

## Satisfactory Academic Progress

**Satisfactory Academic Standards:** Federal regulations require that all student financial aid recipients make satisfactory academic progress (SAP) toward graduation. Students must meet all three of the SAP standards outlined below in order to maintain eligibility to receive federal, state, and institutional financial aid. The standards apply to all terms of enrollment, regardless of whether or not the student received financial aid. SAP is measured by three components:

**Qualitative (Grades):** a minimum cumulative grade point average (GPA) must be attained at the end of each semester as specified in the following chart:

1st semester	1.50	2nd semester	1.70
3rd semester	1.85	4th semester	2.00
5th semester	2.00	6th semester	2.00
7th semester	2.00	8th semester +	2.00

**Quantitative (Pace of Progression):** a student must complete a sufficient number of course credits to be on pace to graduate within 150% of the standard eight semester program completion timeframe. Therefore, cumulative completed credits, divided by cumulative attempted credits must be greater than or equal to 67%. This percentage is derived from the following: 34 credits are required to graduate;  $150\% \times 34 \text{ credits} = 51 \text{ credits}$ ;  $34 \text{ credits} / 51 \text{ credits} = 67\%$ .

Attempted course credits include completed credits,

courses dropped after census, withdrawals, failed courses, repeated courses, incomplete grades (until a successful grade is assigned), and transfer work accepted for credit at Wabash. Credits from a semester wherein a student completely withdraws from the College also count towards attempted credits.

Warning, probation, and loss of eligibility letters are mailed to the student's home address via USPS. Additionally, a pdf of said letter is emailed to the student's Wabash email account.

**Maximum Timeframe:** A student becomes ineligible for financial aid at the evaluation point at which it becomes evident that he cannot graduate within the 150% maximum.

A student cannot receive aid beyond 51 attempted credits (150% of the required 34 credits to graduate). Additionally, a student who completes the academic requirements for his degree, but does not yet have the degree is not eligible for further additional financial aid.

*All three components (Qualitative, Quantitative, and Maximum Timeframe) are measured at the end of each semester for degree-seeking students.*

**Financial Aid Warning:** A student will be automatically placed on Financial Aid Warning for one semester if he fails to meet any of the Satisfactory Academic Standards at the time of review. Students are eligible to receive financial aid while on Financial Aid Warning.

Students on Financial Aid Warning are reviewed at the end of the warning semester. A student will be removed from Financial Aid Warning if he satisfactorily completes the semester and meets all of the Satisfactory Academic Progress Standards.

**Financial Aid Suspension:** A student who does not attain SAP at the end of his Financial Aid Warning semester will no longer be eligible to receive financial aid. He may, however, submit an appeal to be considered for Financial Aid Probation for the following semester.

Students who fail all courses in a given semester will not receive a Financial Aid Warning semester and will immediately be placed on Financial Aid Suspension. Such students must follow the Appeals process described below or use means other than financial aid for educational expenses.

**Appeals:** Students who fail to attain SAP after the Financial Aid Warning semester may appeal the loss of aid eligibility by submitting all of the following to the Financial Aid Office:

1. A signed, dated statement describing
  - a. the extenuating circumstances that prevented him from meeting SAP requirements AND
  - b. what has changed or positive steps he has taken to ensure he will meet SAP in the future
2. Third-party documentation that confirms the extenuating circumstances (physician, counselor, lawyer, social worker, academic advisor, religious leader, etc.)
3. Academic Improvement Plan reviewed and signed by the student's Academic Advisor.

All three items must be submitted to the Financial Aid Office prior to the beginning of the semester for which the student is requesting placement on Financial Aid Probation. Extenuating circumstances eligible for consideration include:

Death of an immediate family member  
Student injury or illness  
Other special circumstances

All appeals are reviewed by the Financial Aid Committee and all decisions are final. A student is limited to two appeals during his Wabash tenure. The extenuating circumstances described in a second appeal cannot duplicate those described in the first appeal. If a student is enrolled while his appeal is pending and the appeal is ultimately denied, he will be responsible for all charges incurred during that semester without the benefit of any financial aid.

**Financial Aid Probation:** Students who successfully appeal and are placed on Financial Aid Probation may receive aid for:

- One subsequent semester, or
- Multiple semesters if he is successfully following his Academic Improvement Plan

Students on Financial Aid Probation are reviewed at the end of the probationary semester. A student will regain financial aid eligibility for subsequent periods of enrollment if he satisfactorily completes the probationary semester and meets all of the Satisfactory Academic Progress Standards.

Likewise, a student who successfully follows the requirements outlined in his Academic Improvement Plan (AIP) may continue to receive financial aid beyond his initial probationary semester, even though SAP standards have not been met. He will be monitored in accordance with his AIP at the end of each semester up to the point in time established in his AIP wherein he plans to regain SAP. After that specified point in time has passed, he will be evaluated against the standard Qualitative, Quantitative and Maximum Timeframe standards.

**Financial Aid Termination:** Upon completion of his probationary semester, a student who does not attain SAP or fails to meet the requirements outlined in his Academic Improvement Plan will no longer be eligible to receive financial aid.

**Regaining Lost Aid Eligibility:** A student who has lost financial aid eligibility may choose to enroll without the benefit of any financial aid. If SAP is regained during such a period of enrollment, he will regain eligibility for financial aid for subsequent terms of enrollment. The student is responsible for contacting the Financial Aid Office if he believes all SAP standards have been reached and wishes to have his eligibility for financial aid reinstated.

**NOTE: Wabash College will not certify private alternative student loans for students who are on Financial Aid Suspension or Financial Aid Termination.**

**Continuance in College vs. SAP:** The Dean of the College reviews each student's academic performance at the end of each semester to determine a student's academic eligibility to remain at Wabash College.

Satisfactory Academic Progress is reviewed each semester by the Financial Aid Office to determine a student's eligibility to continue to receive financial aid.

These two reviews are mutually exclusive; academic eligibility to remain at Wabash College does not necessitate that financial aid will be available. Likewise, a student may still be eligible to receive financial aid, but be ultimately may be academically dismissed by the Dean of the College.



## Academic Improvement Plan

Return this form and all related documents to:  
Wabash College Financial Aid Office  
PO Box 352, Crawfordsville IN 47933  
765-361-6166 (fax)

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Student's Last name                                              First name                                              M.I.                                              Wabash Student ID #

### Instructions:

Meet with your academic advisor to prepare your Academic Improvement Plan (AIP). List all of the courses you must take and pass for each of your remaining semesters to complete your Wabash degree requirements. If you have electives to complete, but are unsure about your final selections, do not restrict yourself to one specific course. For example, if you need a Behavioral Science distribution course, write "Behavioral Science elective" for the course number and leave the course title blank. Additionally, indicate any courses that you plan to retake.

### Example:

#### TERM: *Spring 2016*

Course #	Course Title	Credits
<i>BIO 102</i>	<i>Plants and Human Affairs</i>	<i>1</i>
<i>ENG 212 (retake)</i>	<i>Creative Writing: Poetry - Language Studie s</i>	<i>1</i>
<i>CLA 111</i>	<i>Topic Literature and Culture</i>	<i>.5</i>
<i>Behavioral Science elective</i>		<i>1</i>

In addition to meeting the terms of your AIP each semester, you must:

1. Earn credit in all attempted classes as outlined in your AIP, plus any additional classes you may choose to take. This means you must finish each class you begin and you cannot have any incompletes or "F" grades.
2. Achieve a semester grade point average of at least 2.0. A higher GPA may be necessary each semester to attain the 2.0 cumulative GPA required for graduation.

If your appeal is granted, the information you provide in your AIP will represent a contract between you and the Financial Aid Office. You should view your AIP as your official plan with no expectation for future revision.

Your Academic Improvement Plan will be reviewed at the end of each semester. Students who fail to meet the outlined requirements will not qualify for future financial aid. If, however, students encounter new extenuating circumstances that were not reported in a prior appeal, an additional appeal may be appropriate and could receive consideration. Subsequent appeals would require a new Academic Improvement Plan. Further, your AIP will become invalid if the Financial Aid Office determines at any point that it is mathematically impossible for you to graduate within the 150% maximum timeframe (12 semesters or 51 attempted credits, whichever comes first).

**Complete your Academic Improvement Plan on the back of this paper. Attach additional pages if necessary.**

**Name:**

**Expected Graduation Date:**

**TERM:**


**TERM:**


**TERM:**


**TERM:**


Attach additional pages as necessary.

**Keep a copy of this document for your records.**

Certification:

We (student and advisor) have completed the above requested information to the best of our knowledge. We understand that this information will be used when evaluating the student's appeal to be placed on Financial Aid Probation. We understand that this document serves as an official plan and have no expectation of future revision.

<b>Student Name:</b>	<b>Advisor Name:</b>
<b>Date:</b>	<b>Date:</b>
<b>Student Signature:</b>	<b>Advisor Signature:</b>



## Satisfactory Academic Progress(SAP)

### Appeal Form

Students in Financial Aid Suspension status for not meeting Satisfactory Academic Progress (SAP) standards who have extenuating circumstances may appeal their Financial Aid eligibility by completing and submitting the following:

- Complete and sign the SAP appeal form
- Attach a signed statement describing
  - the extenuating circumstance(s) that prevented you from meeting SAP requirements (examples might include: student’s own mental and physical illness, injury, death of family member, student or parent separation or divorce)
  - AND**
  - what has changed or positive steps you have taken that will ensure that you meet SAP in the future
- Documentation from a third party that confirms your extenuating circumstances (physician, counselor, lawyer, social worker, academic advisor, religious leader, etc.)
- Academic Improvement Plan reviewed and signed by your Academic Advisor (enclosed) that outlines coursework required to attain SAP and fulfill degree requirements

**Provide these REQUIRED documents with your appeal (incomplete appeals may be denied or may not be reviewed).**

For more information on Wabash College’s Financial Aid SAP policy, visit [https://www.wabash.edu/admissions/docs/SAP\\_Policy\\_Handout.pdf](https://www.wabash.edu/admissions/docs/SAP_Policy_Handout.pdf)

Student Name _____	Student ID# _____
Home Address _____	
City _____	State _____ Zip Code _____
Phone Number (____) _____	

Reason(s) you are not meeting Financial Aid Satisfactory Academic Progress:

- \_\_\_\_\_ Cumulative GPA below 2.0
- \_\_\_\_\_ Cumulative completion rate below 67%
- \_\_\_\_\_ Exceeds maximum timeframe

By signing this form, I understand that there is no guarantee that this appeal will be approved. If this appeal is approved, I will be permitted to receive financial aid on a probationary basis. To maintain eligibility, I must fulfill the conditions outlined in my Academic Improvement Plan and meet SAP requirements as described in the Satisfactory Academic Progress Guidelines.

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