

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

Federal and state financial aid regulations require that a student maintain satisfactory academic progress (SAP) towards degree completion in order to receive student 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 (see chart on the next page for explanation of levels)
- Two consecutive terms of not making satisfactory Financial Aid Academic Progress will result in loss of financial aid.  
EXCEPTION: A student who withdraws from the University, either officially or unofficially, will immediately be considered Not Meets.
- 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 (including 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 Bachelors Degree	180 credits
Second Bachelors 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*

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**Definitions of Financial Aid Academic Progress Status:**

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

Financial Aid Status	Eligible for Aid	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 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)

**Withdraws/Repeats/Incompletes/**

**Withdraws**

- A student who withdraws, either officially or unofficially, will immediately be considered "not meets" for the purposes of Satisfactory Academic Progress. An "Official" withdraw is when a student withdraws or drops from all courses after the semester has begun. An "Unofficial" withdraw is when the student stops attending courses at some point during the semester resulting in all F grades.

**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 even if the student retakes a class multiple times. If the student fails a course on multiple attempts, this will negatively impact Pace since the student will have attempted courses they did not successfully complete.

**Incomplete Grades**

- A student with an "incomplete" grade may negatively impact the GPA and Pace calculation. The student should 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.

**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.

**Appealing for Financial Aid Reinstatement**

UW-Parkside financial aid applicants who do not meet the Academic Progress Policy will be notified by the Office of Scholarships & Financial Aid. Students may appeal for financial aid reinstatement by submitting an appeal form along with all required supporting documentation. Please see the appeal form for additional requirements. 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. 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.