Financial Aid Satisfactory Academic Progress (SAP)
Undergraduate Students

When you receive federal or state financial aid, their guidelines require that you make real and measurable progress toward your degree in order to continue to receive federal or state aid. This requirement is called Satisfactory Academic Progress (SAP). Note that institutional scholarship and aid programs may have specific eligibility or renewal requirements in addition to the minimum requirements of the SAP policy. Read full policy...

Students are expected to pass enough hours (quantitative measure), maintain a grade point average (qualitative measure) and complete their programs within a maximum timeframe to be considered as making SAP. The measures below must be adhered to as outlined regardless of any changes to majors, degrees, or pursuit of a second major. All periods of a student's enrollment count when assessing progress, even periods in which the student did not receive financial aid.

1. SAP is reviewed at the end of each payment period, including summer. Any time there are late notifications of a course grade or grade change, the Registrar rechecks SAP using that new information.

2. All coursework attempted, including repeated and withdrawn ("W") coursework recorded on the academic record at the time of the progress check is considered when determining if the student meets financial aid SAP standards. Courses that are retaken to improve a grade are counted in attempted hours but only one passing grade is counted toward the credit completion pace rate and GPA calculation. Transfer credits on the student academic record are considered for the purposes of financial aid SAP review. Non-credit and audit courses are not considered for SAP.

3. <u>Maximum Time Frame</u>: The College requires a minimum of 124 semester hours for graduation. Federal regulations require that students complete their program within a maximum time frame of 150% of the published length of a program. For most undergraduate programs, the maximum is considered to be 186 credit hours. A review of total attempted credit hours is conducted at the end of each semester. Students who change their major or degree are still expected to complete their program within the maximum timeframe. In limited circumstances, appeals for exceeding the maximum timeframe will be considered

   <u>Pace - Cumulative (overall) Progress</u>: Federal regulations for financial aid contain a quantitative component, meaning that students are required to make steady progress towards their degree by completing at least two-thirds (66.67 percent) of all their attempted credit hours. Students who do not successfully complete at least 66.67 percent of all attempted credit hours are placed on financial aid warning. Students enrolled part-time (less than 12 hours per semester) must also complete and pass 75% of the credits in which they were enrolled each semester. Part-time students must complete their degree program within a maximum of 10 years of enrollment.

<u>Grade Point Average (GPA):</u> The SAP policy requires students to maintain a minimum cumulative GPA in order to remain eligible for financial aid. Students who drop below the minimum cumulative GPA will be placed on financial aid warning. Federal regulations require that students attain a minimum cumulative GPA of 2.0 or "C" by the end of the second academic year.

Academic Status Scale			Credit Hours Completion Scale (Full Time Students)	
Hours Attempted*	Good Standing GPA		Semesters Completed	Hours Earned
1-19	1.70		2	24
20-39	1.80			
40-59	1.90		4	48
60 & Above	2.00			
			6	72
(*Hours attempted include transfer credits)			8	96
			10	124

4. Financial Aid Warning status is determined by the following criteria:

    When a student's cumulative grade point average falls below the appropriate level of good standing on the academic status scale, the student will be placed on Financial Aid Warning for the following semester. Any full-time student who does not pass 12 semester hours or fails to make a 1.25 average in any semester is subject to being placed on Financial Aid Warning. Any part-time student (enrolled for less than 12 credits during a semester) who does not pass three-fourths (3/4) of the credits in which s/he was enrolled or fails to make a 1.25 average in any semester is subject to being placed on Financial Aid Warning.

    a. Student Financial Services (SFS) sends the students a letter notifying them that they have been placed on Financial Aid Warning status and the consequences of not meeting the conditions.

    b. Students may continue to receive financial aid for one payment period. No appeal is necessary. The Registrar assesses students' academic status at the end of each semester, which is communicated to Student Financial Services.

5. If, at the end of the Financial Aid Warning semester, the student's semester grade point average is above the academic status scale but the cumulative average is still below the academic status scale, he/she is not eligible for financial aid. The student may appeal for Financial Aid Probation status to have his/her financial aid eligibility reinstated.

6. A student on Financial Aid Warning whose semester grade point average at the end of the Financial Aid Warning semester is below the academic status scale is subject to academic dismissal. A student who wishes to request an exception to dismissal status must do so with the Registrar's Office within three days from the time the dismissal notification is received. The student may also appeal for his/her financial aid eligibility to be reinstated.

7. Financial Aid Probation Appeals

    a. SFS sends the students a letter notifying them that they are no longer eligible to receive financial aid and the conditions to appeal for Financial Aid Probation status.

b. If, therefore, a student appeals a dismissal status with the Registrar and the Petitions Committee, and the appeal is granted, the student will also be allowed to petition for Financial Aid Probation for one semester.

c. The student must file a written appeal with the Director of SFS.

d. The student's appeal must include why the student failed to make SAP, and what has changed that will allow the student to make SAP at the next evaluation. The appeal must also include the signed Academic Contract that is required for readmission after academic dismissal status.

e. A student must demonstrate extenuating circumstances to be considered for an appeal. Conditions that will be considered include events such as death of a relative, injury, disability, or illness of the student, or other extraordinary circumstances that have significantly affected the student's ability to achieve academic success.

f. The Director of SFS and the Registrar review the appeal and make the decision. The student is notified of the appeal outcome by the SFS Office.

8. After the Financial Aid Probation semester, the student must be making SAP, or must be successfully following the academic plan. Evaluation is done by the Registrar.

9. The Registrar notifies SFS if a student re-establishes eligibility.

10. Courses with withdrawal (W) grades will be evaluated as attempted hours, but not hours earned. Incomplete (INC) grades will be reviewed after each semester. After the six week incomplete make-up period, the students' SAP will be reviewed by the Registrar.

11. The Registrar assesses SAP for students valuing incomplete(s) as an "F" for pace and GPA purposes. Students are sent a Financial Aid Warning letter if failing the incomplete would put the student in the Financial Aid Warning category. If the students get the incomplete changed to a passing grade, they are revised to being in good academic standing. Students requesting incompletes who were on Financial Aid Warning status are reviewed by Student Development and the Registrar and may be restricted from enrolling in a subsequent term prior to completing the incomplete courses.

12. Students may repeat any course in which an "F" or "D" grade is earned and only one course with a "C-" or better grade. The second grade will replace the first for the repeated course; for a repeated course with a "C-" or better or "D" grade, the hours of the course are counted only once toward graduation requirements. Students repeating any course are required to notify the Registrar's Office during the semester in which the course is repeated. See the Wheaton catalog for further information and deadlines.

13. Aid is available to assist students in obtaining a degree. A student who completes the academic requirements for a program but does not yet have the degree is not eligible for further additional federal funds for that program.

14. Fifth Year Eligibility petitions and appeals are evaluated by the Registrar's Office and the Director of Student Financial Services.