



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

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Per federal regulation, you are required to meet Satisfactory Academic Progress (SAP) standards established by UIW that measure your 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.** The full policy is available online at <https://www.uiw.edu/finaid/sapinfo.html>.

Satisfactory Academic Progress Standards and Minimum Requirements:

Qualitative Standards	Undergraduate Students: Maintain a cumulative GPA of 2.0
	Graduate Students: Maintain a cumulative GPA of 3.0
Quantitative Standards	Complete a minimum of 75% of your cumulative attempted coursework
Maximum Time Frame	Hours attempted may not exceed 150% of the published length of your program

Quantitative Standard: Completion Rate: You must successfully complete a cumulative minimum of 75% of all attempted coursework, including hours transferred in from another school and accepted towards your current degree program. If the number of cumulative completed hours drops below 75% of attempted hours, you will no longer be eligible for aid.

COURSEWORK	CONSIDERED COMPLETED AND COUNT TOWARDS GPA?
Completed	Grades of A through D-, P, and S do count towards hours completed.
Not Completed	Grades of F, NG, IP, and U do not count towards hours completed.
Remedial	Remedial courses do count towards hours completed.
Transfer	Transferred hours do count in the hours for completion rate, as well as Maximum Time Frame.
Drops	Dropped courses that do not result in a "W" will not count towards hours attempted/hours earned. Dropped courses that do 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.

Maximum Time Frame for Financial Aid Purposes by Degree Program: You may not attempt more than 150% of the number of hours required for your degree, as published in the University Catalog. If the published number of hours required is 120, you may not attempt more than 180 hours ($128 \times 1.50 = 180$) and continue to receive financial aid. If the number of attempted hours reaches 150% of the hours required for graduation, OR it becomes mathematically impossible for you to graduate before attempting 150% of the hours required for your degree, you will no longer be eligible for financial aid.

Change of Academic Major/Pursuit of a Double Major or Minor: If you have a change of academic major or pursue multiple majors and minors, you may provide updated degree plans, however there is not additional financial aid funding beyond their federal aggregate limits.

Probation: If your SAP appeal is approved, you will be placed on probation for the following semester and your academic progress will be monitored to ensure you meet the conditions of your academic plan until such time as you are meeting/exceeding the cumulative requirements.

Denied Appeals: *If your SAP appeal is denied, you are no longer eligible to receive federal, state or institutional financial aid until you are able to meet SAP guidelines.* A denial from the SAP committee is **final**. Appeals submitted 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.



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Satisfactory Academic Progress Appeal

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SAPRVW

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 Steps 1-4 and providing supporting documentation. Additional information about the SAP policy can also be found online at: <https://www.uiw.edu/finaid/sapinfo.html>. All sections must be completed, and DegreeWorks printout & supporting documentation attached, or the appeal will be returned without review.

Name _____ UIW ID _____

Step 1: Appeal Statement & Supporting Documentation

- You must explain in detail the issues affecting your ability to meet SAP standards – **please be sure to indicate if you were impacted by the coronavirus pandemic, and how it affected you.**
- You must describe how you have resolved these issues and what you are doing to prevent them from recurring. Simply stating your need for financial aid is not grounds for approval of your appeal.
- You must demonstrate that you understand the SAP policy and academic requirements for aid.
- You must attach supporting documentation (i.e. medical bills, letter from third party, etc.) to corroborate your statement.

(two-sided document)

Name _____ UIW ID _____

Step 2: Anticipated Enrollment

- Indicate your anticipated enrollment for the upcoming Academic Year. The enrollment indicated will be used to determine the Academic Plan that you will be required to follow if your appeal is approved.
- Successful completion of your Academic Plan is **required** in order for you to continue to receive aid.

List the number of hours you anticipate enrolling in for each upcoming semester:

Summer: _____ Fall: _____ Spring: _____

Step 3: Degree Plan

- You must attach a copy of your degree plan from DegreeWorks. Log on to **Cardinal Apps** to find the Degree Works app and submit a PDF copy along with appeal packet.

Step 4: Certification Statement

- I understand that I am currently not meeting SAP requirements. The federal and state governments require that all students meet SAP requirements to qualify for financial aid.
- I understand the submission of this appeal does not guarantee and approved for financial aid.
- I understand if my appeal is:
 - **Approved**, I will be granted aid on a semester by semester basis. I will be placed on an Academic Plan with requirements that must all be met at the end of each semester. I will be sent an email to my UIW email address to notify me of my SAP Academic Plan Agreement, which will allow me to continue receiving aid for future semesters as long as **all** conditions of the Academic Plan are met.
 - **Denied**, I will not receive financial aid and will make alternative payment arrangements. I cannot appeal this denial. I understand that in order to regain my financial aid eligibility I must meet the minimum SAP standards.
- I understand I must abide by the Academic Plan provided by the Office of Financial Assistance in order to continue receiving financial aid.
- I understand that all coursework taken towards my Academic Plan must be part of my DegreeWorks requirements or preapproved for substitution by my Academic Advisor.

My signature certifies that I understand and agree to the items above.

Student Signature: _____

Date: _____