

2009-2010
SATISFACTORY ACADEMIC PROGRESS POLICY
UW-PARKSIDE STUDENT FINANCIAL AID OFFICE

According to federal and state financial aid regulations, a student must maintain satisfactory academic progress (SAP) towards degree completion in order to receive student financial aid. Guidelines to be used in assessing the progress for financial aid purposes include: 1) qualitative standard; 2) quantitative standard; and 3) timeframe. Failure to maintain satisfactory progress, as set forth by the following standards, will result in the suspension of financial aid eligibility.

Understanding how this Policy is Applied

1. This policy is separate from the University Standards of Academic Probation and Suspension. A student may be in good academic standing with the University, but still have their financial aid suspended. However, once a student is suspended from the University for any reason, he/she is automatically suspended for financial aid eligibility.
2. The evaluation is conducted on a term-by-term basis and occurs after the Fall and Spring grades have been posted.
3. The Qualitative Standard and Timeframe evaluations are based on cumulative academic information.
4. The Quantitative Standard assessment is based on the previous semester's enrollment.
5. Three levels of financial aid academic progress exist: good standing, probation, suspended.
6. In most cases, a new student is given one year (2 semesters) before he/she could have their financial aid suspended due to not meeting this policy.
7. Academically re-admitted students must file an appeal for reinstatement of financial aid eligibility. Based on the appeal, the student may be placed on financial aid probation or good standing.

Qualitative Standard

*Official academic status of the Registrar's Office supercedes the financial aid minimal GPA level to meet for each grade level.

Academic Status as Posted by the Registrar's Office	Financial Aid Academic Progress Status
Good Standing	Good Standing
Probation	Good standing
Strict Probation	Probation
Suspended	Suspended

*Once a student has been suspended by the University, the student is no longer eligible for Student Financial Aid. Once the student has been reinstated to the University, he/she must submit an academic progress appeal to the Student Financial Aid Office for consideration of reinstatement of financial aid eligibility.

Quantitative Standard

* Federal Regulations require that a student receiving federal student financial aid completes a minimal percentage of hours attempted during their enrollment to ensure their progress toward degree completion. The following table shows the guidelines used at Parkside for measuring the quantitative standard **after each semester completed**.

Freshman & Sophomore	All Other Class Levels
60% of attempted credit hours must be earned*	75% of attempted credit hours must be earned*

**Earned credits do not include failed courses, incompletes, audits, or no audit grades.*

Timeframe

*Federal regulations allow a student to receive financial aid up to 150% of the credits needed for an undergraduate degree. At UW-Parkside, most programs require 120 credits, so a student could receive financial aid up to 180 credit hours attempted even if they have not yet graduated. This has been converted to a measure of maximum terms allowed for financial aid eligibility:

	Maximum Semesters Allowed*
First Bachelors Degree	15
Second Bachelors Degree	6 additional
Teacher Certification	6 additional

*calculation based on completion of 12 credits per semester

NOTE: Wisconsin State Assistance: Wisconsin Aid Programs have a 10-semester maximum eligibility period.

Application of the Quantitative Standard

Students who fail to earn the required percentage of earned credits versus attempted credits shall be placed on **financial aid probation**. If the student fails to meet this requirement two consecutive terms, then the student will be placed on **financial aid suspension**. This means that no federal aid will be awarded until an appeal has been submitted and approved by the financial aid academic progress appeals committee.

How Academic Progress is Evaluated

Progress shall be evaluated on a per semester basis. The student's cumulative academic record will be considered when reviewing appeals.

Repeats/Incompletes

The University's academic policies regarding withdrawal, incomplete grades and repeated courses shall apply to the measurement of earned credits.

Transfer Students

Transfer students must meet the same quantitative standards that apply to all UW-Parkside students. The number of transfer credits accepted by UW-Parkside will count toward the maximum term credit rule.

Graduate Students

Recipients of federal financial aid are expected to complete a degree within seven (7) semesters of enrollment while maintaining a 3.00 GPA.

Certification Students And Special Degree Candidates

Special certification students are expected to complete their certificate/degree within four (4) semesters of enrollment.

Appeals

1. UW-Parkside financial aid applicants who do not meet the Academic Progress Policy will be notified by the Student Financial Aid Office. Students may appeal financial aid suspension by submitting an appeal form with supporting documentation that describes the extenuating circumstances for not meeting the GPA, percentage, or hours attempted. Appeals will be evaluated by the Financial Aid Academic Progress Appeals Committee. Examples of extenuating circumstances are: medical problems, death of a family member, work-related problems, divorce, etc. Supporting documentation should be included with the appeal form.
2. Students who have exceeded the maximum credit rule (180 credits) MUST have applied for graduation in the Registrar's Office and must present a DAR (Degree Audit Report), or confirmation from their Academic Advisor regarding the number of credits remaining to complete their academic program. During certain times of the year, academic personnel may not be able to provide timely evaluations. If you have not yet applied for graduation. Please do so at your earliest convenience.
3. If approved, undergraduate students with transfer credits from other schools, changes of program or major, or who are seeking certification and/or a second Bachelors Degree, may receive additional semesters to complete the program.
4. The Financial Aid Office will respond in writing with the decision of the Financial Aid SAP Appeals Committee.