

# Hampton University

## Hampton, Virginia

### Office of Financial Aid and Scholarships

### Satisfactory Academic Progress Policy

#### INTRODUCTION

Effective January 1, 1987, federal guidelines for student financial assistance eligibility require that standards of satisfactory progress be equal or stricter than the standards required of students who are not receiving financial assistance. Hampton University is required by federal regulations to institute standards of satisfactory progress for students receiving Title IV assistance. Hampton University has adopted financial aid standards that differentiate between students receiving assistance and those students not receiving assistance.

#### TIME FRAME

All students receiving Title IV financial assistance will be required to complete their degree-seeking program within the following maximum time frames:

Full-Time	Maximum No. of Years of Enrollment	Minimum No. of Earned Credit Hours Per Semester
BS, BA degree (4yr. program)	5	12
BS, BA degree (5 yr. program)	6	12
Part-Time		
BS, BA degree (4 yr. program)	10	6
BS, BA degree (5 yr. program)	12	6

## UNDERGRADUATE ELIGIBILITY

- A. Requests for financial assistance for the upcoming academic year will be reviewed for Satisfactory Academic Progress at the end of each academic year. Students who attended both semesters of the academic year must meet the following minimum eligibility requirements:

Academic Years Attended	No. of Semesters	Cum. Grade Point Average (CGPA)	Minimum Number of Credit Hours Earned
1	2	1.5	20
2	4	1.7	40
3	6	2.0	60
4	8	2.0	80
5	10	2.0	100+

- B. Those students who enroll at the mid-point (January) of an academic year or enroll for one semester of a given academic year will be evaluated on the number of semesters enrolled:

No. of Semesters Completed	CGPA	Minimum No. of Credit Hours Earned
1	1.0	10
2	1.5	20
3	1.6	30
4	1.7	40
5	2.0	50
6	2.0	60
7	2.0	70
8	2.0	80
9	2.0	90
10	2.0	100

**(Rationale:** The Hampton University Catalog sets forth degree requirements on a four year completion basis; approximately 40 percent of students (nationally) require five years for completion. The Office of Financial Aid and Scholarships allows five years for completion of a 120 semester hour degree which enables students to take up to 150 hours if carrying a load of 15 hours per semester. Federal guidelines require that a student carry no less than 12 quality credit hours per semester to be considered full-time and that a full-time student must complete 20 credit hours each academic year; therefore, satisfactory academic progress is based on the assumption that a full-time student must accumulate the minimum of 20 quality hours per academic year).

**NOTE:** Hours earned by Advanced Placement or CLEP are considered toward meeting the semester hour requirement only for a student's first academic year.

**Full-time** (12 hours or more per semester) students will be allowed five academic years in which to complete a degree. Less than full-time students will be extended on a prorata basis not to exceed the equivalent of 10 semesters of full-time enrollment.

**Three-quarter time** (9-11 hours per semester) students must earn a minimum of 18 credits per academic year. **Half-time** (6-8 hours per semester) students must earn a minimum of 12 credits per academic year to maintain eligibility to receive assistance.

The number of credit hours in which the student is enrolled on the day following the published last day to add/drop a class will be used as the official enrollment status for the purpose of financial assistance awarding; full-time status is 12 or more hours. If a student withdraws from classes after the date cited above and reduces their enrollment below the awarded status (the number of hours recorded as of the add/drop date), the student will not be meeting the minimum number of hours to be earned in one academic year. The deficit hours must be made up in the Spring or Summer semesters immediately following the deficient term otherwise, the student may be ineligible for further financial assistance.

**(Rationale:** Use of the last day to add/drop as the cut-off date will allow the Office of Financial Aid to standardize the evaluation point in the semester. It will also provide students a definitive answer to the question, “How will my financial aid be affected if I drop a course?” Awards will be adjusted based on the enrollment status at that time).

An **Incomplete (I) grade** indicates that a student has not completed all course-work required for a grade; students are allowed up to one academic year to complete the work.

An **Incomplete** will not count as hours passed until a final grade is determined. Repeated courses will not be counted to determine whether a student has met the satisfactory academic progress requirement for number of semester hours completed. A part-time undergraduate student enrolled in a degree program must maintain the following minimum cumulative grade point average at the END of the cumulative semester hours indicated:

Semester Hours	Grade Point Average
12	1.0
24	1.5
36	1.6
48	1.7
60 - up	2.0

A student must achieve a minimum semester grade point average of 2.0 each semester enrolled beyond the eighth (8th) semester. A student is eligible to continue to work toward an undergraduate four year degree until he/she has attended twelve (12) semesters as a full-time student (not including summer session) or until he/she has attempted 144 semester hours, whichever comes first. If a student is in a five year degree program, that student has a maximum of fifteen (15) semesters as a full-time student to complete all degree requirements or may attempt a maximum of 180 semester hours, whichever comes first.

Failure to meet the minimum academic requirements given above makes the student ineligible to receive financial assistance. A student who is suspended for a given semester is not eligible to receive any financial assistance until the student has been reinstated to a satisfactory academic progress level.

**Academically Dismissed Students** who are allowed to return to the University must attend one semester and complete a minimum of 12 credit hours and earn a minimum semester grade point average of 2.0 before being reinstated to the financial aid programs. The student must also complete a minimum of 12 credit hours and earn a minimum semester grade point average of 2.0 each semester thereafter, in order to remain eligible.

**NOTE:** Part-time students who have been academically suspended and are allowed to return to the University, must attend one semester and complete a minimum of six (6) credit hours and earn a minimum semester grade point average of 2.0 before being reinstated to the financial aid programs. The student must also complete all hours attempted and earn a minimum semester grade point average of 2.0 each semester thereafter, in order to remain eligible.

**Transfer Students** will be evaluated on the enrolled number of semesters, enrollment status and cumulative grade point average while in attendance at Hampton University.

**Returning Students** will be reviewed on previous academic records in order to determine eligibility for assistance.

**Non-Credit Remedial Courses** are eligible for Title IV aid, only if the student has been accepted into an eligible program of study. No more than one year's worth of remedial coursework may be counted in determining a student's enrollment status.

## **GRADUATE ELIGIBILITY**

To be in compliance with the Satisfactory Academic Progress standards, graduate students must meet the following requirements:

- A. The student must have a cumulative grade point average (GPA) of 3.0 or better.
- B. The student must complete, with passing grades, at least 80% of the total number of quality hours carried for the academic year.
- C. The student must accumulate the following minimum number of earned hours by the end of the academic year if the student's enrollment status is full-time:

Academic Yrs. Completed	Min. No. of Graduate Credits Earned
1	18
2	36
3	54

**Full-time graduate (nine (9) hours per semester)** students will be allowed three (3) academic years to complete a degree.

**Half-time graduate (four (4) hours per semester)** students must earn a minimum of 8 credits per academic year to maintain eligibility to receive assistance. Less than full-time graduate students will be extended on a prorata basis not to exceed six (6) semesters of full-time enrollment.

The number of credit hours in which the student is enrolled on the day following the published last day to add/drop a class will be used as official enrollment for financial assistance purposes; full-time status is nine (9) or more hours. If a full-time student withdraws from classes after the date cited above and reduces his enrollment below the full-time status, the student will not be meeting the minimum number of hours to be earned in one academic year. The deficit hours must be made up in the Spring or Summer semesters immediately following or the student will be ineligible for further financial assistance.

An **Incomplete (I) grade** indicates that a student has not completed all course-work required for a grade; students are allowed one academic year to complete the work. **Incomplete** grades will not count as hours passed until a final grade is determined. Repeated courses will not be counted to determine whether a student has met the satisfactory academic progress requirement for number of semester hours completed.

## **PROFESSIONAL ELIGIBILITY**

To be in compliance with the Satisfactory Academic Progress standards, Professional Students must meet the following requirements:

- A. The student must maintain a cumulative grade point average (GPA) of 2.0 or better throughout the program.
- B. The student should complete no less than twelve (12) quality credit hours per semester and must earn no less than 24 quality credit hours per academic year.

## **TIME FRAME**

A professional student will have up to 6 years or 12 semesters to complete the academic requirements.

Note: Some students may not be eligible for financial aid due to the maximum aggregate loan limits established by the Federal government. \$138,500 as graduate or professional student (only \$65,500 of this amount may be in subsidized loans). The graduate debt limit includes any Stafford Loans received for undergraduate study.

## **SUMMER SCHOOL**

Satisfactory Academic Progress for Summer School will be based on the number of semesters completed, number of hours completed and the cumulative grade point average on record at the time the student's file is reviewed.

## **MITIGATING CIRCUMSTANCES**

Waivers for Satisfactory Academic Progress will be given only to those students who have suffered undue hardships such as death of an immediate family member or illness. If the student has undergone undue hardship because of death of a relative of the student, an injury or illness of the student, or other unusual circumstances as determined by the Financial Aid Administrator, the Student is required to provide documentation to support the reason(s) for the waiver request.

## **APPEAL PROCESS**

### **Students may appeal if:**

1. There is an error in the student's current grades.
2. There is a change in the student's G.P.A. due to enrollment in another period (ex. Summer School, first semester).

### **Steps to the APPEAL PROCESS:**

1. Students must first request an appeal in writing to the Financial Aid Director.
2. Students must submit all necessary documents (grade change, latest grade report, summer school, first semester).
3. The student's request for appeal will be reviewed within two weeks of receiving the request and all necessary documents.
4. Student will be notified as to the decision regarding reinstatement or continued denial of financial aid. If the student is determined eligible for reinstatement of financial aid, he/she will be considered for aid available at the time of reinstatement.