

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID (SAP)

The federal government requires students to maintain satisfactory progress toward their degree to receive financial aid. All students, regardless of whether they apply for federal financial aid via the Free Application for Federal Student Aid (FAFSA), will be evaluated. The following standards will apply to all federal, state, and institutional funds.

Satisfactory Academic Progress (SAP) is achieved when a student maintains both the required grade point average and the required pace (see below). At William Penn University, the minimum standards are established for all undergraduate and graduate students, regardless of program, who wish to establish or maintain financial aid eligibility. These standards apply to a student's entire academic record at William Penn University and include transfer credit hours accepted by William Penn University from another school.

William Penn University will evaluate the Registrar's records at the end of every term (fall, spring, and summer) of a student's enrollment to determine compliance with the SAP policy.

Grade Point Average (GPA) Requirements (Qualitative):

Students must maintain a minimum cumulative GPA according to their cumulative earned hours (transfer credits accepted from other universities by William Penn are considered earned hours). The minimum GPA requirements are as follows:

UNDERGRADUATE PROGRAM

- 1 - 27 credit hours earned 1.70
- 28 – 57 credit hours earned 1.90
- 58 – and above credit hours earned 2.00

GRADUATE PROGRAM

- * 1– 12 credit hours earned 2.70
- * 13 – 24 credit hours earned 2.85
- * 25 - and above credit hours earned 3.00

- A student who repeats a previously passed course, the higher grade received will be used in the calculation of the cumulative GPA. For this purpose, passed means any grade higher than an "F".

Required Pace (There are two components to Pace):

1. **Progress throughout the Program:** All full and part-time students must earn a minimum of 67% of the total number of their cumulative credits attempted. To determine the 67%, a student would take their cumulative earned credits and divide it by of their cumulative attempted credits.
2. **Maximum Time Frame to Complete the Program:** Eligible undergraduate or graduate seeking students may receive financial aid while attempting up to, but not exceed, 150% of the published normal completion length of the student's program. Students enrolled at either a part-time or full-time pace at William Penn University may have a maximum of:

PROGRAM

- Undergraduate
- Graduate

MAXIMUM CREDIT

186 attempted credits
54 attempted credits

The number of credits accepted by William Penn University from other universities will count toward the maximum. The Financial Aid office may notify students as they approach the maximum time frame of their program.

The following are counted when determining minimum Pace Progress throughout the Program and Maximum Time Frame requirements:

- **Transfer Credits:** Transfer credits that are accepted by WPU will be counted toward the total attempted and earned credits when determining pace. Transfer credits do not impact GPA as grades are not transferred in.
- **Repeating a Course:** When a student repeats a course, credit hours for the course are counted as attempted each time it is taken. Once the course is passed, the credit hours will count in the cumulative earned one time. The highest grade earned will count in the cumulative grade point average.
- **Incomplete Grades:** An incomplete or "I" grade will count as credits attempted but not earned for the purpose of determining SAP. If the credits are later given for the course(s), the student should notify the financial aid office so SAP may be reassessed.
- **Credit/No Credit:** Credit hours for Credit/No Credit coursework will count as attempted and if a passing grade (CR) is received will count as earned for determining academic progress.
- **Withdrawal:** All courses a student withdraws from and receives a grade of a "W" will be counted as attempted credit hours for pace progress throughout the program and maximum time frame.
- **Remedial Coursework:** Credit hours for remedial coursework will count as attempted and if a passing grade (grade higher than "F") is received will count as earned for the purpose of determining academic progress.
- **Change in Major:** A student who changes majors will still be required to stay within the maximum 150% rule to receive financial assistance.

- **Students Seeking Additional Undergraduate Bachelor Degree After Graduating:** A student seeking financial aid for an additional undergraduate bachelor degree after graduating from William Penn may have an additional 90 credit hours attempted for the additional degree, or 276 total undergraduate credit hours attempted, including all transfer credits, whichever limit is met first.

If SAP is not achieved, the student will be placed on:

FINANCIAL AID WARNING:

Students are placed on Financial Aid Warning for one term if they do not meet the minimum GPA and/or pace progress throughout the program. A letter is mailed to the student being placed on Financial Aid Warning.

FINANCIAL AID SUSPENSION:

Students are placed on Financial Aid Suspension for one of the following reasons:

1. Do not meet the SAP requirements after one term on Financial Aid Warning.
2. Do not meet the SAP requirements after one term on Financial Aid Probation (see Probation below).
3. Do not meet the requirements of the Academic Plan by not adhering to the plan, showing progression during the plan, or meeting the requirements by the last term of the Academic Plan (see Academic Plan below).
4. Meet or exceed the Maximum Time Frame requirement to obtain a degree.
5. Withdrawal (official, unofficial, or administrative) from all credit hours during a term or between modules scheduled to attend (see WITHDRAWING section), and not making SAP requirements at the time of the withdrawal.

Students are not eligible for financial aid while on Financial Aid Suspension. A letter is mailed and e-mail sent to the student being placed on Financial Aid Suspension. Suspension of aid is not the same as academic suspension which is handled by the Academic Dean.

To regain financial aid eligibility students may:

1. Take courses to meet the minimum SAP requirements while not receiving financial aid.
2. Appeal the Financial Aid Suspension (see below) and the appeal is granted.

APPEAL OF FINANCIAL AID SUSPENSION:

When a student loses financial aid eligibility due to not making SAP, the student may submit an appeal to the Director of Financial Aid if extenuating circumstances prevented the student from meeting the SAP requirements. Extenuating circumstances may consist of illness or injury of the student; death of a family member; family difficulties such as divorce or illness; difficulty balancing school with work, athletics, or family responsibilities; or other special circumstances.

The appeal should explain the extenuating circumstance and what has changed in the situation that would allow the student to make SAP at the end of the next evaluation.

The appeal should be submitted by e-mail, mail, or fax within 15 days from the date of the official notice of financial aid ineligibility to:

Cyndi Peiffer
Director of Financial Aid
peifferc@wmpenn.edu
 Tel: [641-673-1040](tel:641-673-1040)
 Fax: [641-673-1115](tel:641-673-1115)



201 Trueblood Avenue | Oskaloosa, IA 52577

An appeal committee will review the student's request. The Director of Financial Aid will notify the student, in writing, of their decision:

PROBATION: If the committee determines the student should be able to meet the SAP standards by the end of the subsequent term of enrollment, the student will be placed on probation for that term.

If the student is still not making the SAP standards by the end of the term on probation, the student will be suspended from receiving financial aid.

ACADEMIC PLAN: If the committee determines the student would require more than one term to meet the SAP standards, the student would be placed on an academic plan for multiple terms. The student would be required to meet with their advisor to develop an academic plan. The plan must be submitted to the Director of Financial Aid before financial aid would be awarded to the student.

The student would be reviewed after each term of their academic plan. If the student is not adhering to the plan, showing progression during the plan, or meeting the requirements by the last term of the plan, the student will be suspended from receiving financial aid.