



SATISFACTORY ACADEMIC PROGRESS POLICY
2018-2019

Federal regulations require that all schools participating in any Federal Financial Aid program must adhere to a financial aid Satisfactory Academic Progress (SAP) policy. These are the standards by which a student's progress toward the completion of his/her program of study at the University of the Virgin Islands (UVI) will be measured to determine continued eligibility for financial aid. At the end of each payment period/semester or prior to the actual receipt of financial aid funds, the records of all financial aid recipients will be reviewed to determine satisfactory academic progress. A student's financial aid SAP at UVI is classified in the following categories: "Good Standing", "Warning", and "Suspension". Maximum time frame allowances and the limit on remedial courses will also be reviewed at the end of each semester. SAP determination is based on a student's complete academic history, including periods in which the student did not receive financial aid.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

PROGRESSION AND QUALITATIVE STANDARDS

Standards by which a student will be evaluated includes progress in increments of hours completed and minimum cumulative grade point average (GPA) illustrated in the chart below.

Undergraduate students

Table with 3 columns: Total Credits Attempted, Percent Rate for Minimum Credits Passed, Minimum Cumulative GPA. Rows include 12-29, 30-44, and 45 and above.

A student must be progressing toward graduation requirements by completing the courses for which he/she enrolls each semester (referred to as "pace") and must also meet the required percentage rate of attempted credit hours.

Graduate/Professional students must maintain a cumulative GPA of 3.0 on a scale of 4.0. Graduate students will be placed on academic warning if: (1) the cumulative GPA falls below 3.0, or (2) a grade of "F" is earned, or (3) more than two grades of "C" are earned in the program. Students must also complete at least 70% of all credits attempted.

MAXIMUM TIME FRAME

Undergraduate students: The maximum time frame allowed for students to complete a Bachelor's degree and remain eligible to receive financial aid is 180 credits (150% of 120) or 93 credits (150% of 62) for an Associate's degree program. Adjustments to the maximum credits hours would be made for programs that require more than the general standard credit requirements.

Graduate/Professional students: The maximum time frame for financial aid eligibility is 54 attempted credits.

FINANCIAL AID ELIGIBILITY

Undergraduate Financial Aid (FA) Warning

- A student is placed on Financial Aid Warning when his/her minimum cumulative grade point average and/or percent rate for minimum credits passed do not meet the minimum requirements outlined in the chart under the progression and qualitative standards section.
In this status, a student may continue to receive financial aid for that payment period. No appeal is necessary.

Undergraduate Financial Aid (FA) Suspension

- If, at the end of the warning period, a student does not meet the minimum SAP requirements, the student will be placed on Financial Aid Suspension and will be ineligible for financial aid until the minimum SAP requirements are met.
- A student on Financial Aid Suspension may appeal in writing within 15 days of the notification to the Financial Aid Appeals Committee.

Graduate/Professional Financial Aid (FA) Warning

1. The cumulative grade point average (GPA) falls below 3.00
2. An F and/or;
3. No more than two C's can be earned in the program.

Graduate/Professional Financial Aid (FA) Suspension /Dismissal

1. Two F's are earned
2. Minimum requirement is not met for two consecutive semesters

OTHER SATISFACTORY ACADEMIC PROGRESS COMPONENTS

Withdrawal, Incomplete, Repeated, and Remedial courses will be counted as hours attempted in the determination of maximum time frame. A student may **repeat** a previously passed course only once. If the student repeats the course for a third time, he or she will not receive financial aid for the course.

Audit courses: Courses taken for audit do not meet the eligibility requirements to receive financial aid.

Non-Degree Remedial Courses: A student can receive financial aid for up to 30 credits of non-degree remedial courses.

Transfer Credits: All credits accepted for transfer students will be included in total earned and attempted credits for SAP determination.

Change of Program/Additional Degree: Allowances will be made in the maximum time frame for financial aid eligibility, as outlined above, for students changing their major or program of study based on the credits applicable to the new major or program of study.

Academic Suspension: Students placed on **academic suspension** are **not** eligible for financial aid.

APPEAL PROCESS

- Appeals should be submitted within 15 days of notification of suspended financial aid.
- All appeals must be substantiated by appropriate documentation and submitted to the Financial Aid Appeals Committee c/o Financial Aid Office for review.
- Reviews will be conducted twice a semester but may be more frequent based on the number of appeals received. Students who have appealed should seek alternative payment methods for their tuition and fees until the appeal committee convenes and a decision is determined. Alternative payment methods may include, but not limited to the Payment Plans through the University's Cashier's Office or obtain a Private Educational Student loan via web searches.
- The committee will render a decision of approved or disapproved.

The appeal **Must** include the following:

1. A student must provide sufficient evidence to support his/her assertion that **unusual or extenuating circumstances** prevented him/her from maintaining SAP.
 - a) An **unusual or extenuating circumstance** can include, but not limited to, serious medical illness or accident of student and or, **immediate** family member(s).
 - b) **Unacceptable unusual or extenuating circumstance** can include, but not limited to failing to attend classes on a regular basis and continuing to withdraw from courses.
2. An explanation of the reason(s) for failing to meet the standards for Academic Progress and what improvements will be made by the next evaluation period to regain good academic standing.

Approval of all appeals is determined on a case-by-case basis and is not guaranteed.

Appeal Approved in Probationary Status

A student who appeals his /her financial aid suspension status and meets approval for reinstatement by the Financial Aid Appeals Committee will regain eligibility during the approved probationary status period with an 'Approved-Probationary' status.

RECOMMENDATION

Students who are not meeting the minimum SAP guidelines are encouraged to meet with their Advisors/Counselors for guidance in helping to correct their academic deficiencies.

Revised 8/13/2018