



SATISFACTORY ACADEMIC PROGRESS POLICY  
FOR STUDENTS ON FINANCIAL AID  
*Effective July 1, 2011*

Satisfactory academic progress is evaluated at the end of each semester, including the summer semester. A letter/notice will be sent out normally via student email each semester to students who are placed on Warning or Suspension.

1. A student who fails to successfully complete at least 67% of the hours attempted during a semester will be placed on **financial aid warning** for 1 semester. Completion rates are figured by *dividing the number of hours completed by the number of hours attempted*. Grades of I, U, F, W, AW, or AU are not considered to be successful completion.\* These grades not only count against a student's semester completion rate, but they also count toward the overall degree completion rate. (See number 6)
2. If a student fails to meet the required overall grade point average for hours attempted, he/she will be placed on **financial aid warning** or **financial aid suspension**.

GPA REQUIREMENTS:

<u>Credit hours attempted</u>	<u>Cumulative GPA Requirements**</u>
0-30 semester credit hours	1.7
31 or more semester credit hours	2.0

3. A student who is on financial aid warning must successfully complete the next semester he/she enrolls or face suspension from financial aid.
4. According to policy established by the Office of Admissions and Records, grade corrections and changes should be corrected or amended by the end of the next regular (not summer) semester. The request for change of grade is available in the office of the Vice-President for Academic Affairs and the Admissions Office. All corrections or amendments of grades require a signed request from the instructor, a reason for change of grade, and approval by the Vice-President for Academic Affairs. After approval the request will be given to the Office of Admissions and Records.

Students with grade changes which re-establish financial aid eligibility, must have the changes submitted to the Admissions Office and notify the Financial Aid Office before the last day of the semester in which they are trying to regain eligibility. Some restrictions apply with regard to the Federal Direct Loan program and application deadlines.

5. A student who is on suspension will be required to pay for classes on their own until satisfactory progress is met. (GPA shown above and overall completion rate of 67%).
6. In order to receive Title IV Federal Aid (Grants, Loans, Work-Study) at Western, your cumulative total of **attempted** hours cannot be greater than 150% of the time or semester hours needed to complete the degree you are seeking at Western. This includes all hours attempted (I, U, F, W, AW, AU etc) at any previous **accredited** college or university, including Western. Students will need to complete at least 67% of the hours they attempt in order to meet this requirement. *Students who change majors or decide to pursue a second degree, should be aware of the 150% limit.* Students who exceed this limit may complete an Appeal Application which is available online on in the Financial Aid Office. This appeal should include an official degree check completed by the Admissions office for the degree or certificate that the student is pursuing at

Western. These appeals are reviewed on a case-by-case basis by the Financial Aid Appeals Committee. Students will receive a letter/notice regarding the results of the appeal.

7. Students who repeat a course may receive aid for the repeated course once but should be aware that the repeated course will count toward his/her overall hours attempted. Students who are receiving aid on appeal due to their attempted hours exceeding 150% will be placed on an Academic Plan and will only be receive aid for classes needed to complete the degree at Western one time each.
8. Non-credit remedial courses have a credit hour equivalency which is determined by the Admissions office and is also used in the calculation of a student's financial aid award. These remedial hours are not counted against students overall maximum attempted hours unless a student fails to make a "satisfactory" grade of "S". Unsatisfactory grades of "U", "W", "AW", "AU" or "I" count not only against a student's overall attempted hours but they also count towards the semester completion rate. These grades do not affect a student's GPA.
9. Failure to attend classes on a regular basis can result in the suspension of financial aid. Please also see the non-attendance/withdrawal policy as it pertains to Return to Title IV calculations.
10. A student has the right to appeal. Appeal forms should be submitted to the Financial Aid Office and should state the reason for the appeal and any unusual circumstances which caused the suspension of aid and how the situation has changed for future semesters. Appeals will be reviewed and all decisions of the Appeal Committee will be final. Students who are approved on an appeal will be placed on Financial Aid Probation for one semester or on an Academic Plan.
11. A student must also meet the required academic criteria for continued eligibility.
12. Transfer students will need to have all official transcripts from prior colleges on file in the Admissions office. All hours attempted at prior schools will also count as hours attempted for financial aid eligibility at Western.

**\* I = Incomplete; U= Unsatisfactory; F= Failed; W= Withdrew; AW= Administrative Withdrawal; AU= Audit**

**\*\*All courses in which a student has a recorded grade will be counted in the calculation of the grade-point average for retention purposes.**