

Linfield College Office of Financial Aid - Satisfactory Academic Progress

Linfield College is mandated to qualitatively and quantitatively evaluate the academic progress of financial aid recipients. The standard is cumulative and includes all periods of enrollment, even those in which the student did not receive financial assistance. All financial aid is awarded with the understanding that the student will maintain Satisfactory Academic Progress (SAP). The specific requirements necessary to remain eligible for financial aid assistance differ slightly depending on whether the aid is institutionally based or federally funded, but the general policy applies to all types of aid. In order to maintain SAP the student must: 1) have a grade point average which meets the minimum requirements for continuation of study at Linfield College, 2) earn a minimum number of credits for each academic year, and 3) complete all degree requirements within a specified time frame. In the event a student's performance is found to be unsatisfactory, the student is placed on Financial Aid Suspension and Linfield College's Office of Financial Aid notifies the student of their status to their Linfield College e-mail account and by mailing a letter to the student's home address.

Qualitative Standard

Students are expected to maintain at least a 2.00 cumulative grade point average (GPA). Students with less than a 2.00 cumulative grade point average will be placed on Academic Probation and have one semester to improve their academic record before being suspended from Linfield College. Grade-point requirements are monitored by the Registrar's Office and are fully described in the Linfield College Course Catalog under Academic Policies and Procedures. Students on Academic Probation are eligible to receive financial aid.

Quantitative Standard

Full-time students must complete at least 12 credit hours per semester, 24 credit hours by the end of the academic year. Minimum credit requirements per semester obligate students to be enrolled in a minimum of 12 credit hours each semester in order to retain full-time financial aid eligibility. Students enrolled in fewer than 12 credits will be eligible for half-time status financial aid, provided they are enrolled for at least 6 credit hours. Any student dropping below half-time attendance may lose eligibility for any financial aid. All credit hours must be completed at Linfield College, through an approved consortium agreement or through a foreign study program approved by the college.

'No credit' designations such as "W" (withdrawal) and "AUD" (audit) are considered attempted but not considered satisfactory completion of a course for the purposes of financial aid. Course grades of "I" (Incomplete) or "IP" (In Progress) transcript designations require a contingency grade and are treated as both attempted and completed credits. The Office of Financial Aid assumes that the contingency grade is at least a 2.00 or above. Students are required to complete the course requirements within the time prescribed by the college.

Maximum Time Frame

Full time matriculating students are eligible to receive federal financial aid for a maximum of 150 percent of the time required to complete a degree. A minimum of 125 credits are required to earn a baccalaureate degree. The maximum number of credits for which a student may be eligible to receive federal financial aid is 187.5 (125 x 150%). All credits attempted are included

in credits toward completion and are considered in the calculation for maximum time frame eligibility. Repeated courses (along with the original attempt) must be counted towards the maximum time frame. Students may receive federal financial aid one time for retaking previously passed coursework. Students who have attempted more than 150% of the credits required for their program of study are not considered to be making SAP and therefore, are ineligible for financial aid. All transfer credits accepted by Linfield College will be included when determining maximum timeframe eligibility as both attempted and completed.

Pace of Progression

Pace is measured annually and is required to ensure students complete their program of study within the maximum time frame. Pace is calculated by dividing cumulative hours successfully completed by cumulative hours attempted. Remedial coursework can be excluded. Students must have an overall completion rate of 66.67% or more or financial aid is suspended.

Unsatisfactory Academic Progress

SAP is monitored annually by the Office of Financial Aid. Students that do not meet SAP standards at the end of the academic year are placed on Financial Aid Suspension and are no longer eligible for institutional or federal financial aid.

Appealing Financial Aid Suspension

Students failing to achieve SAP requirements are given the opportunity to appeal the suspension of their financial aid. The Appeal letter must be in writing to the attention of the Office of Financial Aid with documentation of the extenuating circumstances. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the immediate control of the student. The Appeal letter must include 1) the reason why the student failed to make SAP, and 2) what has changed that will allow the student to make SAP at the next evaluation. The student is notified of the Appeal decision to their Linfield College e-mail account and to their home address, all decisions are final. An Appeal that is approved allows the student to receive one semester of financial aid on Financial Aid Probation status. After Financial Aid Probation, the student must be making SAP or successfully following an academic plan.

Reestablishing Financial Aid Eligibility

Students that are placed on Financial Aid Suspension can reestablish Financial Aid eligibility. A student that does not submit an Appeal or denied an appeal must, without the benefit of financial aid, successfully complete 12 credits in one semester with a semester GPA of 2.00 for reinstatement. The student may reapply by written appeal to request financial aid for the following semester.

Financial Aid Definitions

Financial Aid Appeal – Process by which a student who is not making SAP petitions for reconsideration of financial aid eligibility. Appeal must include 1) reason why student failed to make SAP, and 2) what has changed that will allow student to make SAP at the next evaluation.

Financial Aid Probation – Status assigned to student who fails to make SAP and has successfully appealed. Student may receive financial aid for **one** payment period.