPA) required for their program or have academic standing consistent with requirements for graduation (3.0 on a 4.0 scale). Transfer credits do not count toward CGPA.

Graduate Programs: 2.5 CGPA

Maximum Time Frame and Pace of Progression required for financial aid eligibility (Quantitative Standard)

Students must complete their program within a set timeframe and maintain progress toward completion requirements throughout their program. All transferred credits are counted toward timeframe and progress.

Aid Limit: 150% of normal program length

The total credits for a required program can be found in the Academic Bulletin. All degree requirements must be completed within seven calendar years of the date of acceptance into the degree program. (Example: 39 credits x 150% = 58 credits)
Exceptions may be granted upon appeal.

Rate of Progress/Pace: 75% earned of credits attempted

The rate of progress will be calculated as follows: earned credit hours divided by attempted credit hours = rate of progress/pace (example: 12 earned credits/18 attempted credits = 66% pace)

- Withdrawals and "F" grades are attempted credits only.

Failures/Repeat Coursework

A student who has failed (received a "C") in any course required for graduation in her/his program must remove the failure by repeating that course and earning a passing grade. With permission a student may repeat any elective course in which a grade of "C" was earned on the first attempt, reregistering for the course again using the designation "R". The first grade remains on the student's transcript but is not used in the computation of the grade point average, which is calculated using the better of the two grades. For Financial Aid purposes a student may count one repetition per class towards their Financial Aid

eligibility. Students are able to retake a course a second time, but after the first retake they will not receive financial aid for that course.

Incompletes

An incomplete is an exceptional designation granted only when a student cannot complete all requirements of a course due to unusual circumstances. It is not automatically given. Incompletes are at the discretion of the instructor and are generally not granted unless the student has completed the majority of the coursework with a passing grade. The request for an incomplete must be made in writing prior to the scheduled date for the final exam (or last scheduled class meeting if there is no exam). The decision to grant or deny the request is made by the instructor based on the reasons presented.

Withdrawals

Students are strongly discouraged from withdrawing from courses. Program Directors reserve the right to request a student withdraw from the program if continuing interferes with the program outcomes. Students may withdraw from courses without academic penalty prior to 60% of the course being completed. Withdrawal after that date or at any time without official notification to the Registrar merits academic failure in those courses.

Transfer Credits

A student may transfer credits toward a Master degree at Silver Lake College of the Holy Family subject to the following stipulations:

- The credit hours transferred must represent valid graduate credit from a regionally accredited institution
- The credit hours transferred may not be in an area where a deficiency exists (as identified by the preliminary examinations or other evaluation processes)
- Transfer credits in the candidate's major field will be evaluated on an individual basis
- Credit hours transferred must carry a minimum grade of B and be approved by the student's advisor or the Program Director/Coordinator
- Generally, credits more than six years old will not be transferred. In special cases, credits more than six years old may be transferred if validated and recommended by the Departmental Graduate Committee and approved by the Program Director
- Ordinarily, the number of credits accepted for transfer into any graduate program may not exceed six. Exceptions may be made with the approval of the Program Director. In no case will the number of credits accepted for transfer exceed one-third of the credits required for the program.

A student becomes ineligible for all Federal Student Aid if a Satisfactory Academic Progress (SAP) review indicates that the required GPA, pace or maximum timeframe cannot be met. All first time students including transfers are considered to be meeting SAP.

Financial Aid Warning

Any student not meeting the minimum requirements will be placed on financial aid warning for 1 term. (If a student fails all courses in a term, they will not be placed on Financial Aid Warning and must appeal.) Students on SAP warning are eligible for financial aid. Any student not meeting the minimum requirements after the warning period will lose their financial aid.

Financial Aid Appeal Process

A student who has lost financial aid eligibility is allowed to appeal in order to be put on Financial Aid Probation. Students may appeal ineligibility by submitting a signed letter to the Vice President of Academic Affairs prior to the start date of the next term. Reasons that justify an appeal may include death of a relative, student injury or illness or other special circumstances. Any additional documentation should be supplied with the letter of appeal. The appeal letter must explain the student's reasons for failing to progress, explain what has changed in their situation, and must include an Individual Academic Plan developed and signed by their Advisor that will allow them to meet the requirements at the next evaluation.

Incomplete appeals lacking documentation will not be approved. The Vice President of Academic Affairs will notify the student of the decision and the decision is final.

Financial Aid Probation

Financial Aid Probation is granted to those students who have successfully submitted a letter of appeal and have the appeal approved. All students on financial aid probation may receive aid for 1 term, unless they were placed on an Academic Plan.

Aid ineligibility immediately following Financial Aid Probation is not eligible for appeal. Students who regain the standards for at least one term, and then fall below the standards again in a later term, are eligible to appeal.

Academic Plan

A student granted an Academic Plan by the Vice President of Academic Affairs is unable to achieve the minimum SAP standards by the end of term. In this case an Academic Plan will be assigned with checkpoints that must be achieved by the student. The student must fulfill the requirements of the academic plan at the end of the probation in order to remain eligible for financial aid.

Regaining Eligibility

Students who do not appeal or whose appeal is not approved, can regain eligibility by achieving the required cumulative grade point average or rate of progress at the student's own expense. Student's progress status remains in effect even upon their return to the College after an absence. Credits taken elsewhere that transfer to the student's SLC program count toward the rate of progress but do not impact CGPA and will be reviewed by the Registrar during the readmittance process.