

## SATISFACTORY PROGRESS (UNDERGRADUATES)

**Federal regulations state that in order to maintain eligibility, students receiving federal financial aid must be making satisfactory progress toward the degree. The three criteria for continued eligibility for federal funds are as follows:**

- **Grade Point Average (GPA)**

After the completion of each semester (regardless of the number of credits accrued), an undergraduate student must maintain the required cumulative GPA of 2.0 to receive federal financial aid. Note that the GPA requirements to remain at the college are different. Please consult the academic catalogue.

- **Maximum Time Frame**

The student must complete his or her educational program within a timeframe no longer than 150% of the published length of the educational program. A bachelor's degree program at Goucher is 120 credits. Therefore a student must complete his or her program after attempting a maximum of 180 credits (including accepted transfer credits) for a 120 credit program.

Students who change academic programs or pursue additional degrees/certificates will have their allowable maximum timeframe adjusted on an exception basis. Note that institutional aid is offered for a maximum of eight semesters. Maryland state aid is typically offered for a maximum of eight semesters but this may vary by program and is subject to the availability of funds.

- **Completion Rate**

Students must complete 67 percent of credits attempted. The percentage of completion is determined by dividing the total number of credits successfully completed by the total number of credits the student has attempted. See below for the treatment of certain grades and classes.

## ***Treatment of Grades and Classes***

### ***Audits (AU)***

Audits are not treated as attempted or completed credits nor are they included in the GPA calculation.

### ***Incompletes (I)***

Incompletes will initially count as attempted, but not completed, courses until the incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated. Incompletes are not included in the GPA calculation.

### ***Pass (P)/No Pass (NP)***

Pass grades will count as both attempted and completed credits. No pass grades are treated as attempted, but not completed, credits. Pass/no pass credits are not included in the GPA calculation.

### ***Repeated Courses***

If a student repeats a course in which a failing grade was received, the initial failing grade and the new grade will both be averaged into the student's GPA.

If a student repeats a course for which a grade of D+, D, or D- was received the first time, the student will receive a grade of RD+, RD, RD-, the second time the course is taken. This allows the grade to be averaged into the GPA but does not count the credits.

If a student repeats a course for which a grade of C- or above was received the first time, the student will receive a grade of XA, XB, XC, etc., the second time the course is taken. In this case, the credit will not be counted and the grade will not be averaged into the GPA.

Students should consult the academic procedures section of the academic catalogue for additional information about repeated courses.

### ***Transfer Credits***

Credit hours from another institution that are accepted toward the student's educational program will count as both attempted and completed hours. Transfer credits are not included in the GPA calculation.

### ***Withdrawals (W)***

Withdrawals after the drop period are treated as attempted, but not completed, credits. Withdrawals are not included in the GPA calculation.

### ***Monitoring satisfactory academic progress***

The Office of Student Financial Aid will evaluate the student's cumulative records for satisfactory academic progress at the end of each semester.

### ***Financial Aid Warning***

Students who fail to maintain satisfactory academic progress at the end of any semester will, on the first occasion, be automatically placed on financial aid warning. Federal/state funds may be disbursed while a student is on financial aid warning. Students who fail to meet the minimum requirements in a subsequent semester will be then placed on financial aid restriction.

### ***Financial Aid Restriction***

Students not making satisfactory academic progress will be placed on financial aid restriction and will lose eligibility for federal financial aid. Some state aid also requires satisfactory academic progress. Goucher is not obligated to replace federal/state funds with institutional funds.

### ***Financial Aid Probation***

At the end of the term during which the student is on financial aid warning status, the student may be placed on financial aid probation if:

- (i) it is determined that the student did not make satisfactory academic progress during the period the student was on financial aid warning;
- (ii) the student appeals the determination (see below); and
- (iii) (A) The Financial Aid Appeals Committee approves the appeal; and (B) the student and academic advisor develop an academic plan for the student that, if followed, will ensure that the student is able to meet Goucher's satisfactory academic progress standards by a specific point in time.

In accordance with federal regulations, students may appeal the finding that they failed to maintain satisfactory academic progress under subparagraph (ii) above in the event of the death of a relative, an injury or illness of the student or other special circumstance. In the event of illness or injury, the student must submit documentation from a doctor or other health care provider stating that the condition prevented the student from attending classes. An appeal under subparagraph (ii) must be submitted in writing within two weeks of the time of notification to the student of financial aid probation status and must include, at a minimum, the reason why a student failed to meet satisfactory academic progress and what has changed that will allow the student to make satisfactory academic progress at the end of the next semester.

### ***Re-establishing Student Aid Eligibility***

In order to re-establish student aid eligibility, a student must achieve the above standards. If the student fails to meet the standards again, he or she will again be placed in financial aid warning status and the procedures outlined above will be followed.