

## **Satisfactory Academic Progress Policy**

Federal regulations require the Office of Student Financial Aid (OSFA) to monitor students (undergraduate and graduate) academic progress at the end of each academic year. This is to ensure that students receiving Title IV funds are successfully progressing through their program of study. These standards govern all federal and state financial aid programs and Board of Governors scholarships and grants.

The Office of Student Financial Aid (OSFA) standards of Satisfactory Academic Progress (SAP) apply to all students, regardless of whether or not a student has previous financial aid.

### **When Academic Progress is Monitored**

SAP is monitored at the end of each winter semester and includes the following semesters: Spring/summer, Fall, and Winter. For example if we are monitoring you for SAP compliance for the 2008-2009 academic year, we will review your progress for the spring/summer 2007, fall 2007, and winter 2008 semesters.

### **Financial Aid Probation**

Students are put on Financial Aid Probation if they are found not to have met SAP standards for the *first* time. This probationary status will be in place for one academic year. Students may continue to receive financial aid while on probation. During this time, students are expected to improve academic standing and degree progress so that the standards of SAP are met by the end of the next winter semester. Students who do not meet the conditions of their probation by that time will be denied financial aid beginning the following academic year. Undergraduate students who are on financial aid probation are strongly encouraged to seek tutoring and to meet with an Academic Advisor prior to beginning classes for 2008-2009. Graduate students who are on financial aid probation are strongly encouraged to meet with the academic advisor in their program of study prior to beginning classes for 2008-2009.

### **SAP STANDARDS**

There are three standards in maintaining SAP that are used to measure progress. If the standards are not met, students are not eligible for further financial aid.

#### **1. THE MAXIMUM LENGTH OF TIME FOR WHICH STUDENTS MAY RECEIVE FINANCIAL AID**

Federal regulations establish the *maximum* time frame in which students must complete their educational programs as 150 percent of the required number of credit hours needed to graduate. For information regarding the number of credit hours required to graduate in your program of study, please refer to the appropriate academic department section of the *Wayne State University Undergraduate or Graduate Bulletin*, or consult with an academic advisor.

Degree-seeking students are not eligible for further financial aid when the cumulative number of credit hours attempted is equal to or greater than 150 percent of the minimum credits required for graduation.

**Example for Undergraduates:** If your program requires 120 credit hours for completion, your eligibility for financial aid ends after you attempt 180 credit hours ( $120 \times 150\% = 180$ ).

**Example for Master's degree:** If your program requires 45 credit hours for completion, your eligibility for financial aid ends after you attempt 68 credit hours ( $45 \times 150\% = 68$ ).

**Example for Ph.D candidate:** If your program requires 90 credits for completion, your eligibility for financial aid ends after you attempt 135 credit hours ( $90 \times 150\% = 135$ ).

## **2. THE NUMBER OF CREDIT HOURS STUDENTS MUST COMPLETE EACH ACADEMIC YEAR**

All students must satisfactorily complete two-thirds of their *attempted* credit hours annually. OSFA will monitor your completion level progress to include Spring/Summer 2007, Fall 2007, and Winter 2008. **Example:** If you enroll for a total of 30 credit hours during the fall and winter terms, you must satisfactorily complete at least 20 credits ( $30 \times 2/3 = 20$ ).

**Attempted credit hours include the following, whether or not paid for with financial aid:**

1. Earned Hours (A-D)
2. Pass (P)
3. No Credit A (ANC)
4. No Credit B (BNC)
5. No Credit C (CNC)
6. Satisfactory (S, SNC)
7. Not Passed (N),
8. Unsatisfactory (U, UNC)
9. Marginal Pass (MNC),
10. Repeated Hours (R)
11. New Grades Effective Fall 2006:
  - a. Withdrawal – Passing Grade (WP),
  - b. Withdrawal – Failing Grade (WF)
  - c. Withdrawal – No Grade (WN)
12. Failure (F)
13. Incomplete (I)
14. Discontinued grades effective fall 2006 (these are still counted in the calculation if received prior to fall 2006)
  - a. No Grade = X
  - b. Failure = E
15. Deferred Grade (Y)
16. Audit (Z)
17. Transfer Credit

**REPEATED CLASSES:** No student shall attempt to take a class more than four (4) times (written permission from Department Chair is required).

When a course is repeated, credit is only granted once. The last grade and credit hours for a repeated course are used in computing a student's grade point average and for awarding credit hours applicable for a degree even if lower than the previous grade.

A final grade of WP, WN, WF, OR I will not replace a previous grade or credit hours for a course. All attempts to take a course will be recorded on a student's transcript, whatever the last grade and credit hours awarded may be. Credits attempted in repeated classes will be included in the cumulative credits attempted.

**WITHDRAWN CLASSES:** Withdrawn classes count towards the cumulative credits attempted. However, if a student drops a class during the first 10 days in a semester, it does not count towards the cumulative credits attempted. Students may retake classes from which they have withdrawn. When retaken, these classes will be included in the total number of credits for the semester when determining financial aid eligibility.

**INCOMPLETE CLASSES:** These credits count in the credits attempted for the semester in which the student was registered for the class.

**AUDIT CLASSES:** Audit classes receive no credit and do not influence grade point average. They are not counted in credits attempted and are not eligible for financial aid.

**REMEDIAL CLASSES:** Remedial classes will be included in the total number of credits for the semester when determining financial aid eligibility.

**PASS/FAIL CLASSES:** Pass/Fail classes are not calculated in the cumulative GPA but will be included in credits attempted.

### **3. THE GRADE POINT AVERAGE (GPA) STUDENTS MUST MAINTAIN**

#### **UNDERGRADUATE STUDENTS:**

All undergraduate students must maintain at least a 2.0 cumulative grade point average. If your cumulative GPA falls below 2.0, you are not eligible for further financial assistance.

#### **GRADUATE/PH.D. CANDIDATES:**

All graduate students must maintain at least a 3.0 cumulative grade point average. If your cumulative GPA falls below 3.0, you are not eligible for further financial assistance.

### **YOU HAVE THE RIGHT TO AN APPEAL**

If you are denied financial aid because you do not meet the SAP standards or because you have not met the conditions of your probation, you may appeal to the SAP Committee for financial aid reinstatement. The committee will consider as a basis for appeal extenuating circumstances that were beyond your control that affected your academic achievement.

The appeal form can be downloaded and printed on the OSFA web site at <http://www.financialaid.wayne.edu/forms.html>. Information submitted on the form should be printed clearly.

If you decide to submit an appeal form to the SAP Committee, please do so within 15 days of receiving the notification from OSFA that you are not in compliance with the SAP standards. Important deadlines for appeals are also available on the OSFA web site at <http://www.financialaid.wayne.edu>.

If you decide not to submit an appeal to the SAP Committee, or if your appeal is denied, your financial aid eligibility will only be reinstated at the beginning of the next academic year for which you have come met SAP standards. You cannot receive financial aid retroactively for the academic period in which you were re-establishing satisfactory academic progress.

**Please note:** Withdrawing or paying for one's own classes is not sufficient to reestablish financial aid eligibility.

**You should not assume that the SAP Committee will reinstate your financial aid eligibility. SAP Committee decisions are final.**

Please note that students denied aid may continue to attend WSU using other aid sources or by funding their education themselves as long as no academic hold is in place. Information concerning academic holds and academic probation is available online: <http://www.advising.wayne.edu/>.