

## Satisfactory Academic Progress Policy

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require all 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.

### Minimum Overall GPA (GPA) - Qualitative Measurement:

A minimum cumulative overall grade point average (GPA);

Major/Level	Minimum GPA
Undergraduate (Bachelor and Associate)	2.00
Doctor of Jurisprudence	2.30
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 that grades are due. All graded credits, including transfer, incomplete and remedial credits are counted for GPA purposes. Grades of "P" (passing) are considered satisfactory grades, but are not reflected in the overall GPA. Repeated courses taken in reference to the University's D/F repeat policy are counted once for GPA purposes. For more information on the D/F repeat policy refer to the University Catalog at <http://catalog.wvu.edu/>.

Grades changed later by the instructor due to an appeal or an error may change the GPA. This change will be taken into account for Satisfactory Academic Progress at the next monitoring point. However, a student may notify the Mountaineer Hub earlier if such a change brings him/her in to good standing.

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

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

Transfer, repeated, withdrawn, remedial, courses granted academic forgiveness and incomplete credits count as attempted credits. Even though a repeated course will count only once toward academic requirements and GPA, each repeat course is attempted separately and thus counts for pace purposes.

Even if the student was granted academic forgiveness they will be required to appeal if they do not meet satisfactory academic progress standards.

**Maximum Time Frame:**

Students must complete their degree within a specified amount of time. WVU system students must complete their degree program within 150% of the published length of their education program. The measurement for maximum time frame includes all attempted credits, (any course assigned a letter grade, transfer credits accepted as part of the student's academic history, repeat, remedial, incomplete and/or withdrawn).

For example, in baccalaureate programs requiring 120 credit hours, students must obtain their degrees within 180 attempted credit 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 courses will be obtained from the student's academic advisor or by reviewing DegreeWorks.

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 credits needed to complete the current degree multiplied by 150%. The determination for the number of degree pursuant courses remaining for the subsequent degree will be obtained from the student's academic advisor or by reviewing DegreeWorks.

**Measurement of Satisfactory Academic Progress:**

Satisfactory Academic Progress is measured at the end of the Spring semester each year for any student who was enrolled in the preceding summer, fall or spring semesters. If a student not enrolled in those terms 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 initially 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 these standards will lose eligibility for aid until the student can improve their overall academic record. If a student chooses to continue after not maintaining SAP standards, they must do so without federal aid.

While there is an appeal process in place, only students who can document extenuating circumstances which occurred during an enrollment period, have taken steps to address those

circumstances, and can come back into compliance and complete their degree objective within three semesters should appeal.

Students suspended from financial aid may appeal if they can document extenuating circumstances beyond their control that impacted their ability to be academically successful during an enrollment period. These circumstances must have occurred during a period in which the student was enrolled.

### **Who Can Appeal?:**

*Students must meet **ALL** of the following conditions to appeal.*

- Students must 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 come back into compliance with SAP standards or be able graduate (which will be addressed through the Academic Success Plan developed with their academic advisor).

### **Acceptable Third Party Documentation:**

#### **Third Party Documentation is acceptable if it:**

1. Address or have dates that fall within the period(s) in which the student was having academic difficulties;
2. Come from an official third-party such as a physician, therapist, counselor, clergy, law enforcement, or court official;
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 or documentation 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
- Print-outs 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, with the exception of points in the year with higher volume.
- *Incomplete appeals cannot be reviewed.*

## Steps:

1. Meet with an Academic Advisor to develop an Academic Success Plan via DegreeWorks. 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 Academic Success 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 bills are due regardless of the status of the appeal.***

## Priority Appeal Deadlines

- Summer 2018 - June 1, 2018
- Fall 2018 - July 1, 2018
- Spring 2019 - November 1, 2018

## 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 term unless they are making Satisfactory Academic Progress or at the end of the probation term they successfully met requirements specified by WVU in their Academic Success Plan.
3. Students will be reviewed at the end of each semester to ensure they are meeting the terms of the Academic Success Plan 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 Academic Success Plan for the specific semesters they are listed under. If they are not able to take the courses during the listed semesters, they must develop a new Academic Success Plan with their advisor prior to the start of the semester and submit the new Academic Success Plan [to the Mountaineer Hub](#) no later than 5 business days after the last day to add/drop a course for the term. Adding courses not listed on the plan or dropping/withdrawing from courses on the plan means they are not meeting the terms of their Academic Success Plan.

5. If the student does not meet the terms of their Academic Success Plan (and has not come into compliance at that time), further aid eligibility is removed immediately.

***If the appeal is not approved, students can consider other forms of funding such as...***

- 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.