

UW-PARKSIDE OFFICE OF SCHOLARSHIPS & FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Federal and state regulations require that a student maintain satisfactory academic progress (SAP) towards degree completion in order to receive financial aid. The guidelines used to assess progress for financial aid purposes include: 1) GPA Evaluation 2) Pace of Progression and 3) Timeframe.

Failure to make satisfactory academic progress will result in the loss of financial aid eligibility.

How this Policy is Applied

- This policy is separate from the University Academic Warning, Probation and Suspension Policy. A student may be in good academic standing with the University, but still have financial aid suspended.
- The evaluation is conducted on a term-by-term basis and occurs after Fall, Spring and Summer grades have posted.
- The GPA Evaluation is based on the student's GPA for the last semester attended. Pace of Progression and Timeframe evaluations are based on cumulative academic performance. Failure to meet one or more of the standards will result in financial aid "Warning" or "Not Meets."
- Three levels of financial aid academic progress exist: good standing, warning, and not meets
- Two consecutive terms of not making satisfactory Financial Aid Academic Progress will result in loss of financial aid.
- Once a student has been suspended by the University, the student is no longer eligible for student financial aid. The student **cannot** appeal for financial aid reinstatement until he or she has been reinstated by the University.
- Transfer credit hours are calculated in both the pace of progression and timeframe standards of SAP.

Satisfactory Academic Progress Guidelines:

GPA Evaluation

GPA is evaluated after grades are posted at the end of the fall, spring and summer terms.

- ***Undergraduate Students (Associates, First, & Second-Degree Seeking Students)*** must have a minimum term GPA of 2.0
- ***Graduate Students*** must have a minimum term GPA of 3.00

Pace of Progression Standard

For Financial Aid purposes, a student must complete a minimum percentage of cumulative credits attempted to ensure progress toward degree completion. The following table shows the criteria used at UW-Parkside for measuring the pace of progression standard based upon cumulative credits attempted to cumulative hours earned*

All Undergraduate Students*	Graduate Students
67% of attempted credits must be earned**	75% of attempted credits must be earned**

****All Undergraduate Students include Associates Degree-Seeking, First Degree-Seeking and Second Degree-Seeking Students***

*****Earned credits do not include failed (F) courses, incompletes (I), withdraws (W), audits (AU), or no audit grades.***

Timeframe

Federal regulations allow a student to receive financial aid up to 150% of the credits needed for degree completion. At UW-Parkside, most undergraduate programs require 120 credits, so a student can receive financial aid for 120 attempted* credit hours, plus an additional 60 attempted* credit hours even if they have not graduated. The following table shows the criteria used at UW-Parkside for measuring timeframe.

Program	Maximum Credits Allowed
Associates Degree	90 credits
First Bachelor's Degree	180 credits
Second Bachelor's Degree	225 credits
Graduate Student	48 credits

****Courses in which the student withdrew (W), failed (F) or received an incomplete (I) count towards a student's maximum timeframe***

Transfer Students

Transfer students must meet the same quantitative standards that apply to all UW-Parkside students. Credits that are transferred to UW-Parkside will be calculated towards both credits attempted and credits earned. The credits will also count towards the students Timeframe for program completion

Withdraws/Repeats/Incompletes

If a student anticipates the need to withdraw, retake a course(s), or request an incomplete grade, it is recommended that the student discuss the future implications of these actions prior as each can impact the calculation of Satisfactory Academic Progress.

- Withdraws
 - A student who withdraws, either officially or unofficially, will be at minimum placed on warning due to a semester GPA of 0.00. Withdraws also impact the ‘pace’ calculation which may have future implications since pace is calculated cumulatively. All withdrawn courses will count as ‘attempted’ credits, but not ‘completed’
- Repeated Courses
 - Repeated courses may negatively impact a student’s Pace and/or Timeframe. All courses taken are considered attempted and will count toward the student’s Timeframe. If the student fails a course on multiple attempts, this negatively impacts Pace since the attempted courses were not successfully completed.
- Incomplete Grades
 - A student with an “incomplete” grade may negatively impact the GPA and Pace calculation. The student is encouraged to contact the Office of Scholarships & Financial Aid to learn how the incomplete impacts them, and/or when a final grade has been processed for the course.

Definitions of Financial Aid Academic Progress Status:

Satisfactory Academic Progress is evaluated after each term. After being evaluated, the student will have a status of one of the following:

Status	Aid Eligible	Definition of the term
Good Standing	Yes	Meeting all standards of Satisfactory Academic Progress
Warning	Yes	Student has not met requirements of SAP for 1 consecutive semester but is eligible to receive financial aid for one additional term. If the student meets the standards of SAP after that term, they will return to “Good Standing.” If they do NOT meet the standards of SAP, they will go to “Not Meets” and will not qualify for financial aid.
Not Meets	No	Student is not eligible for financial aid, but can submit an appeal to be considered for reinstatement of eligibility. If appeal is approved, student will either be placed on an Academic Plan or Financial Aid Probation (see below for more information)

Appealing for Financial Aid Reinstatement

UW-Parkside financial aid applicants who do not meet the Satisfactory Academic Progress Policy will be notified via US mail to their home address, and via their UW Parkside student email address. Students may appeal for financial aid reinstatement by submitting an appeal form along with all required supporting documentation. Appeals MUST meet three criteria:

- 1- Why the student is not meeting SAP
- 2- What extenuating circumstances may have caused this
Examples include work related issues, medical, family issues including death of a relative, change in marital status, or caregiving, others on a case by case basis
- 3- How the student has addressed those circumstances to ensure academic success.

Appeals should, whenever possible, include supporting documentation, such as copies of work schedules, statements from medical practitioners clearing the student for school, obituaries, etc. While not required, students are encouraged to include a Pathways to Success Contract which can be completed with their academic advisor and includes information of academic and personal supports available on campus. Students who are appealing due to maximum Timeframe should include copies of their Academic Advisement Report (AAR) or documentation from their advisor indicating the courses/credits needed to graduate. Appeals will be evaluated by the Financial Aid Academic Progress Appeals Committee. The student will be notified with the result of their appeal **via email**. Review of appeals can take two weeks or more, so appealing as early as possible is strongly encouraged. Please see the table below for the possible outcomes of an appeal:

Appeal Result	Financial Aid Status	Eligible for Aid	Definition of the term
Denied	Not Meets	No	Student will NOT be eligible for Financial Aid, but can submit additional appeal material for reconsideration. If the student chooses not to re-appeal, or the re-appeal is denied, the student will be responsible for all tuition and fees.
Approved	Probation	Yes	Student is eligible for aid for 1 semester, but must meet SAP requirements at end of the semester to return to Good Standing
Approved	Academic Plan	Yes	An academic plan was established (“Pathways to Success Contract”) in collaboration with an advisor. Following the plan will put the student in Good Standing for financial aid purposes. The student must follow the plan to maintain financial aid eligibility. Maximum length of 3 terms. Failure to follow the plan will result in a status of “Not Meets” and a loss of financial aid eligibility.