



**University of the Incarnate Word**  
**Office of Financial Assistance**  
**Satisfactory Academic Progress Recovery Packet**

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Per federal regulation, students are required to meet Satisfactory Academic Progress (SAP) standards established by their university that measure progress toward degree completion using both qualitative and quantitative methods. SAP is initially evaluated at the end of the spring semester. **Failure to maintain these standards could result in the suspension of your financial aid.** This policy is also available online at <http://www.uiw.edu/finaid/sapinfo.html>.

**Satisfactory Academic Progress Recovery Packet Checklist:**

- Read the SAP Policy below or online at <http://www.uiw.edu/finaid/sapinfo.html>
- Complete the attached SAP Appeal Form, type a formal statement, and provide documentation
- Complete the attached SAP Academic Plan Form
- Return all completed forms and documentation to the Office of Financial Assistance by August 1<sup>st</sup>**

**Satisfactory Academic Progress Standards and Minimum Requirements:**

<b>Qualitative Standards</b>	<b>Undergraduate Students:</b> Maintain a cumulative GPA of <b>2.0</b>
	<b>Graduate Students:</b> Maintain a cumulative GPA of <b>3.0</b>
<b>Quantitative Standards</b>	Complete a minimum of <b>75%</b> of all of your cumulative coursework attempted (see Quantitative Standard examples below)
<b>Maximum Time Frame</b>	Hours attempted may not exceed <b>150%</b> of the published length of your program (see Maximum Time Frame chart)

**Quantitative Standard: Completion Rate**

Any student who receives financial aid must successfully complete a cumulative minimum of 75% of all attempted coursework, including hours transferred in from another school and accepted towards the current degree program. If the number of cumulative completed hours drops below 75% of attempted hours, the student will no longer be eligible for aid. Examples:

- a) If a student attempts (registers for) 30 hours, the student must complete a minimum of 22 hours ( $75\% \times 30 = 22.5$ ) in order to make SAP. All partial credit hours will be rounded down to the nearest hour.
- b) If a student attempts 36 hours, the student must complete a minimum of 27 hours ( $75\% \times 36 = 27$ ) to make SAP.
- c) If at the end of the second year a student has attempted 60 hours, the student must have completed a cumulative minimum of 45 hours ( $75\% \times 60 = 45$ ) to be making SAP.

**Maximum Time Frame for Financial Aid Purposes by Degree Program:**

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 ( $120 \times 1.50 = 180$ ) and continue to receive financial aid. If the number of attempted hours reaches 150% of the hours required for graduation, the student will no longer be eligible for financial aid.

<b>Undergraduate</b>	<b>Graduate</b>	<b>2<sup>nd</sup> Degree</b>
<b><math>120 \times 150\% = 180</math> Hours</b>	<b><math>36 \times 150\% = 54</math> Hours</b>	<b>Length of New Program <math>\times 150\%</math></b>

**Change of Academic Major/Pursuit of a Double Major or Minor**

Students who have a change of academic major or pursue multiple majors and minors may provide updated degree plans, however there is not additional financial aid funding beyond their federal aggregate limits.

### Post Baccalaureate Programs

Post baccalaureate students must complete their degree program within the Maximum Time Frame for federal aid. Post Baccalaureate students will not have additional financial aid eligibility beyond the federal, state, and institutional maximum period and/or aggregate loan limits. On a case-by-case basis, an updated maximum time frame and a signed degree plan will be required for students appealing their financial aid.

### Successful Completion of Courses

To successfully complete a course, the student must receive a grade of at least a D- or P. Grades of F, W, NG, and IP do not count as successful completion of hours attempted.

COURSEWORK	CONSIDERED COMPLETED AND COUNT TOWARDS GPA?
<b>Remedial</b>	Remedial courses <b>do</b> count towards hours completed.
<b>Transfer</b>	Transferred hours <b>do</b> count in the hours for completion rate, as well as Maximum Time Frame.
<b>Drops</b>	Dropped courses that <b>do not</b> result in a “W” will not count towards hours attempted/hours earned. Dropped courses that <b>do</b> result in a “W” after the published 100% Drop Date will count as attempted hours for completion and will count towards the Maximum Time Frame.

### Appeal Process

Students whose eligibility for financial aid has been terminated may appeal the decision if they believe that they had extenuating circumstances leading to their unsatisfactory progress. Circumstances which warrant an appeal include: death in family, injury/illness of the student or family, or other circumstances beyond the student’s control. **In order to appeal, the student must complete the SAP Appeal Form, which must include a formal written statement signed and dated by the student.** The statement needs to provide a full explanation, along with detailed documentation, verifying the circumstances that led to the inability to meet SAP. **This explanation must also provide steps taken to overcome these obstacles and how they will not interfere with progression.**

The completed packet must be returned to the Office of Financial Assistance and will be submitted to the SAP Review Board. The SAP Review Board will make a determination based on the information provided and will inform the student in writing within approximately three weeks of the decision. **The SAP Appeal Form and SAP Academic Plan are due to the UIW Office of Financial Assistance by August 1<sup>st</sup>.**

### Academic Plans

Federal regulations require institutions to closely monitor students who are failing to maintain SAP. **As part of this process, students will have to submit the Academic Plan.** The student will need to establish an academic plan for a minimum of two semesters. Students will then be evaluated each semester to ensure that they adhere to the set academic plan. Failure to adhere to the academic plan will delay aid disbursement and may result in the suspension of eligibility for financial aid. Since the academic plan is a condition of the approved appeal, aid will not be disbursed until the Office of Financial Assistance confirms the student is adhering to the academic plan.

### Probation

If a SAP appeal is approved, the student will be placed on probation for the following semester and their academic progress will be monitored to ensure they meet the conditions of their academic plan. Once the Office of Financial Assistance determines that SAP was met for the probationary time period, then the student will be in good standing and will no longer be monitored each semester.

### Denied Appeals

**If a SAP appeal is denied, the student is no longer eligible to receive federal, state or institutional financial aid until they are able to meet SAP guidelines.** A denial from the SAP committee is **final**; there is no appeal process for this judgment. Students who submit appeals after the allowable time frame will not be considered. Please contact the Office of Financial Assistance with any questions by email at [finaid@uiwtx.edu](mailto:finaid@uiwtx.edu).



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SAPRVW

Federal regulations require all financial aid recipients to maintain Satisfactory Academic Progress (SAP). According to our records, *at least one* of your requirements for SAP has not been met. You are able to appeal unsatisfactory progress by completing this form and providing supporting documentation. Additional information about the SAP policy can also be found online at: <http://www.uiw.edu/finaid/sapinfo.html>. All sections must be completed with supporting document, or the appeal will be returned without review. You must provide **a typed appeal letter** as part of your SAP Appeal and **a copy of your academic degree plan from Degree Works** as part of the SAP Academic Plan process.

Name \_\_\_\_\_ UIW ID \_\_\_\_\_

Academic Major \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

**Reason for SAP Appeal (select all that apply):**

- Completion rate less than the required 75%
- Cumulative Undergraduate Grade Point Average (GPA) below 2.0, Graduate GPA below 3.0
- Circumstances have changed and my academic plan needs to be revised (Maximum Time Frame)

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**Please check to indicate which of the following circumstances apply to your appeal:**

A letter of explanation must be submitted if you do not have official documentation supporting your reason for an appeal, such as a doctor's statement or death certificate.

- Serious medical situation (signed doctor's statement required)
- Death in family (death certificate or obituary announcement required)
- Other circumstances (typed personal statement with proof of circumstance required)

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**Guidelines for Appeal Letter:**

- You must explain in detail the issues affecting your ability to meet SAP standards
- You must describe how you have resolved these issues and what you are doing to prevent them from reoccurring
- You must demonstrate that you understand the SAP policy and academic requirements for aid
- You must attach a degree plan from Degree Works showing all the courses you have taken successfully and the courses required to finish your degree as part of the SAP Appeal Academic Plan

**Attach your typed appeal letter to this form, along with documentation, your degree plan and academic plan.**

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**Certification Statement:**

I understand that I am currently not meeting SAP requirements. The federal and state governments regulate that all students meet SAP requirements to qualify for financial aid. Attached is a typed letter explaining the circumstances that caused my current SAP status, as well as what I will do to ensure I meet the SAP requirement in the future. I have attached my SAP Academic Plan. I understand that if my appeal is denied, I will not be eligible for federal, state, or institutional funds but can apply for alternative loan assistance or make payment arrangements with the Business Office.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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SAPLET

Name \_\_\_\_\_ UIW ID \_\_\_\_\_

**Satisfactory Academic Progress (SAP) Academic Plan Instructions:**

- This plan must be provided with the SAP Appeal for consideration to receive aid.
- You must attach a copy of your degree plan from Degree Works. Information on this process is available online: <http://www.uiw.edu/advising/documents/degreeworks.pdf>.
- Students with questions concerning their degree plan must meet with the UIW Advising Office.
- Successful completion of your coursework below is required in order for you to receive aid in the future.
- SAP Progress Appeal and Academic Progress Plan forms must be submitted to the Office of Financial Assistance by August 1<sup>st</sup>

**Reason(s) for Not Meeting SAP (select all that apply):**

- GPA below cumulative 2.0 for undergraduate or 3.0 for graduate work
- Course completion rate below 75%
- Maximum time frame of 150% exceeded

Advisor's Name \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Course Title/Number	Hours

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Course Title/Number	Hours

**Certification Statement:**

The courses above fulfill requirements towards my degree and provides the best path towards academic recovery for SAP purposes. As a student being monitored, I must successfully complete SAP for all courses listed on this form to remain eligible for aid. Your student signature certifies you understand and agree to this academic plan.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_