

## **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR RECEIPT OF FINANCIAL AID**

The U.S. Department of Education regulations require that educational institutions measure students' progress toward a declared educational objective, both quantitatively and qualitatively in order to be eligible to receive Federal Title IV aid, which includes Federal Pell Grants, Federal Supplemental Education Opportunity Grants (SEOG), Federal Work Study, Federal Stafford Loans, Parent PLUS Loans and Graduate PLUS Loans. The Pennsylvania Higher Education Assistance Agency (PHEAA) and other state grant agencies have separate satisfactory academic progress requirements for their scholarship and grant programs. Wilkes University scholarship and grant recipients must meet the minimum federal requirements and are also subject to minimum, cumulative grade point averages, as specified by the award. External scholarships and grants may have different satisfactory academic progress renewal requirements.

Detailed information about academic probation for continuation in a program of study may be found in the Academic Policies and Regulations section of the undergraduate catalog under the topic, Grade Difficulties: Academic Probation and Dismissal, and in the graduate catalog under Standards of Progress.

### **Maximum Time Frame**

A student may not exceed a maximum number of attempted credits in any program(s), even if aid was not received during all periods of enrollment. The maximum number of credits is 150% of a student's program(s) required credits. Once a student reaches the maximum amount of credits attempted as specified by the program(s), the student will be ineligible to receive further Title IV aid. Students in this category may submit appeals in accordance with the Appeals section of this policy.

### Examples

Program Credits X 1.5= Maximum Attempted Credits (Note: attempted credits include all transfer and advanced standing credits)

Biology- 134 credits X 1.5=201 maximum attempted credits

Business Administration-132 credits X 1.5=198 maximum attempted credits

Early and Primary Education- 137 credits X 1.5=205.5 maximum attempted credits

Community Counseling-60 credits X 1.5=90 maximum attempted credits

Educational Administration- 38 credits X 1.5=58.5 maximum attempted credits

Total credit requirements for your major(s) X 1.5= maximum attempted credits

Please note that the maximum time frame measurement always uses a student's current major(s) credit requirements. Students who experienced a change in major(s) may appeal the maximum time frame restriction, as outlined in the Appeals section of this policy. See current catalog.

### PACE

This measurement ensures that a student is completing their program(s) within the maximum time frame allowed. PACE is calculated by dividing total credits earned by total credits attempted and includes accepted transfer and advanced standing credits in both the numerator and denominator. PACE is measured annually at the conclusion of the spring semester.

The PACE percentage differs by academic year as shown in the below table.

<i>Academic Year</i>	<i>Minimum Percentage</i>
First-Year & Sophomore Undergraduates	65%
Junior & Senior Undergraduates & Graduate Students	70%

### Qualitative Measure,

In addition to the maximum time frame and PACE requirements specified below, all undergrad students must maintain a minimum of at least a cumulative grade point average of 1.70 after first academic year and a cumulative grade point average of 2.0 all subsequent years in order to demonstrate satisfactory academic progress for receipt of federal aid. All graduate students must maintain a minimum cumulative grade point average of 3.0 in order to demonstrate satisfactory academic progress for receipt of federal aid.

### Monitoring Satisfactory Academic Progress Requirements

Both PACE and GPA requirements are measured at the end of each spring semester. In the interim, all students are responsible to monitor their compliance with all satisfactory academic progress requirements for receipt of aid funds. Students not meeting PACE and/or the minimum grade point average for receipt of federal aid must earn the sufficient number of credits and/or meet the minimum cumulative grade point average requirements before having aid reinstated, or have successfully appealed for an exception to the requirements.

### Financial Aid Suspension

In the event a student's federal and/or University aid is canceled, a formal notice will be sent to the student informing him/her of the action and requirements for reinstatement and procedures for appeal.

### *Reinstatement of Aid*

Financial aid eligibility may be reinstated when the student has reestablished satisfactory academic standing. It is the student's responsibility to notify the Financial Aid Office in writing when cumulative GPA requirements have been met and/or PACE deficiencies are corrected. Once matriculated at the Wilkes University, credits taken at another institution must be approved by the student's advisor and the Registrar.

### *Appeals*

If, due to extenuating circumstances, students fail to meet academic progress requirements, they may appeal the termination of their financial aid. Students are notified by mail and email along with instructions on how to submit an appeal. The appeal form is provided to the student at the time of notification. Appeal forms must be made in writing to the Satisfactory Academic Progress Committee or Associate Director of Student Financial Services and committee members and must specify the reason(s) why satisfactory academic progress was not achieved and how the deficiencies can be remediated during any approved probationary period. Documentation of the reason(s) for appeal — letters from physicians, copy of death certificate for family member, etc.... must accompany the written request. All final decisions will be communicated by the Office of Student Financial Services.

### *Financial Aid Probation*

A student on financial aid probation may receive federal student aid funds for one payment period, which includes summer and special sessions. The institution may require a student on financial aid probation to fulfill specific terms and conditions such as taking a reduced course load, enrolling in specific courses or availing themselves of specified University or private resources. At the end of one payment period on financial aid probation, the student must meet the University's satisfactory academic progress standards for receipt for further qualify for federal student aid funds. The aid will be reinstated when the student reestablishes satisfactory academic standing.

### *Financial Aid Probation with Academic Improvement Plan*

If a student will need more than one semester to remedy satisfactory academic progress the student will need to complete the Financial Aid Academic Improvement Agreement contract along with their appeal. If approved, students be eligible for aid on a semester by semester basis as long as they meet the conditions of the Financial Aid Academic Improvement Agreement contract. Academic progress will be reviewed each semester, and failure to meet the requirements in any semester will result in the loss of future financial aid.

### *Drops, Withdrawals and Incomplete Grades*

Credits dropped during the drop refund period of the term as defined on the published academic calendar are not counted as attempted credits. Incomplete courses are counted as attempted credits for the determination of PACE and maximum time frame.

### *Stop Outs and Re-Admitted Students*

When a student has a break in enrollment and is readmitted, satisfactory academic progress will be evaluated taking into consideration any transfer and advanced standing credits earned during the break in enrollment and accepted by the University.

### *Terms, Parts of Term and Summer*

Terms are comprised of all sessions and parts of term within a term. For measurement of satisfactory academic progress, January Intersession will be combined with spring term.

### *Advanced Standing Credit*

All forms of advanced standing credit such as advanced placement, transfer, validation, challenge, that are accepted by the University are considered as both attempted and earned in the calculation of PACE and maximum time frame.

### *Audited Courses*

Audited Courses are not considered as attempted or earned in the calculation of PACE and maximum time frame.

### *Repeated Courses*

Repeated courses will be counted each time attempted and will be only counted in earned once. However, if a course which had been passed is repeated and the latter grade is an "F", the course will no longer be counted in earned.

### *Change of Major*

The maximum time frame will be calculated using the current major and all credits attempted and earned, including those from prior major(s) will be part of PACE and cumulative grade point average calculations.

### *Subsequent Degrees*

Measurement of maximum time frame and PACE will be calculated based on the requirements of the subsequent degree.

### *Consortium Agreement*

Credits taken at another institution under an approved Consortium Agreement will be used when determining the student's number of credits earned. They will not affect a student's cumulative grade point average.