

## Satisfactory Academic Progress Policy

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to the requirements detailed below. Each student is responsible for their awareness of the policy. The following academic progress standards apply to all students.

The measurement of SAP is determined by reviewing the student's overall attempted hours, overall earned hours, and overall GPA as determined by the University in adherence to the University's Grading Policies available at

<http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#gradestext> and Academic Forgiveness Policy available at <http://catalog.wvu.edu/undergraduate/admission/#admissiontext>. All credits taken at a regionally accredited institution or non-regionally accredited source approved by the Dean will be included in a student's overall attempted hours as articulated by the University Registrar.

### Minimum Overall Grade Point Average - Qualitative Measurement (GPA):

A minimum overall grade point average (GPA):

Major/Level	Minimum GPA
Undergraduate (Bachelor and Associate)	2.00
Doctor of Jurisprudence	2.50
Doctor of Physical Therapy	3.00
Doctor of Pharmacy	2.50
Doctor of Dental Surgery	2.00
All Other Graduate Programs	2.75

GPA is calculated at the end of each semester as of the date grades are due. Grades changed later by the instructor due to an appeal or an error may change the GPA. This change will be considered for Satisfactory Academic Progress at the next monitoring point. However, a student may notify the

WVU Hub earlier if the change brings him/her into good standing.

Hours within the overall GPA are measured in adherence to the University's Grading Policies available at <http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#gradestext> and Academic Forgiveness Policy available at

<http://catalog.wvu.edu/undergraduate/admission/#admissiontext>. Even if the student was granted academic forgiveness they will be required to appeal if they do not meet SAP standards.

### **Minimum Completion - Quantitative Measurement (PACE):**

- Completion of at least 67% of attempted hours (completion rate)

Attempted and earned credits are measured in adherence to the University's Grading Policies available at <http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#gradestext> and Academic Forgiveness Policy available at

<http://catalog.wvu.edu/undergraduate/admission/#admissiontext>. Even if the student was granted academic forgiveness they will be required to appeal if they do not meet SAP standards. Rounding rules will be applied when measuring PACE. The percentage will be rounded to the nearest whole number. For example, a student at 66.5% will be measured at 67% and meet the minimum PACE standard. A student at 66.4% will be measured at 66% and not meet the minimum PACE standard.

### **Maximum Time Frame:**

Students must complete their degree within a specified amount of time. Students must complete their degree program within 150% of the published length of their program. If at any point in the year, it is determined the student will not be able to complete their program of study within 150% of the published length, they will no longer meet SAP standards. The measurement for maximum time frame includes all attempted hours in adherence to the University's Grading Policies available at <http://catalog.wvu.edu/undergraduate/enrollmentandregistration/#gradestext> and Academic Forgiveness Policy available at <http://catalog.wvu.edu/undergraduate/admission/#admissiontext>.

For example, in baccalaureate programs requiring 120 hours, students must obtain their degree within 180 attempted hours ( $120 \times 1.5 = 180$ ).

Dual degree and double major students' maximum time frame will be calculated based on the

number of degree pursuant hours for both degrees/majors multiplied by 150%. The determination for the number of degree pursuant hours will be obtained from the student's academic advisor or by reviewing Degree Works.

For students who are pursuing subsequent (second, third, etc.) degrees, the maximum time frame determination for a subsequent degree will be calculated based on the number of hours attempted for any prior degree and the number of hours needed to complete the current degree multiplied by 150%. The determination for the number of degree pursuant hours remaining for the subsequent degree will be obtained from the student's academic advisor or by reviewing Degree Works.

### **Measurement of Satisfactory Academic Progress (SAP):**

SAP is measured at the end of the Spring semester each year for students enrolled in the preceding summer, fall or spring semesters. If a student not enrolled in those semesters later files a Free Application for Federal Student Aid, a manual review is completed to determine the student's SAP status. The measurement of SAP will be based on the student's current academic record at the time of the review.

Students enrolling at the institution for the first time are considered to be making SAP (including incoming first-time freshmen and first-time transfer students).

Students can view the status of their financial aid academic progress on [STAR](#) (under the Financial Aid tab, click on "Eligibility" and then on "Academic Progress").

### **Failure to Maintain Satisfactory Academic Progress:**

Students who are NOT maintaining SAP standards will lose eligibility for aid until they come into compliance. If a student chooses to continue after not maintaining SAP standards, they must do so without federal aid.

While there is an appeal process, students who can document extenuating circumstances which occurred during an enrollment period, have taken steps to address extenuating circumstance(s), and can become compliant and/or complete their degree objective within three semesters should appeal.

## Who Should Appeal?

Students suspended from financial aid have the option to appeal. Students should:

- Have extenuating circumstances\* which:
  - Were beyond their control.
  - Occurred during a period in which the student was enrolled.
  - Impacted their ability to be academically successful.

*\*Potential circumstances include but are not limited to medical condition such as student injury, illness, or mental health diagnosis, medical diagnosis of family member or close friend, death of family member or close friend, birth of the student's child, divorce, separation or adoption or other personal difficulties that were unexpected and beyond the student's control.*

- Students must be able to provide acceptable documentation addressing their extenuating circumstances to support the appeal.
- Students must have taken steps to address their extenuating circumstances and explain how these circumstances will no longer impede their ability to succeed academically.
- Within three semesters, students must either comply with SAP standards or be able to graduate (which will be addressed through the Academic Success Plan (ASP) developed with their academic advisor). Under extraordinary circumstances demonstrated by the student, the WVU Hub may grant an exception and accept a four-semester Plan.

### **Acceptable Third-Party Documentation: Third-Party Documentation must:**

1. Address or have dates that fall within the period(s) in which the student was having academic difficulties.
2. Come from an official such as a physician, therapist, counselor, clergy, law enforcement, or court.
3. Be signed by the third-party providing the documentation; AND
4. Be on official letterhead.

### **Examples of Acceptable Documentation for Each Extenuating Circumstance:**

- **Medical condition such as student injury, illness, or mental health diagnosis**
  - Written statement from a health care provider (signed and on official letterhead) OR medical documentation confirming that the student was seen for the medical condition including dates of service.
- **Medical Diagnosis of family member or close friend**
  - Written statement from a health care provider (signed and on official letterhead) OR medical documentation confirming that the family member or close friend was seen for the medical condition including dates of service.
- **Death of a family member or close friend:**
  - Copy of the death certificate (preferred) OR obituary with the student's relationship to the deceased written on the document (e.g., grandparent, parent, sibling, significant other, friend, etc.)
- **Birth of the student's child:**
  - Copy of the child's birth certificate
- **Divorce, separation, or adoption:**
  - Court documentation (if available) and/or a written statement from a counselor, clergy member, employer, or attorney
- **Personal difficulties:**
  - Written statements from a physician, therapist, employer, counselor, clergy member, law enforcement, or court official.
  - Police reports.

#### **Examples of Documentation That Cannot Be Accepted:**

- Statements from academic advisors, faculty (exception for students whose faculty are also their physician or medical counselor), family, friends, roommates, or other students.
- Insurance statements
- Physician prescription pad notes
- Unsigned statements
- Printouts or statements from social media

#### **How to Appeal:**

- Remember advisors often have earlier deadlines, so students should set up an appointment with their academic advisor as soon as possible.

- Students can only appeal once during a semester.
- Completed appeals submitted with all necessary documentation are usually reviewed within 5- 7 business days, except for points in the year with higher volume.
- *Incomplete appeals cannot be reviewed.*

### **Steps:**

1. Meet with an Academic Advisor to develop an ASP via Degree Works. Once completed, print the plan.
2. Gather third-party documentation that supports the extenuating circumstances.
3. Complete the appeal form at <https://financialaid.wvu.edu/home/maintain/academic-progress/appeal-process>. Attach a pdf of the plan developed with an academic advisor and the supporting third-party documentation when submitting the form.

***Students will be notified of the outcome of their appeal via their student MIX email. Please note students are responsible for making payment when their bill is due regardless of the status of the appeal.***

### **Priority Appeal Semester Deadlines**

- Summer – June 1
- Fall – July 1
- Spring – November 1

### **Final Appeal Semester Deadlines**

- Summer – July 1
- Fall – 4 calendar days before removal of courses for non-payment
- Spring – 4 calendar days before removal of courses for non-payment

### **After the Appeal:**

#### **If the appeal is approved:**

1. Students will be notified via their student MIX email that the appeal has been approved.
2. After an appeal is approved, the student is on probation status for financial aid. Their

aid will be reinstated on a probationary status only for one semester unless they are making SAP or at the end of the probation semester, they successfully met requirements specified on their ASP.

3. Students will be reviewed at the end of each semester to ensure they are meeting the terms of the ASP developed with their academic advisor (or to see if they have come into compliance or graduated).
4. Students **must** adhere to the courses listed on their ASP for the specific semesters listed. If they are not able to take the courses during the listed semesters, they must develop a new ASP with their advisor prior to the start of the semester and submit the plan to the [WVU Hub](#) no later than 5 business days after the last day to add/drop a course for the semester. Adding courses not listed on the plan or dropping/withdrawing from courses on the plan means they are not meeting the terms of their plan.
5. If the student does not meet the terms of their plan (and has not come into compliance), future aid eligibility is removed immediately. Students are notified via their MIX email.

**If the appeal is not approved, students are notified via their MIX email. Students may consider other forms of funding such as:**

- private scholarships from providers external to the University.
- paying out-of-pocket.
- utilizing our [monthly payment plan](#) to break institutional charges up into smaller payments.
- pursuing [loans from private lenders](#) by searching for loans which do not require satisfactory academic progress.

*Students can only appeal once per semester. Appeal decisions are final for the semester and cannot be appealed to a different level; however, students do have the option to appeal again for a future semester.*