



# HIGH POINT UNIVERSITY

Office of Student Financial Planning

Drawer #49

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## STANDARDS OF ACADEMIC PROGRESS

**Statement of Standards:** Students are required to maintain standard academic progress and remain in academic good standing to continue eligibility for financial assistance. Students who are applying for financial assistance are expected to be enrolled full time each semester during the academic year. *Students enrolled less than full time must notify the Office of Student Financial Planning.* Students enrolled less than full time will be subject to reductions in assistance. Full-time enrollment is defined as 12 credits or more. **Please note that all institutional programs require students to be enrolled full time.**

Federal Regulations require the University's Standard of Academic Progress to include the following:

**Quantitative Measure:** To remain in good academic standing and retain eligibility for financial aid, Students must successfully complete at least *two-thirds of all hours attempted* to include Pass/Fail, repeated courses, incompletes, and courses dropped after the last day to drop a course without penalty (as published in the academic calendar).

**Qualitative Measure:** Students must maintain the following minimum cumulative grade point average (GPA) on all attempted hours:

<b>For hours attempted of:</b>	<b>A minimum GPA must be maintained of:</b>
<b>fewer than 29</b>	<b>1.70</b>
<b>at least 29 but fewer than 60</b>	<b>1.80</b>
<b>at least 60 but fewer than 96</b>	<b>1.90</b>
<b>96 or more</b>	<b>2.0</b>

### **Maximum Time Frame:**

**Institutional Programs:** High Point University programs are structured to be completed in four years; therefore our *non-transfer* students are allowed eight semesters (or until degree requirements are met, whichever is earlier) of eligibility for institutional programs. For *transfer* students, the number of semesters of eligibility for institutional programs allowed is based on the class level that the student enters the University.

**Federal Aid Programs:** Federal regulations allow up to 150% of the normal time required to complete a degree program. At High Point University, it takes 128 credits hours to receive a degree; therefore students are allowed up to 192 attempted hours (to include all transfer hours attempted) to be considered for federal financial aid. ***The maximum time frame restrictions include all hours attempted regardless if financial aid was received or not.***

**Special Grading Notes:**

1. Grades of W (Withdrawal), WF (Withdraw Failing), I (Incomplete), NC (No Credit), R (Repeats), FA (Involuntarily Dropped), FH (Failure/Honor Code), or WA (Involuntarily Dropped) are not considered satisfactory completion of a course therefore are not earned hours. They will however count as attempted hours.
2. An “I” grade can become acceptable as earned hours only if the course requirements are completed within the time prescribed by the University and the student received a passing letter grade.
3. For courses taken as P/F (Pass/Fail), if a grade of Pass is received, it will be counted as attempted and earned hours but will not impact GPA. A grade of Fail will count as attempted hours and will impact GPA.
4. All transfer credit accepted by High Point University will be counted as attempted and earned hours but will not be factored into cumulative GPA calculation.
5. While grades of W, WF, I, CR, NC, R, FA, FH, WA do count in the quantitative measure of progress in terms of the earned versus attempted hour ratio, these grades will not be factored into the qualitative measure of maintaining minimum grade point average.

The following chart demonstrates a student’s ratio of earned hours to attempted hours to be considered as progressing toward degree completion within the maximum 150% limit. **It is imperative for students who receive Federal Direct Student Loans to realize that there is a maximum aggregate amount that students may borrow in their undergraduate career. Students who are enrolled beyond four years or 8 semesters, which is the time normally associated with finishing degree requirements, and receive federal loans during that time are subject to running out of eligibility for student loans.**

<b>When total hours attempted are:</b>	<b>Student must have earned at least:</b>
<b>36 hours</b>	<b>24 hours</b>
<b>64 hours</b>	<b>42 hours</b>
<b>96 hours</b>	<b>64 hours</b>
<b>124 hours</b>	<b>83 hours</b>
<b>160 hours</b>	<b>107 hours</b>
<b>192 hours</b>	<b>128</b>

**Transfer Students:** Transfer students are evaluated based on the number of hours accepted by High Point University. Once transfer credit has been evaluated by the Registrar’s Office and the student has been classified, that student will then fall under the same Quantitative and Qualitative requirements as previous mentioned based on the student’s classification. The maximum time frames for eligibility for federal financial aid also apply to transfer students based on the number of credits accepted by High Point University.

**Less than Full-Time Enrollment:** Students who enroll less than full time will be eligible for federal assistance only, and not for assistance from institutional resources. The quantitative Standards of Academic Progress for less than full-time attendance are measured on a percentage basis compared to the full-time standards. A student attending less than full time will still be required to maintain the same cumulative grade point average associated with the total hours attempted.

**Electives:** Only courses that apply to the student’s degree plan may be considered in determining their enrollment status in application for financial assistance. Courses taken outside the student’s major requirements or courses taken as “fill-in” to maintain a certain level of enrollment will not be considered as enrolled hours for eligibility purposes.

**Repeating Courses:** Students who receive a passing grade in a course (D- or higher) may repeat a course only *one time*. If a student enrolls for a course that he/she has already repeated once where a grade of D- or higher was received, he/she cannot be considered for financial assistance for that second repeat.

## **ACADEMIC PROGRESS PROCEDURES**

Academic progress is reviewed at the end of each Spring semester. Students not making Satisfactory Academic Progress for financial assistance will receive a letter from the HPU Office of Student Financial Planning stating they are no longer eligible to receive aid from any federal, state, or institutional program. At this point, students will have three options.

1. Attend High Point University on their own without financial aid until they have met the minimum requirements of Satisfactory Academic Progress.
2. Submit a letter of appeal stating the reason(s) why they have not met the minimum standards along with any supportive documentation that verifies the circumstances that affected the students' ability to meet the minimum standards. Additional information on the Appeal Process is provided below.
3. Submit an approved Academic Plan For Improvement developed between the student and the Academic Development Office. This academic plan is a committed strategy that presents the student's goal to "get back on track" in meeting the standards of Academic Progress and successfully completing degree requirements. Additional information on the Academic Plan For Improvement is provided below.

**Appeals Process/Special Circumstances:** Students may submit a written statement of appeal for *one* additional semester of financial assistance if they feel there are special circumstances that prevented them from meeting the minimum standards of Satisfactory Academic Progress. Any supportive documents or statements should also be submitted that will provide the Appeals Committee with additional information pertinent to their review. The student must complete and submit the High Point University Satisfactory Academic Progress Appeal Request along with the written statement explaining why the student failed to make satisfactory progress and what has changed in his situation that will allow him to regain the minimum requirements to the Satisfactory Academic Progress Appeals Committee. Appeals must be based on injury or illness; death in the family; or other special circumstances. The Committee will review the request, the written statement, and all documentation to determine if a semester of *financial aid probation* is warranted. Students will be notified in writing of the Appeal Committee's decision. **Please note that if approved, only one semester of financial aid eligibility can be offered. The student must meet the minimum standards of Satisfactory Academic Progress by the end of the approved semester to retain eligibility.** If the student does not improve the deficiencies within that semester, the student will no longer be eligible for financial aid from the University until the minimum requirements are met. **A second appeal cannot be accepted.**

**Academic Plan For Improvement:** If students do not have valid reasons for submitting an appeal based on special circumstances, or if more than one semester is needed to bring up their academic progress deficiencies then submitting an Academic Plan For Improvement would be required. Students must contact the Academic Development Office to set up an appointment to develop their academic plan for meeting the minimum standards of academic progress. This Academic Plan will have strict conditions under which the student must follow in order for the student to retain their eligibility for financial assistance. **Unlike the Appeals Process, the Academic Plan For Improvement provides students additional semesters of financial aid eligibility provided the student is meeting the conditions of the Plan. The Academic Plan and the student's performance must be evaluated at the end of each semester. Failure to meet the conditions of the Academic Plan will automatically terminate the student's eligibility for financial aid without opportunity for appeal.**

**It is imperative that students understand that failure to submit a successful Appeal or an approved Academic Plan to the Appeals Committee will mean that no further financial aid will be awarded to the student for future semesters of enrollment. It is necessary to take immediate action upon receipt of the notification that the student is not making Satisfactory Academic Progress.**