

# SATISFACTORY ACADEMIC PROGRESS POLICY

## Undergraduate Policy

Federal regulations require institutions of higher education to establish minimum standards of satisfactory academic progress (SAP) for students receiving **Title IV federal aid**. All university course work must be considered, regardless of whether the student received federal financial aid at the time.

Financial aid at the University of Mary Washington is awarded to students for the entire academic year or summer session. If an aid recipient's grade point average falls below the minimum standards at the end of the spring semester, the recipient will be placed on financial aid suspension. The student will be ineligible for financial aid for the subsequent enrollment period and will not receive consideration for aid again until the standards have been met. A student may attend summer school to meet the standards of satisfactory academic progress to regain eligibility. The student should notify the Office of Financial Aid when standards for satisfactory academic progress have been met.

The standards for determining progress at the University of Mary Washington are composed of three separate measurements. These measurements are: grade point average (qualitative), incremental progress (quantitative), and accumulated hours (maximum timeframe). A student whose average drops below the minimum requirement will be placed on financial aid warning for the subsequent semester.

## Minimum Cumulative Grade Point Average (GPA)

In order to receive federal financial aid or other need-based aid, a student's cumulative grade point average (GPA) must meet the minimum requirement as defined below:

Student Level	Hours Earned	Minimum Required Cumulative GPA (4.0 scale)
Undergraduate	0 - 30	1.80
	31 - 60	1.90
	61 +	2.00

## Incremental Progress: Minimum Credit Hour Completion Rate

University of Mary Washington students must complete at least 70% of all hours attempted towards graduation. Repeated courses and courses with a grade of W, WA, F, I, G, UN or FA will count as attempted coursework and not as completed coursework. Students repeating a course, previously passed may do so only once. A course repeated more than once will not be included when determining enrollment status. All students must earn a minimum of 70.0% of the credit hours that they have attempted.

## Withdrawals (W)

Courses for which a student has withdrawn and a W is posted on their transcript, are counted as attempted but not earned credit hours.

## Course Repeats

If a student repeats a course, both the original and the repeated courses will count toward the earned and attempted credit hours. Students may only receive federal financial aid for one repeat of a course that has been successfully completed with a grade of "D" or higher.

## Incomplete Grades (I)

Courses for which a student earns a grade of incomplete (I) are counted as attempted but not earned credit hours. Once a grade is received it is the student's responsibility to notify the Office of Financial Aid by submitting an appeal.

## Maximum Timeframe/Credit Hours

To remain eligible for financial aid at the University of Mary Washington, students must complete their degree program requirements within 150 percent of the published length of their degree program. All attempted hours are counted, including transfer hours, whether or not financial aid was received.

## Second Degree-Seeking Students

All attempted hours from a prior degree will not count towards the second degree, unless they are needed for that degree. A student pursuing a second undergraduate degree is eligible to receive financial aid for a maximum of 150% of the hours required for the second degree (Maximum of 228 hours including hours for first degree).

## Mid-Year Transfer Students

When a student transfers to the University, all of their transfer credit hours are counted towards SAP as attempted and earned hours. Any grades are excluded from the University for SAP purposes. The GPA starts at 0.00 as a new transfer.

## Appeal Process

If a student is denied financial aid for failure to meet any of the above standards for satisfactory academic progress, the student may request an appeal of the decision. Students are permitted to appeal their financial aid suspension; however, the right to appeal must be based on extraordinary, personal circumstances that contributed to student's inability to meet the SAP requirements. If the initial appeal is approved, appeals for future semesters must be based on a different circumstance than the previous appeal.

If the appeal is approved, a student will receive financial aid on a probationary status and an academic plan may be required. At the end of the semester, the student will be evaluated according to the SAP Policy to determine if financial aid will be awarded for the next semester.

Students who wish to appeal must complete and submit a Satisfactory Academic Process Appeal Form together with all the required supporting documents by the posted deadlines.

## Graduate Policy

Federal regulations require institutions of higher education to establish minimum standards of satisfactory academic progress (SAP) for students receiving **Title IV federal aid**. All university course work must be considered, regardless of whether the student received federal financial aid at the time.

Financial aid at the University of Mary Washington is awarded to students for the entire academic year or summer session. If an aid

recipient's grade point average falls below the minimum standards at the end of the spring semester, the recipient will be placed on financial aid suspension. The student will be ineligible for financial aid for the subsequent enrollment period and will not receive consideration for aid again until the standards have been met. A student may attend summer school to meet the standards of satisfactory academic progress to regain eligibility. The student should notify the Office of Financial Aid when standards for satisfactory academic progress have been met.

The standards for determining progress at the University of Mary Washington are composed of three separate measurements. These measurements are: grade point average (qualitative), incremental progress (quantitative), and accumulated hours (maximum timeframe). A student whose average drops below the minimum requirement will be placed on financial aid warning for the subsequent semester.

## Minimum Cumulative Grade Point Average (GPA)

In order to receive federal financial aid or other need-based aid, a graduate/advanced degree student's cumulative grade point average (GPA) must meet the minimum requirement of 3.0.

## Incremental Progress: Minimum Credit Hour Completion Rate

University of Mary Washington students must complete at least 70% of all hours attempted towards graduation. Repeated courses and courses with a grade of W, WA, F, I, G, UN or FA will count as attempted coursework and not as completed coursework. Students repeating a course, previously passed may do so only once. A course repeated more than once will not be included when determining enrollment status. All students must earn a minimum of 70.0% of the credit hours that they have attempted.

### Earned Hours

A, B, C, D, PA or SA

### Unearned Hours

F, I, W, WA, G, UN or FA

### Withdrawals (W)

Courses for which a student has withdrawn and a W is posted on their transcript, are counted as attempted but not earned credit hours.

### Course Repeats

If a student repeats a course, both the original and the repeated courses will count toward the earned and attempted credit hours. Students may only receive federal financial aid for one repeat of a course that has been successfully completed with a grade of "D" or higher.

### Incomplete Grades (I)

Courses for which a student earns a grade of incomplete (I) are counted as attempted but not earned credit hours. Once a grade is received it is the student's responsibility to notify the Office of Financial Aid by submitting an appeal.

## Maximum Timeframe/Credit Hours

To remain eligible for financial aid at the University of Mary Washington, students must complete their degree program requirements within 150 percent of the published length of their degree program. All attempted

hours are counted, including transfer hours, whether or not financial aid was received.

## Appeal Process

If a student is denied financial aid for failure to meet any of the above standards for satisfactory academic progress, the student may request an appeal of the decision. Students are permitted to appeal their financial aid suspension; however, the right to appeal must be based on extraordinary, personal circumstances that contributed to student's inability to meet the SAP requirements. If the initial appeal is approved, appeals for future semesters must be based on a different circumstance than the previous appeal. Acceptable circumstances include:

- The death of an immediate family member or close relative (i.e. mother, father, grandparent, sibling or immediate family such as a related aunt or uncle)
- A serious injury or illness of the student which required medical intervention
- Significant, unanticipated family obligations due to medical issue or illness
- A catastrophic loss due to fire, flood or natural disaster that affects the student's academic attendance or performance

If the appeal is approved, a student will receive financial aid on a probationary status and an academic plan may be required. At the end of the semester, the student will be evaluated according to the SAP Policy to determine if financial aid will be awarded for the next semester.

Student who wish to appeal must complete and submit a Satisfactory Academic Process Appeal Form together with all the required supporting documents by the posted deadlines.

SAP Appeals should be submitted to the Office of Financial Aid either by mail, fax or in person to:

Lee Hall – Second Floor, University of Mary Washington  
1301 College Avenue  
Fredericksburg, VA 22401  
or Fax: 540.654-1858