

SATISFACTORY ACADEMIC PROGRESS POLICY

Revised May 2012

Academic Progress Requirements for Financial Aid

Federal regulations require that financial assistance recipients meet standards of academic progress. Unless stated otherwise in a scholarship, a student must maintain a minimum standard of academic progress in order to receive continued funds under the federal, state*, and institutionally administered programs. These standards measure progress in a given program of study. They include quantitative (percentage or credit hours completed) and qualitative (grade point average in those courses completed) measures.

To receive financial aid at Judson College, a student must:

1. enroll in at least six credit hours (part-time)
2. be in good academic standing, and
3. make satisfactory progress.

Components (Also found with *Grading System and Quality Points* – “Academic Records and Policies”)

Quality (GPA) Standards

Grade	Grade Points per Semester Hour
A	4
B	3
C	2
D	1
F	0
WF	0

WD, WP, I, AU Not Computed

Quantitative Standards (Credit Hours to Complete)

Year Completed	Full-time	Part-time
	Hours Completed	Hours Completed
First Year	18	9
Second Year	36	18
Third Year	57	29
Fourth Year	79	40
Fifth Year	103	52
Sixth Year	128	64

Financial Aid is given to students enrolled in remedial courses (ENG 100 and MAT 103). These courses are considered attempted hours and also count as earned hours for financial aid satisfactory progress. They do not count toward graduation requirements. A student must make a grade of A, B, C, D, or P to remain in compliance.

Repeated courses are treated the same as any other class.

Students are required to maintain the following **Cumulative** grade point average (GPA) and complete a certain number of hours as indicated below:

Year Completed	Cumulative Grade Point Average	Full-time Hours Completed	Part-time Hours Completed
First Year	1.70	18	9
Second Year	2.00	36	18
Third Year	2.00	57	28
Fourth Year	2.00	79	39
Fifth Year	2.00	103	52
Sixth Year	2.00	128	64

For the purposes of this policy, “earned” hours are defined according to the Judson College academic policies.

Incompletes

An **Incomplete (I)** may be awarded when a student has attended and is passing a course but, because of extenuating circumstances, is unable to complete the requirements prior to the end of the semester. The student must request an Incomplete prior to the final exam and provide reasons for requiring it. All Incomplete grades must be approved in advance by the Vice President and Academic Dean.

Students must remove Incompletes (**I**) within the first six weeks of the following term. Failure to do so will result in an automatic **F**.

If a student enrolls in a sequential course for which the Incomplete course is a prerequisite, the professor (with the approval of the Vice President and Academic Dean) may require removal of the Incomplete at an earlier date. Extensions of the deadlines may be granted by the Vice President and Academic Dean with the concurrence of the instructor.

Dropping or Adding Courses

A student may add a course to her original schedule through the first week of classes during the fall and spring semesters or through the third day of classes during short term. This period is known as drop/add.

Courses dropped after the drop/add period and prior to the deadline for mid-term grades will be assigned a grade of **WD** (withdrawn). The **WD** does not affect the student's GPA. Should the student exceed her allowed absences for the course, a grade of **F** will be recorded.

Courses dropped after mid-term grades have been submitted will be assigned a grade of **WP** (Withdrawn Passing), **WF** (Withdrawn Failing), or **F** (due to absences) by the

instructor. An **F** or **WF** will be calculated in the GPA computation as an F. Please consult the official College calendar for each semester's withdrawal periods.

Courses Repeated for Credit

With the exception of independent studies, internships and student teaching, a student may repeat a course in which she had received credit one time to improve a grade. A course in which a student has received an F may be repeated until she passes it, at which time she may not exercise the repeat option to improve the grade. The repeated course must be taken at Judson College. If the course is a prerequisite to another course, it must be taken before enrolling in the next level course. Degree credit for courses so repeated shall be granted only once, but both grades shall be permanently recorded. In computing the GPA, only the last grade, hours and quality points shall be used.

Students need to be aware of the danger of repeating courses in which they have earned C's or D's. If a student repeats such a course and makes an F, the student will have lowered her grade point average and will have no additional repeat option in the course.

Transfer Credit

As noted in the College's "Transfer Credit Policy," Judson College accepts academic credit from regionally accredited institutions of higher education as well as credit earned through AP, IBT, CLEP, DANTES and USAFI prior to initial enrollment. No more than sixty-four (64) semester hours (or the equivalent quarter hours) may be accepted for transfer credit from a regionally accredited community and/or a junior college. All appropriate credits will be evaluated and transferred on a course-by-course basis. No course(s) will be transferred in which a grade below a "C" was earned. Two-year college courses which parallel Judson upper-level (300-400) courses may transfer but will not count toward the requirements for junior-senior (300-400) hours in the major or the degree. A student may, however, petition a department to take a "challenge test" or complete a project to receive upper-level credit for the course. In the event that the transferred course is a required course in a major, the department may designate a substitute upper-level course. Developmental and/or remedial classes taken at institutions other than Judson College will not be accepted as transfer credit nor will the hours earned apply to any degree program offered by Judson College.

Except for computing an overall grade point average for determining graduation honors, transfer credits will not be included in the student's grade point average. The grade point average printed on Judson transcripts will be computed only on the basis of courses taken at Judson College.

Maximum Time Frame Standards

Students will have a maximum of 150% of the average program to complete their degree requirements while continuing to qualify for federal and state aid. For example, if the degree program requires 128 hours then the maximum is 192 hours.

Transfer Students

A transfer student eligible for financial aid at Judson College will follow the same standards for satisfactory academic progress and maximum time frame limits as all other students.

Ineligible Students

Students who are admitted to Judson College as: Non-Degree, Transient, Audit courses, or self-improvement, will be ineligible for financial assistance. When the student is admitted to a degree program, Special Student Status is changed and the student is eligible to apply for financial assistance.

Annual Satisfactory Academic Progress Review

The academic progress of each student is reviewed at the end of each semester and notification given to students who fail to make appropriate progress. The student's academic year is defined as two consecutive semesters, with or without a subsequent or intervening short-term. Students will be notified by e-mail and letter with regard to needs to maintain Satisfactory Academic Progress (hours or GPA).

NOTE: If hours are a problem for a student at the end of the spring semester review a student may take courses at Judson or another college and transfer the hours back to the College. If the student's GPA is a problem, she must return to Judson during short term in an attempt to bring the said GPA up and complete any incompletes that may be present in their record.

Warning Semester

Students who are not meeting the Qualitative and/or Quantitative standards at the end of the term are automatically given **one (1) Warning semester**. During this Warning semester, students are allowed to receive federal and state aid. Students must be fully in compliance with all components by the end of the Warning semester to regain eligibility and receive funds for future semesters. Only **one (1) Warning semester** is allowed for a student's entire degree program at Judson College. Further, the Warning semester allowance is not applicable to the Time Frame standard.

Probation

Students on probation are subject to the rules of Academic Probation and Suspension found in the "Academic Policies and Records" section of the *Academic Catalog*. A student is notified when placed on "Regular" or "Strict" Probation through a letter sent to the address on file with the College. A supplementary enclosure discusses the "Academic Probation and Suspension Policy" and the "Satisfactory Academic Progress Policy."

Denial/Loss of Eligibility

Students who are not meeting the minimum Qualitative and/or Quantitative standards at the end of term review will lose their eligibility for the upcoming and future terms. Students will be contacted by the Registrar, Office of Financial Aid, or Academic Dean's Office with regard to their Satisfactory Academic Progress (via phone and e-mail). Communications will also include a written document sent to the address on file with the

College. Students may receive consideration for aid reinstatement at the time they have satisfied all deficiencies with the Qualitative and/or Quantitative standards.

Reestablishing Eligibility

- o Taking courses during the short term.
- o Repeating failed courses at Judson College per the College's academic policies.
- o Removing incomplete grades.
- o Reviewing repeat courses to ensure the highest grade has been computed.
- o To improve one's cumulative GPA (quantitative) for financial aid eligibility a student **must** attend Judson College. The student would have to attend without financial aid.
- o To improve one's credit hours (qualitative) for financial aid eligibility a student may apply for transient study at another institution in line with the Judson College policy. The student would attend without financial aid at Judson College.

Short Term

Students meeting the requirements for fall and spring will also qualify for financial aid for the short term. However, if a student is deemed ineligible during the spring semester, the student will not qualify for financial aid for the upcoming fall and any future terms until meeting the satisfactory academic program policy.

Appeals

Students who do not meet the requirements and believe they have an extenuating circumstance that led to their unsatisfactory progress may submit an application for appeal to the Office of Financial Aid to be reviewed. The application for appeal is available in the Office of Financial Aid. Extenuating circumstances may include but are not limited to: an extended illness (self); serious illness or death in the immediate family; major accident or injury (self, child, parent); and being a victim of a crime or unexpected disaster. Upon review by the Scholarship Committee of the College, the student will be notified in writing at the address provided on the Satisfactory Academic Progress Appeal Form whether she has been granted a semester of "financial probation." If granted a semester of "financial probation," the student must achieve Satisfactory Academic Progress by the end of the stated semester (fall, spring, or short term) to continue to receive financial aid.

*The Alabama Student Grant is renewable annually as long as the total hours attempted does not exceed by more than twenty-five percent (25%) the number of hours required for the individual student's course of study or until such time as the student receives a baccalaureate degree.

Academic Planning for the Student on Probation

A student who has successfully appealed for continuation of her financial aid must meet either with the Vice President and Academic Dean or the Vice President and Dean of Students at the beginning of the semester to determine an "Academic Plan" for achieving Satisfactory Academic Progress prior to the end of the semester in which the student is on probation.

Academic Plans may require the student to attend all classes except when confined because of illness, required study halls, required meetings with their advisor and or the Vice President with whom the program is developed. It may also include limitations to extracurricular activities (student groups, traditions, et al).

This policy will be periodically reviewed.