



## Standards of Satisfactory Progress (For Financial Aid Purposes)

### Undergraduate Students

The Higher Education Amendments of 1976 and 1983 obligate institutions to define, measure, and enforce "Standards of Progress" in both a qualitative and quantitative manner. Further, all students must regularly be monitored for satisfactory progress in the event a student not currently receiving financial aid, including merit aid, makes application for assistance in the future. In compliance with these regulations, Western New England College has adopted the following policy:

#### Satisfactory Progress

For purposes of determining satisfactory progress, academic records of undergraduate students are reviewed after the Spring semester grades are posted:

#### Qualitative

1. At the end of the Spring semester the student must have attained a cumulative average of at least:
  - a. 1.30 for 1-56 semester hours (1-61 in the School of Engineering);
  - b. 1.90 for 57-86 semester hours (62-94 in the School of Engineering);
  - c. 2.00 for 87+ semester hours (95+ in the School of Engineering);

and

#### Quantitative

2. At the end of the **Spring semester** the student must have met the above grade point requirement and must have successfully completed, during that year, the following number of credit hours:

**Full-time students** (Students who enroll for 12 or more credit hours per semester/per academic year)  
Must complete 24 credit hours.

**Part-time and Graduate students** (Students who enroll for less than 12 credit hours for one or both semesters)  
Students must have successfully completed at least 75% of all courses attempted during the year. Hours attempted include any courses for which a letter grade (including "I" or "W") is received.

**New Students** who at the end of the Fall semester have attained a cumulative average of less than the required minimum will continue to be eligible for financial aid on a "probationary" basis for the following semester. **Other students** who have not attained the required grade point average are considered as *not having made satisfactory progress* and may not be eligible for financial aid. In either case, all students must have met the required qualitative and quantitative standards at the end of the Spring semester.

Students enrolled for only a single semester in any academic year must have attained the minimum cumulative average as listed in the section, and successfully completed half the credit hours required for the year.

For the purposes of determining eligibility for financial aid, students earn credit only for passing grades. Marks for failure (F), withdrawal (W), and incomplete (I) are not interpreted as earned credits. Credit earned for a repeated course is only considered when a student has previously failed that course.

## Appeal Procedure

Students notified by the Student Administrative Services Office that they have not maintained *satisfactory progress* may submit a letter of appeal to a Financial Aid Specialist if mitigating circumstances have effected the student's progress or grade changes (including the resolution of incomplete grades) have occurred. Appeals must be filed with the Student Administrative Services Office within 14 days of student's notification of loss of aid eligibility. The appeal will be reviewed by a Financial Aid Specialist who will subsequently notify the student as to the action taken.

If an *appeal is approved/accepted*, the student will continue to be eligible for financial aid the following semester. If *no appeal is filed*, or if an *appeal is denied*, the student must enroll for courses at his/her own expense. In order to regain eligibility for aid, the student must earn the appropriate minimum cumulative average listed above and make up any deficiencies in credits. Upon achieving the minimum academic average and making up any credit hour deficiencies, the student may apply to the Student Administrative Services Office for reinstatement of financial aid consideration.

### Please note the following examples for further clarification:

1. If a student has a sufficient cumulative average but did not receive enough credits for the year, the student may take credits during the summer and make up a credit deficiency. The work can be completed at Western New England College or another college.  
A "C" or higher must be earned for all courses taken at other colleges. In addition, these courses must be applicable toward the degree requirements and approved by the Dean's Office of your school.
2. If a student does not attain the minimum cumulative grade point average at the end of the semester, they must attain the minimum cumulative average by taking credits during a semester or summer at *Western New England College* or through the exchange program of the *Cooperating Colleges of Greater Springfield*.

## Maximum Eligibility

Full-time students may retain eligibility for financial aid for a maximum of five years or ten semesters. Part-time students may retain eligibility for financial aid for a maximum of 160 credit hours of work attempted.

**IMPORTANT** Please note that the eligibility requirements above are minimal, and are designed primarily to satisfy *Higher Education Amendments* of 1976 and 1983 as they relate to "*Standards of Progress*." However, some state scholarship and/or loan programs require students to advance to the *next academic level* (sophomore, junior, senior) before receiving additional moneys. Consequently, a student may be eligible for financial aid under the Standards of Satisfactory Progress, yet not qualify for eligibility under state scholarship or loan programs.

Therefore, students should be aware not only of "*satisfactory progress*" requirements, but also of "class status." The following summarizes the *current status* classifications:

**Freshman**, 26 credits or less (27 credits in the School of Engineering)

**Sophomore**, 27-56 credits completed (28-61 credits in the School of Engineering)

**Junior**, 57-86 credits (62-94 credits in the School of Engineering)

**Senior**, 87 credits or more (95 or more credits in the School of Engineering)

**NOTE:** We will add in PE credits taken in the prior year for the (quantitative) 24 credits completed, but we will not use them to establish your current status classification (grade level).

For clarification or questions, consult the Student Administrative Services Office at **(413) 796-2080**