

Satisfactory Academic Progress Policy

Satisfactory Academic Progress for Federal Student Aid

Federal and state regulations require that students meet certain academic standards to be eligible for financial aid. The basic standards are these:

- 1) Maintain a minimum cumulative grade-point average of 2.0.
- 2) Successfully complete at least 67% of the classes they attempt.
- 3) Complete their program in a timely manner.

Students must meet the retention standards of the College in order to maintain eligibility and remain in good standing.

Students are expected to maintain progress toward the completion of their degree. Therefore, students must have an overall completion rate of 67% of all college-level hours attempted. The completion rate is calculated by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. A grade of A, B, C, D or P is required for successful completion. Grades of W, IW, AU, or F are not considered completions. Classes that are dropped/withdrawn, repeated, or earn incomplete grades after the beginning of the semester or term are counted as attempted hours. Students who do not keep pace with this progression requirement will be considered as making unsatisfactory academic progress.

Regardless of overall grade-point average, students who do not earn any credits in any one semester or term will be considered as making unsatisfactory academic progress. These students may be responsible for repayment of federal aid received for that semester or term.

All coursework is evaluated for financial aid purposes whether or not financial aid was received for that work. These standards will be evaluated at the end of each semester or term. Students with an incomplete grade (IN) will be held for review, since satisfactory academic progress cannot be determined until the grade is posted.

All credits from repeated courses will be counted toward maximum hours. Students may repeat a previously passed course once and be eligible for payment on the repeat. Students may repeat a failed course until it is passed and be eligible for payment.

Academic transcripts for possible transfer credit must be received and evaluated by the College prior to determining satisfactory academic progress for financial aid. Only transfer credit officially accepted by the College will be counted in determining satisfactory academic progress.

Maximum Time to Degree

A reasonable length of time for completion of an educational program is defined as no longer than 150% of the length of the program. For example, a student enrolled in a degree program that requires 90 credit hours must complete all requirements by the time he/she has attempted 135 hours. Students will not be considered to have reached the 150% hour maximum until after the semester or term in which



they reach or exceed the attempted hours allowed. (Note: transfer hours accepted by the College count toward the attempted hours.) Once the required courses to earn a degree have been completed, students are no longer eligible to receive aid. Students can receive aid for up to 30 attempted semester hours of remedial or developmental coursework. Transfer credits will be included in the total hours of eligibility. All attempts including withdrawals and repeats count toward the maximum number of hours attempted. Federal aid for a student who has exceeded this maximum will be based on college-level courses only. This time limit cannot be appealed.

Financial Aid Probation

A student who does not meet the retention standards will be placed on financial aid probation and may continue to receive financial aid for one payment period. A student who meets the retention standards while on probationary status will return to good academic standing. A student who fails to meet the retention standards while on probationary status will be considered to be making unsatisfactory academic progress and cannot appeal or regain financial aid eligibility until the minimum cumulative GPA requirement has been met.

Loss of Eligibility Due to Unsatisfactory Academic Progress

Students who fail to meet any of the above requirements are considered as making unsatisfactory academic progress. Failure to meet these standards will result in the loss of eligibility to receive federal aid (including grant and loan programs). Once a student becomes ineligible for aid due to unsatisfactory academic progress, he/she is not eligible to receive aid until the standards have been met. Students may attend classes and pay from their own resources until satisfactory progress has been re-established.

Appeal to Regain Eligibility

Any loss of eligibility as a result of this policy may be appealed in writing to the Director Financial Aid. The appeal request consists of a signed appeal letter, appropriate supporting documents, and an Academic Recovery Plan. Students will be granted no more than two appeals throughout their enrollment at National Labor College.

If mitigating circumstances can be documented for the specific semester(s) or term(s) when the deficiencies occurred, the student should include this information in the appeal. Examples include: the death of a relative, an injury or illness of the student, or other extenuating circumstances. The appeal must explain why the student failed to make satisfactory academic progress and what has changed that will allow the student to make satisfactory progress by the end of the next semester or term or a specific point in time.

Appeals and supporting documentation must be submitted within two weeks of notification of suspension, but no later than these dates:

- For eligibility in the Fall semester: August 15.
- For eligibility in the Spring semester: December 12.
- For eligibility in the Summer semester: April 11.



Appeals submitted after the deadline or without the required documentation may result in an automatic denial, or may be held until the next semester or term for review. Students pending an appeal decision at the beginning of the semester or term are responsible for payment of their tuition and fees.

Notification

It is the student's responsibility to stay informed of the satisfactory academic progress standards and to monitor their own progress. The Department of Financial Aid will notify by letter any student who is suspended from the federal aid programs as well as the results of any appeal.

