

Satisfactory Academic Progress Regulations

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal aid. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree requirements. SAP includes two standards; qualitative and quantitative. Students must meet both standards to continue receiving financial aid.

The following standards apply equally to all educational programs established by HHL and is valid for all students (i.e. full-time, part-time, Master, PhD)

Qualitative (GPA)

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain at HHL. The Financial Aid Office will conduct a review at the end of each two quarters to determine the students successful progress toward obtaining a degree by comparing cumulative grade average to hours earned. A student must maintain an overall minimum 4.0 grade average (German Grading Scale) out of 5.0 (German Grading Scale) to remain enrolled in the program or to continue receiving aid. In order to meet HHL's requirement for graduation, a student must have a minimum grade average of 4.0 on the German Grading Scale. Students may be dismissed by their department at the end of any quarter if they have not made sufficient academic progress to warrant continuance of study. Students who fail to maintain sufficient academic progress will be dismissed from the program. A student must maintain a 50% overall grade average regardless of their eligibility for or participation in the Title IV program. Termination of students will follow policies and procedures adopted by the department and reported to the Exams Committee. Dismissal by an academic department may be appealed to the Head of the Department and if that appeal is unsuccessful, the student may then appeal to the Head of the Exam's Committee. The dismissal decision by the Exams Committee is final and may not be appealed by the student. A re-admission of dismissed students to the program is not possible.

Quantitative (PACE and maximum time frame)

PACE

Students must complete a minimum percentage of cumulative attempted credits, or PACE. PACE is calculated by dividing the cumulative credit hours earned by the cumulative credit hours attempted. Students must maintain a minimum PACE of 75%: Students must be enrolled for the number of credits defined by the study regulations during each quarter (on average 20) to be considered full time. Half-time enrollment for graduate students is a minimum of 50% of the above defined workload. In order to meet the quantitative standard, students must complete and pass a minimum of 75% of courses attempted each academic year. Withdrawals, incompletes and repeats affect this component, as credits attempted.

Maximum time frame

The maximum allowable time to be eligible for financial aid is 150% of the published regular time frame. This is:

	duration		credits	
	100%	150%	100%	150%
Full-time MSc	24 months	36 months	120	180
Part-time MSc	30 months	45 months	90	135
Full-time MBA	21 months	32 months	120	180
Part-time MBA	24 months	36 months	90	135
Ph.D.	36 months	54 months	180	270

Program Completion:

Once the student completes all the academic requirements for their program, the student is considered to have completed the degree program and is no longer eligible for further federal aid for that program.

Evaluation

HHL evaluates Satisfactory Academic Progress at the end of each two quarters. Withdrawals and incompletes are not included in the overall grade average. Students must complete all required courses by the end of the degree. Students who achieve a passing grade can't repeat a course. Students who fail a required course must repeat the course and obtain a passing grade before completion of their degree. When a student repeats a course and achieves a passing grade, the original grade will be counted in the grade average in a way that the grade average of the failed course is the average of both exams. There are no noncredit remedial courses. Scheduled awards for the next academic year for students who are not making Satisfactory Academic Progress will be canceled. Financial aid will be disbursed on the first day of each semester (Autumn and Spring quarters). Students who withdraw after that will have their eligibility to retain part of their financial aid calculated on the percentage of the semester attended. Students who attend more than 60% of the term may retain all of their aid. See the section on Return to Title IV (R2T4).

Students who fail to meet either the GPA or PACE satisfactory academic progress requirements will be placed on financial aid warning; no action is required by the student. Financial aid warning lasts for one payment period only, during which the student may continue to receive federal financial aid. Students who fail to meet the GPA and PACE satisfactory progress after the warning period will lose their federal aid eligibility unless they successfully appeal and are placed on financial aid probation, with or without an academic plan.

Students who have reached the maximum time frame are no longer eligible for federal aid; they are not eligible for financial aid warning or financial aid probation. Students will be notified, in writing, by the HHL's Financial Aid Office if they have been placed on financial aid warning or financial aid probation within two weeks after the evaluation.

Financial Aid Appeal Process/Financial Aid Probation:

If, at the end of the financial aid warning term, a student is still not meeting SAP requirements, the student may submit an appeal based on extenuating circumstances only. Extenuating circumstances would be considered personal illness or injury, a death of a close relative, or other special circumstances. The written appeal must be sent to the Director of Financial Aid and it must explain why satisfactory progress was not met and what has changed that will allow the minimum standards to be met. Appeals must be

submitted online and include a detailed explanation of how extenuating circumstances beyond your control prevented you from meeting the requirements. Appeals are reviewed on an ongoing basis and in the order received once all required documentation has been received. Once an appeal and documents have been received the appeal will be reviewed and a decision will be sent within two weeks.

If the appeal is denied, the student will not be eligible for federal financial aid in subsequent quarters until SAP standards are met.

If the appeal is approved by the Financial Aid Office, the student will be placed on financial aid probation, with or without an academic plan, and will be eligible for federal financial aid during the probationary period.

o If it is determined that the student should be able to achieve the SAP requirements by the end of the probation quarter, the student will be placed on financial aid probation without an academic plan. The student will be eligible for federal aid for the probation quarter. If at the end of the probation quarter, SAP standards are still not being met, the student cannot appeal again nor will he be eligible for federal aid until SAP requirements are achieved.

o If it is determined the student will require more than one payment period to achieve SAP standards, the student will be placed on financial aid probation with an academic plan. The academic plan will be monitored by Student Affairs. The student's progress will be monitored at the end of each subsequent payment period to determine if the student is meeting the requirements specified in the academic plan. If the student is meeting the requirements of the academic plan, the student will be eligible to receive federal aid as long as the student continues to meet the academic plan requirements.

Transfer Students

Transfer students' transcripts will be evaluated by the Program Director. Those courses which are applicable to the degree requirement will be accepted and will be used to measure the quantitative SAP requirement. Those grades also will be used to compute the qualitative requirement.

Change of Program or Degree

Students who decide to change their degree or program objective will be evaluated similarly to Transfer Students with the exception that the grades previously earned at HHL will be used to measure the qualitative requirements.

Concurrent Degrees

Although it is unlikely to occur, students may pursue two graduate degrees concurrently. They are charged the tuition for each program and the Cost of Attendance for one degree will be adjusted to reflect the two tuition charges. Students must meet the Satisfactory Progress requirements for both programs to retain eligibility. The two sets of courses will be viewed as one program. Loans will be processed to the maximum yearly eligibility for graduate students.

Additional Degrees

Students who have completed a graduate degree program and wish to pursue another degree must apply for admission to that program as would any other applicant and meet the

admission requirements for the new program. Federal loan eligibility will be limited to the aggregate program maximums under Federal Regulations.

Exams Regulations at HHL

According to HHL's exams regulations dismissal by an academic department may be appealed to the Head of the Exams Committee after all other avenues of appeal have been exhausted. The dismissal decision by the Exams Committee is final and may not be appealed by the student. Students who are readmitted to their program after an approved withdrawal period may apply in writing to the Director of Financial Aid to continue receiving financial aid. The student should specify the exceptional circumstances that lead to the withdrawal and state the reasons why those circumstances will not affect future academic progress. Each case will be individually reviewed and the Director will use his professional judgment to determine if the original situation has been resolved to the point where the student can reasonably be expected to succeed.