



# Widener University

## **Undergraduate Satisfactory Academic Progress (SAP) Guidelines**

Students must progress toward the completion of their program of study at a rate that will ensure graduation in a reasonable length of time in order to receive and remain eligible for Federal Title IV and Widener University institutional financial aid. Widener University has established a policy that measures academic progress both quantitatively (credit hours) and qualitatively (grades) at the end of each academic year.

### **Quantitative Measurement**

Undergraduate students must successfully complete a minimum of 67 percent of total credits attempted while enrolled at Widener University. Successful completion is based on the percentage of the total (cumulative) credit hours attempted compared to the total credit hours completed. Earned credits for a course cannot be counted more than once. Grades of “I” (incomplete), “W” (withdraw), “F” (failure), “NP” (no pass), and “Z” (no grade submitted) count as credits attempted but do not count as credits completed.

### **Qualitative Measurement**

Undergraduate students must achieve the following minimum cumulative grade point average (GPA):

#### **Credit Hours Completed with Minimum GPA**

15.5 or fewer completed credits	1.70 GPA
16 – 30.5 completed credits	1.80 GPA
31 – 60.5 completed credits	1.90 GPA
61 or more completed credits	2.00 GPA

A school or college within Widener University may have a higher GPA standard for graduation. Please check the Undergraduate Student Handbook for individual school and college program academic standards information.

### **Maximum Time Frame Requirements**

The maximum time frame to complete the credits required for graduation is measured in credit hours attempted. The maximum time frame may not exceed 150 percent of the published length of the academic program. The maximum time frame for a transfer student may not exceed 150 percent of the published length of the program minus the number of transfer credits accepted for transfer at the point of matriculation.

### **Dismissal/Suspension**

Academically dismissed or suspended students are ineligible for financial aid while suspended and must request reinstatement (or formal appeal) of aid upon readmission to regain financial aid eligibility for subsequent semesters. Academic readmission does not automatically grant reinstatement of financial aid eligibility.

## **Reinstatement**

Reinstatement of financial aid eligibility is possible once the student has earned 67 percent of total credits attempted and has achieved the required grade point average, either at the student's own expense or by completing unfinished class assignments, except when aggregate hours (total hours attempted) are the cause of ineligibility.

## **Repeat Coursework**

Effective July 1, 2011, per federal regulations (34 CFR Section 668.2), repeated coursework that falls under the following conditions cannot be included in a student's enrollment status for Title IV Federal Aid eligibility, including the Federal Pell Grant and Federal Direct Loans:

- Repeating a previously passed course more than once. A course is considered passed if the student receives a grade of "D" or better.
- Repeating a previously passed course due to failing other coursework.
- Repeating a previously passed course for the sole purpose of gaining eligibility for Title IV aid.

Federal Title IV aid will be recalculated based on the student's adjusted enrollment status. This recalculation will be applied regardless of whether a student received aid for previous course enrollments.

Some courses are repeatable per university policy and are not restricted by these regulations. Students will be notified if they are receiving Title IV aid and enrolled in non-repeatable coursework for a term.

### Example 1:

A student is repeating a previously passed (3) credit hour course for a second time. The student is enrolled in total of (12) credit hours for the term. Per federal regulations, the repeated course must be excluded from the student's Title IV enrollment status. Only (9) of the student's (12) hours can be used to calculate Title IV aid eligibility. The student's Federal Pell Grant will be reduced to reflect three quarter time instead of full-time enrollment.

### Example 2:

A student repeats a previously passed course. The student receives an "F" on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for Title IV aid purposes.

### Example 3:

A student repeats a previously passed course. The student withdraws from the course on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for Title IV aid purposes.

## **SAP Appeals**

At the end of the academic year, students will be evaluated for academic progress (quantitative and qualitative). Students who do not meet the minimum standards will be contacted by email using their Campus Cruiser address. Notification will outline student options to re-establish eligibility, such as attending subsequent classes or submitting an appeal for a waiver by a specified date.

After each academic year's grade review, students who are not meeting progress standards will have their financial aid removed. Any aid that is removed can possibly be reinstated by means of filing an appeal. Appeals may require an academic plan with input from the student's academic advisor or dean. An approved appeal will grant a student one semester of aid while working on academic benchmarks put forth in the appeal. Any student that does not meet their individual benchmarks will not be eligible for subsequent semesters of aid. An appeal for excessive aggregate hours must address, at a minimum, any degree program changes and include a degree completion plan from the dean of the student's school or college.

A student may appeal any failed progress status based on extenuating circumstances, such as the death of a relative, a serious personal illness or injury, or a change of educational objective. The student must be able to demonstrate that the extenuating circumstance had a direct impact on the student's academic performance. Academic Progress Appeal forms can be obtained from Enrollment Services in Lipka Hall or online at <http://Widener.edu/FinancialaidOffice> under Financial Aid Application and Verification Forms. Look for Undergraduate Progress Appeal.

**Appeals MUST be received in Enrollment Services by June 30 for Summer, October 1 for Fall and February 15 for Spring.**

Appeals require an academic plan with input from the student's academic advisor or dean. An appeal for excessive aggregate hours must address, at a minimum, any degree program changes and include a degree completion plan from the dean of the student's school or college.

#### **State Grant Aid**

Aid from state grant programs is subject to separate review. Widener University follows program guidelines for state grants as mandated by the individual states' rules and regulations. Appeals submitted to Widener for continued aid eligibility, however, do not cover continued eligibility for state grants. An appeal must be made to the State Grant Agency providing assistance. State grant agencies send their progress policies to you with your notification of eligibility.

#### **External Grants/Scholarships**

If you receive external grant or scholarship assistance, please check with the provider for any academic requirements for continued eligibility. Many require copies of transcripts or some official verification of your academic standing to continue to receive funding.

**Widener University  
Enrollment Services  
Lipka Hall  
One University Place  
Chester, PA 19013**

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