



Satisfactory Academic Progress

Process Overview & Responsibilities

Qualitative and Quantitative Satisfactory Academic Progress & Eligibility for Financial Assistance

Students that receive financial assistance at PQC of any type (federal, state, institutional, or outside scholarships/grants) must demonstrate both qualitative and quantitative satisfactory academic progress toward a degree. At the end of the spring semester of each academic year, the Office of Financial Aid evaluates the qualitative and quantitative academic progress of each student receiving financial assistance. This evaluation determines a student's eligibility to receive financial assistance in the next academic year.

In determining whether or not an undergraduate student is making satisfactory academic progress in order to continue to receive financial assistance, the following factors are considered:

1. The PQC cumulative GPA,
2. The percentage of credits completed/earned versus credits attempted at PQC, and, if applicable,
3. The total transfer credits plus the total credits attempted at PQC.

Baccalaureate Students

1. The minimum PQC cumulative GPA requirement is 2.0
2. The minimum credit completion requirement is a 67%. Students receiving financial aid must satisfactorily complete 67% of financial aid hours (hours in which a student is enrolled on the last day to add a class) at the end of each spring term. Passing grades include A, A-, B+, B, B-, C+, C, and C-. Grades of I, W, NR, NC, IP, and AU will not be accepted as passing grades.
3. A student remains eligible to receive federal financial assistance as long as he or she has not attempted more than 150% of his or her degree completion requirements.

Withdrawals - Courses with a grade of W will affect the quantitative measure of academic progress in determining eligibility and maintaining financial aid.

No Credit Grades - Courses taken for no credit grades are not counted in determining eligibility for receiving or maintaining financial aid.

Total hours attempted will include credits taken at Paul Quinn College and any credit transferred from another institution. Grade point averages are based solely upon credits earned while enrolled at Paul Quinn College.

Minimum acceptable academic standards are represented below:

Transfer Students

Students transferring into Paul Quinn College shall be assumed to be maintaining satisfactory academic progress. Transferred hours accepted into Paul Quinn College from previously attended schools will be considered when establishing total hours attempted, as well as determining the maximum number of hours allowed for financial aid eligibility as long as the hours are within a student's current program.

Repeat Courses

Repeat courses are counted for credit and will affect cumulative grade point averages in determining eligibility and maintaining financial aid as well as determining the maximum number of hours allowed for financial aid eligibility.

Students who receive or apply for financial aid must have a review of their SAP status completed at least once per academic year. Students who applied for financial aid during the academic year will have their SAP status evaluated after the end of the spring semester.

Monitoring and Processing Satisfactory Academic Process

An academic completion report is run at the end of the Spring Semester for the past Academic Year to determine students' qualitative and quantitative measurable progress. The report lists students who did not make quantitative and qualitative measurable progress. If a student fails to meet established Satisfactory Academic Progress (SAP) requirements, a financial aid suspension letter will be sent to the student via email and mail indicating the type of SAP violation. Should the student fail to complete the minimum number of credits for one year, the student will be placed on financial aid suspension and will be ineligible for federal financial assistance. Eligibility may be regained after the student successfully completes the required number of credits to meet 67 percent of all attempted credits or through the appeal process.

**Notification for Not Meeting Quantitative/Qualitative
Satisfactory Academic Progress**

Undergraduates that do not meet Quantitative and Qualitative Satisfactory Progress are notified via mail and email at the end of the Spring semester for the upcoming financial aid award year. Notified students must follow the below Appeal process to be reconsidered for financial assistance.

Satisfactory Academic Progress Appeal Procedure

Appeal of Financial Assistance Suspension

A student who loses financial assistance due to the lack of Satisfactory Academic Progress (SAP) may submit a written appeal to the SAP Committee. Under extremely extenuating circumstances, such as, the death of a close relative, serious injury to the student, serious illness of the student, or other very special/extreme circumstances, the SAP Committee may grant an appeal. The appeal process involves the following steps:

1. The student submits a letter of Appeal to the Office Financial Aid, any supporting documentation outlining the extenuating circumstances that caused the minimum academic requirements not to be met.
2. At its discretion, the SAP Committee may elect to approve an appeal for the following academic school year. However, student appeals may be approved only for the one semester, at the end of which the student will have to meet SAP requirements, if not, the student will be suspended.
3. If you determine, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, you may place him on probation without an academic plan. The student's progress must be reviewed at the end of that one payment period, as probation status is for one payment period only. If it is determined, based on the appeal, that the student will require more than one payment period to meet progress standards, you may place him on probation and develop an academic plan for the student. The student's progress will be reviewed at the end of one payment period as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.
4. Upon SAP Committee approval of an appeal, the Director of Financial Aid will set up a meeting to counsel the student on the approved Satisfactory Academic Progress appeal, and determine program eligibility, create a financial aid award letter, and notify the student in writing.

Probation status

If at the end of the probationary period the student still does not meet the minimum academic requirements set forth in this policy, eligibility to receive financial assistance of any type will be suspended. Under either circumstance of probation or suspension, students receive notification in writing from the Office of Financial Aid.

A student who loses financial assistance due to a lack of Satisfactory Academic Progress, is again eligible to receive financial assistance when he/she meets the minimum requirements at the end of any subsequent academic year.

Resources

HEA Section 484(c)

34 CFR 668.16(e)

34 CFR 668.32(f)

34 CFR 668.34

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