Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) standards ensure that students are successfully completing their coursework to lead to successful degree completion and maintain eligibility for federal and state financial aid. As required by regulations, UIW must determine whether a student meets SAP requirements by completing evaluations to determine a student's eligibility standing. Official SAP evaluations will occur at the conclusion of each Spring semester for all student populations, but undergraduate students will be sent alerts each semester on their current SAP standings and available resources. The financial aid eligibility determination for future terms of enrollment cannot be completed until the SAP evaluation occurs.

When evaluating a student's SAP status, the entire academic history will be considered regardless of whether the student received financial aid during that timeframe. This history will include Advanced Placement, International Baccalaureate (IB) credits and credits that are transferrable to a UIW degree plan.

Requirements of the Satisfactory Academic Progress Policy:

Academic Standards/Qualitative (GPA):

The qualitative component**,** or academic standard requirement**,** measures the quality of a student's coursework by reviewing the Cumulative Grade Point Average (GPA). To meet this requirement, the student must have the minimum Cumulative GPA (see chart below) as stated by the specific program of enrollment. Credits accepted from other institutions that may be applied to a UIW degree are counted in the calculation of the student's GPA, thus, are included in the qualitative component.

LEVEL	CUMULATIVE GPA
Undergraduate	2.0
Graduate/Professional	3.0
Physical Therapy	2.5
Pharmacy	2.0
Optometry	2.0
School of Medicine	See SOM Handbook

Quantitative Standard (Completion Rate):

The quantitative standard**,** or completion rate**,** measures the pace at which the student progresses through their program of study. The evaluation of this requirement ensures that students are completing degree requirements in a timely manner and within the maximum timeframe. The completion rate is calculated by determining the cumulative number of credit hours successfully completed divided by the cumulative number of credit hours the student has attempted. Transferrable credits from previous institutions will be applied to the UIW completion rate. To meet the quantitative standard, students must maintain a completion rate of 67% or higher.

Certain grades received count towards a student's completion rate. See the chart below to determine how the grade received will count towards a student's completion rate:

COURSEWORK	CONSIDERED COMPLETED AND COUNT TOWARDS GPA?
COMPLETED	Grades of A through D-, P, PR, and S **do** count towards hours completed.
NOT COMPLETED	Grades of F, NG, IP, SR, and U **do not** count towards hours completed.
REMEDIAL	Remedial courses **do** count towards hours completed
TRANSFER	Transferred hours **do** count in the hours for completion rate, as well as Maximum Timeframe.
DROPS	Dropped courses that do not result in a "W" **will not** count towards hours attempted/hours earned. Dropped courses that do result in a "W" after the published 100% Drop Date **will** count as attempted hours for completion and **will** count towards the Maximum Timeframe.

Maximum Timeframe:

The number of credit hours a student attempts may not exceed 150% of the number of hours required for graduation, as published in the university catalog. If the published number of hours required is 120, a student may not attempt more than 180 hours (120 x 1.50 = 180) and continue to receive financial aid. If the number of attempted hours reaches 150% of the hours required for graduation or it becomes mathematically impossible to complete degree requirements within 150%, the student will no longer be eligible for financial aid. Both calculations will be conducted upon each official SAP evaluation period. If it is deemed the student cannot graduate by 150% or has exceeded 150%, the student will be ineligible for Federal financial aid and will be required to submit the SAP Recovery Packet to be considered for aid.

Attempted hours include all credit hours the student has transferred from another institution as well as all credit hours the student has registered to take at UIW, whether they earn a grade or not, receive credit, or receive financial aid.

LEVEL	MAXIMUM TIMEFRAME
Undergraduate Pursuing a Bachelor's Degree	Not to exceed 180 attempted credit hours
Undergraduate who has a Bachelor's Degree and is pursuing a 2nd Bachelor's Degree.	Not to exceed 240 attempted credit hours
Undergraduate pursuing an Associate Degree.	Not to exceed 100 attempted credit hours
Undergraduate pursuing a 2nd Associate Degree.	Not to exceed 130 attempted credit hours
Undergraduate who has a Bachelor's Degree and is pursuing an Associate Degree.	Not to exceed 210 attempted credit hours
Graduate Pursuing a Doctorate Degree	Not to exceed 67 attempted credit hours
Pharmacy	Not to exceed 236 attempted credit hours
Physical Therapy	Not to exceed 185 attempted hours
School of Medicine	See SOM student handbook

If a student is exceeding the maximum timeframe due to being classified as 2nd degree seeking, the student will not need to appeal to receive financial aid if both the quantitative and qualitative measures are being met.

Effects of Remedial, Repeated, Transfer and Pre-Requisite Courses

Remedial or developmental courses do not count toward the student's degree requirements, but they are counted as earned hours and are used to determine a student's academic grade level or classification, as well as SAP policy standards (Quantitative, Qualitative, and Maximum Timeframe).

Courses may be repeated; thereby removing the first attempt from the grade point average. However, these courses will remain within the completion rate. Only University of the Incarnate Word courses can replace courses recorded at the University of the Incarnate Word. Transfer work, CLEP, or departmental examinations cannot be used to repeat a course recorded at the University of the Incarnate Word. The last grade earned will be used in the calculation of the grade point average. Courses used to repeat recorded grades must be the exact course (i.e., same course number and title) of the original course for which the repeat is intended. While other courses may substitute for degree course requirements, they will not remove the original recorded grade from the grade point average calculation.

All transfer credits that are applicable to a degree program at UIW will be counted towards a student's SAP measures, any credit that is non-transferrable or taken at an institution that is not accredited will not count towards SAP measures. If a student receives transfer credit that is evaluated after the SAP evaluation period, all credit will be considered at the next evaluation period and the student may not request a re-evaluation prior.

Effects of Withdrawal, Incomplete and P/U Grades

If the student withdraws from a course after the 100% drop date during any given semester (i.e., student receives a grade of "W" for the course), the course credits are included in the count of attempted credit hours. Thus, withdrawn courses are calculated in the quantitative and maximum time frame measures. Credits for an incomplete course (i.e., student receives a grade of "IP" for the course), are counted as credits attempted for quantitative and maximum timeframe measures but are not included in the GPA or the credits earned count until the incomplete grade changes to a passing or failing grade. Grades of NG, P, S, U, and NC are counted as attempted for quantitative and maximum timeframe but not included in the GPA. A grade of "CR" will be counted in attempted, maximum timeframe and credits earned but will not be included in the GPA.

Effect of Exceeding Maximum Timeframe

If it is determined that the maximum timeframe has been reached, the student may still appeal their termination of financial aid and will be evaluated based on the information submitted with the appeal. Upon evaluation of the SAP Recovery Packet only credits earned/applicable towards the current degree program will be included in the Satisfactory Academic Progress determination. If approved, the student will be placed on an academic Plan for a specific period that will end in the graduation of the student.

Effects of Readmission

If a student requires readmission, but was not meeting SAP standards during previous enrollment, the student must submit the Satisfactory Academic Progress Recovery Packet to be considered for financial

aid. If the student has transfer credit that places the student into good standing, or the student is admitted at a different level (i.e. Graduate or Professional), no further action will be required, and the student will regain financial aid eligibility.

Effects of Grade Changes

If a student experiences a grade change during a semester in which they were deemed ineligible, changes may be made to the student's financial aid status. If the grade change makes a student eligible for financial aid, the following may be completed:

- Pell and Teach grants may be disbursed up to one semester after the SAP evaluation period affected.
- For all other types of Title IV aid, a disbursement can only be performed during the academic year in which the SAP evaluation takes place, or, if the evaluation takes place at the end of an academic year, during the academic year following that SAP evaluation. (Note that there are circumstances where this cannot be completed.)

For example, consider a student who was deemed ineligible for Title IV aid in the Spring term due to failing to meet their academic plan requirements at the end of the Fall. If the school changes the student's grades during the spring term, it could pay the student Pell or TEACH Grant funds for the Spring. However, if the school decided to change the student's grades after the Spring term ended, it could not disburse Pell or TEACH Grant funds to the student for the Spring term.

If a student experiences a grade change after the Spring SAP evaluation, the student's disbursed financial aid cannot be altered, as the evaluation was accurate at the time performed. For example, consider a student who was deemed eligible for Title IV aid in the Spring term after passing the SAP evaluation that included incomplete classes, but the school changes those incomplete grades to failing grades during the Summer term. Had the student failed those courses prior to the SAP evaluation, they would have failed the evaluation and been ineligible for aid during the Summer term. However, in this situation, the school should not return the student's Title IV aid for the Summer term because the student was eligible based on the SAP evaluation that was accurate at the time it was performed. This grade change would then be accounted for in the next SAP evaluation period.

Effects of Denied Appeals

If a student's Satisfactory Academic Progress Recovery Packet is denied, the student will be notified of the reason for the denial and how to re-establish financial aid eligibility. Students cannot appeal this decision but may submit a subsequent appeal in a future semester to be reconsidered for financial aid. If a student's appeal was denied, the student may decide to pay out pocket, utilize other outside funding, or not attend for a semester. Nonetheless, taking any of those actions does not make a student eligible for financial aid and does not guarantee a future appeal will be approved.

Satisfactory Academic Progress Rounding

All student's completion rate is subject to standard rounding rules when calculating percentages under the quantitative measure. The standard rounding rule will only occur if a student has a cumulative completion rate of 66.5% or higher. Students below this percentage will not be subject to the rounding rule. GPA or qualitative measure will not be subject to the SAP rounding rule.

SAP Definitions

<u>Appeal</u>

If a student fails to meet all SAP standards or academic plan requirements by the end of the review period, an appeal process is then made available to the student. The student may appeal their ineligibility by following the SAP Recovery Packet procedures and submitting all required documentation. Students will not be eligible for financial aid unless SAP is met, or an appeal is approved.

<u>Financial Aid Probation</u>

Financial Aid Probation status is assigned to a student who has failed to meet SAP requirements but has successfully appealed. A student assigned a Financial Aid Probation status will be placed on a Financial Aid Academic Plan ranging from one to six semesters. The student must then meet the requirements of the Academic Plan at the end of each semester to maintain financial aid eligibility. At the conclusion of the SAP Academic plan, the student must either meet the SAP standards or have graduated.

<u>Financial Aid Improvement/Academic Plan</u>

The improvement or academic plan is assigned to a student who has failed to meet SAP requirements but has successfully submitted the SAP Recovery Packet and was granted probation. Once a student is placed on an academic plan, a series of requirements must be met by the end of each semester for a specified period (one to six semesters). Upon conclusion of the academic plan, the student must be meeting all SAP requirements or have completed all degree requirements. If a student fails to meet the academic plan requirements, the student will be terminated to receive financial aid and must complete a subsequent appeal to be considered for financial aid for a future semester.

SAP Appeal Procedures

If a student fails one or more of the three measures (qualitative, quantitative, and/or maximum timeframe) the student is not eligible for federal and state financial aid including grants, scholarships, work-study, and loans. Students failing SAP standards, who have had mitigating circumstances (e.g., death in the family, illness, involuntary military leave) may request reinstatement of their financial aid eligibility by completing the Satisfactory Academic Recovery Packet by the published deadlines and submitting it to the Office of Financial Assistance. When completing the Satisfactory Academic Progress Recovery Packet, the student must submit the following:

1. **Satisfactory Academic Progress Recovery Packet**
2. **Detailed explanation for failure to meet SAP standards for each payment period the student failed to meet standards**
3. **An explanation of what changed that will now allow the student to meet SAP standards and perform satisfactorily.**
4. **Degree Works Plan (Professional program students are exempt)**
5. **Supporting Documentation (when applicable)**

SAP Appeal Deadlines

All students must adhere to the SAP appeal deadlines listed below. If a student submits an appeal after the indicated deadline, it will be up to the administrator's discretion to accept the documentation for the indicated semester. However, if an appeal is submitted after the ending of a semester, the student will not be eligible for federal financial aid and will be evaluated for the most current/next semester.

SEMESTER/TERM	DATE
Summer Semester	**July 8, 2022**
Fall Semester	**November 1, 2022**
Spring Semester	**March 31, 2023**

SAP Appeals Committee and Decision:

The SAP Appeals Committee is comprised of representatives from the Office of Financial Assistance. Students will be notified via their UIW email to review the decision and their academic plan requirements, if approved. The decision of the SAP Appeals Committee is final; however, the student may appeal again by the published deadlines for a future semester.

If the appeal is approved, the student is placed on Financial Aid Probation and the student's financial aid eligibility is reinstated. The student will then be provided an academic plan that contains requirements that they must meet at the conclusion of each semester. Failure to meet these requirements will result in the loss of financial aid eligibility.

The academic plan will have designated requirements and semester amounts. Once the student has completed all requirements of the academic plan, the student will then be meeting all SAP requirements or have graduated. The academic plan may contain other requirements depending on the student's academic history, degree program, appeal packet and the student's specific situation. The student's progress will then be reviewed at the end of each semester to ensure requirements are being met. If a student fails to meet all SAP requirements by the ending of their academic plan or does not meet the semester requirements, a subsequent appeal must be submitted to be reviewed for financial aid eligibility.