Standards of Satisfactory Academic Progress

Satisfactory Progress Requirements
The University of Wisconsin-Eau Claire is required to develop and apply consistent and reasonable standards of satisfactory academic progress for all students receiving federal financial aid. In order to receive and continue to receive financial aid, students must meet the following three components of satisfactory progress:

1) **Minimum GPA** – Maintain a minimum 2.0 cumulative grade point average

2) **Pace** – Successfully complete 67% of total attempted credits.

   “Total attempted credits” are the total credits enrolled in on the 10th day of the term, plus transfer credits.

   A grade of F, W, XF, U, or IN is not considered successfully completing the class. Test credits and no-GPA credits (remedial, retro and pass-fail) will be counted as attempted and earned credits.

3) **Maximum Time Frame** – Complete a degree within 150% of the published length of the degree program.

   Most undergraduate degrees require 120 credits, which means most students must complete a degree within 180 attempted credits. (120 credits x 150% = 180 credits.) Monitoring to ensure students will graduate within this timeframe begins when the student has attempted a total of 130 cumulative credits (resident plus transfer).

   For degree programs that require more than 120 credits, the maximum timeframe is increased proportionately; however, students must notify the Financial Aid office of their increased degree requirements through the appeal process.

   Undergraduates pursuing a second degree may attempt 90 resident credits. Graduate students may attempt 54 resident credits.
Monitoring Procedures
These standards are monitored once a year at the end of spring semester, using the official grade reports from the Registrar’s office. Students who fail to meet the minimum credit standard or have exceeded the maximum number of attempted credits will be denied future aid. Satisfactory Academic Progress is monitored for all periods of attendance, regardless of whether or not students received financial aid while they were enrolled.

Options for Reestablishment of Aid
1) Submit an appeal that explains the extenuating circumstances that prevented the student from making satisfactory progress. Extenuating circumstances include medical or personal situations that resulted in undue hardship and prevented satisfactory academic progress.
2) Continue to enroll in classes without financial aid until the student has earned an academic standing that meets the minimum criteria, i.e. cumulative GPA is now a 2.0 or 67% of total attempted credits have been successfully completed. Once the minimum standard has been reached, aid can be reinstated.
3) If an error has been made, document the correct information.

Procedures for Appealing
A written letter of appeal should be submitted to the Financial Aid office for review prior to the end of the semester for which the student is appealing to receive financial aid.
For Pace appeals explain
- The extenuating circumstances that prevented the student from making satisfactory progress; and
- The measures the student has taken to ensure that the problem does not re-occur.
  (Additional documentation confirming the appealed situation may be required.)
For GPA appeals, in addition to explaining extenuating circumstances, students should meet with their academic advisor and create an academic plan showing how long it will take them to raise their GPA to at least a cumulative 2.0.
For Maximum Time Frame appeals, in addition to explaining extenuating circumstances, students should include a degree audit, anticipated graduation date, and a listing of courses needed to graduate (in a semester by semester outline). This listing should be developed with the assistance of an academic advisor and signed by the advisor.

Appeals will be reviewed through the Financial Aid Appeals Committee appeals process. Students will be notified in writing of the appeal decision.
Approved Appeals

If an appeal is approved, students will be sent an Academic Progress Plan outlining the required minimum standards per semester that the student must meet. Plans are signed by both the student and the financial aid counselor and maintained in the Financial Aid Office. Students on Academic Progress Plans will be monitored every term to ensure the standards of the plan are being met. Once the student has reinstated satisfactory academic progress, s/he will go back to being monitored on an annual basis.

If students encounter unexpected circumstances that prevent them from meeting the standards in the Academic Plan, they should meet with the financial aid counselor to discuss how this may impact their financial aid.

Failed Academic Progress Plans

Students who fail to meet the terms of the plan at the end of each term will be denied further aid until all academic deficiencies are corrected. Although students who fail their plan may appeal the reinstatement of their financial aid, their reasons for appeal will be exceptional.

Additional Information

Consortium Agreement Credits: Credits taken at other institutions while on consortium agreement through the UW-Eau Claire will be counted as transfer credits in the Satisfactory Academic Progress Policy.

Withdrawals: Withdrawals credits count as enrolled credits in the Satisfactory Academic Progress policy and will be used to assess minimum credits earned when determining the student’s pace of completion. Withdrawals that occur after the 10th week count as an ‘F’, and will also impact GPA.

Repeated Courses: Credits for courses that are repeated will count as attempted credits each time the course is taken, but will count only once as earned credits. The new grade will replace the previous grade in calculating grade point average. Courses taken a third time are typically not funded with financial aid – even with special approval to repeat the course.
**Transfer Credits:** Credits from other institutions will be added to resident enrolled credits to determine total number of enrolled credits when calculating Maximum Time Frame, PACE, and GPA for Satisfactory Academic Progress.

**Incomplete Courses:** Incomplete course work will not be considered as being successfully completed, but will be considered as attempted for PACE and Maximum Time Frame. Completed courses will be replaced with an official grade and earned credits by the end of the 10th week of the first regular semester following the granting of the incomplete. Courses never completed will then be officially replaced by the grade initially reported with the request for the incomplete by the Registrar’s office. In either case, the new official grade will be considered during the next review of the student’s satisfactory academic progress when determining PACE and Maximum Time Frame. A student who wants their completed incomplete grade considered sooner than the next review is required to notify the Financial Aid office of the new grade.

**Remedial Courses:** Noncredit remedial courses are allowed and will be funded. These courses will be subject to review under all aspects of the Satisfactory Progress Policy.

**Satisfactory/Unsatisfactory Courses and test credits:** These courses are not counted in GPA requirements, but are included in Maximum Time Frame and PACE determinations.

**Audited Courses:** Audited courses are not funded by financial aid.

**Suspended Students:** Students who are suspended will be notified by the institution of their suspension. Students who are not allowed to enroll because of their suspension will be systematically prevented from receiving financial aid.

Note: Standards of satisfactory progress for financial aid are slightly different from the University’s Academic Standing and Progress policy (see Univ. Catalog). Students are expected to understand and meet both policies’ standards.