

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 2.0 are placed on academic probation. While on academic probation, students may not enroll in more than 12 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. Transfer credits do not count toward CGPA.

<i>Undergraduate Programs:</i>	2.0 CGPA
<i>Certificate and Teaching Certification Programs:</i>	2.0 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.

<i>Aid Limit:</i>	150% of normal program length
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The total credits for a required program can be found in the Academic Bulletin.

(example: a degree that can be completed in 4 years (120 credits) must be completed in 6 years (180 credits) in order to remain eligible for financial aid.

4 year degree x 150% = 6 years/120 credits x 150% = 180 credits)

Exceptions may be granted upon appeal. (Example: change of major)

<i>Rate of Progress/Pace:</i>	75% earned of credits attempted
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The rate of progress will be calculated as follows: earned credit hours divided by attempted credit hours = rate of progress/pace (example: 9 earned credits/12 attempted credits = 75% pace)

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

Repeat Coursework

A student who has failed in any course required for graduation must repeat that course and secure a passing grade. A student may repeat any course in which a grade of C- or lower was received on the first attempt. The first grade remains on the student's transcript, but is excluded from the grade point average, which is calculated using the higher grade. Repeat coursework may affect pace calculations.

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.

Incomplete Coursework

An incomplete must be removed within one month of the ending date of the course. If the incomplete is not removed by the deadline, the instructor issues a grade based on the work completed.

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.

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 (must not exceed 3 term) 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.