

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 Perkins Loans, Direct Stafford Loans, Direct Parent PLUS Loans and Direct 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.

Requirements

The measurement of satisfactory academic progress for receipt of federal student aid is broken down into three categories: maximum time frame, PACE and qualitative measure as explained in the following sections.

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- 122credits X 1.5=183 maximum attempted credits

Business Administration-125 credits X 1.5=187.5 maximum attempted credits

Early and Primary Education- 124 credits X 1.5=186 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.

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:

Academic Year Minimum Percentage First & Second Academic Year 65% Subsequent Academic Years 70%

Full Time Undergraduate Student

Term	Credits Attempted	Credits Earned	Cumulative Credits Attempted	Cumulative Credits Completed	Percentage Completed	Meeting Pace
Fall First Year	16	9	16	9	56%	
Spring First Year	16	10	32	19	59%	
First Annual Review					59%	NO
Summer After First Year	6	6	38	25	66%	YES
Fall Second Year	15	9	53	34	66%	
Spring Second Year	19	19	72	53	74%	
Second Annual Review					74%	YES

Graduate and Part Time Undergraduate

Term	Credits Attempted	Credits Earned	Cumulative Credits Attempted	Cumulative Credits Completed	Percentage Completed	Meeting Pace
Fall First Year	6	3	6	3	50%	
Spring First Year	9	3	15	6	40%	
First Annual Review					40%	NO
Summer After First Year	6	6	21	12	57%	NO
Fall Second Year	6	6	27	18	67%	YES
Spring Second Year	12	6	39	27	69%	
Second Annual Review					69%	YES

Students who receive aid in the Summer term will be reviewed at the end of the term. They will need to maintain the percentage of 65% for the first or second year and 70% for the remaining subsequent years.

Qualitative Measure

In addition to the maximum time frame and PACE requirements specified above, all undergraduate students must maintain a minimum cumulative grade point average of 1.70 after freshman year and 2.0 after 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.

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 Wilkes University, credits taken at another institution must be approved by your 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. Appeals must be made in writing to the Financial Aid Director 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. Appeals are granted on a case by case determination.

Financial Aid Probation

A student on financial aid probation may receive federal student aid funds for one payment period. 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 of financial aid.

For Wilkes University Grants and Scholarships, students not meeting the required minimum, cumulative grade point average at the end of the spring term will not be allowed to retain their aid. The aid will be reinstated when the student reestablishes satisfactory academic standing.

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.

