Federal Financial Aid regulations require institutions to establish and consistently apply both qualitative and quantitative standards to measure Satisfactory Academic Progress for purposes of financial aid eligibility. These standards apply to all students who receive aid administered by the College, including all Federal Title IV aid funds (Direct Student Loans, Parent Loan for Undergraduate Students (PLUS), Perkins Loans, Pell Grants, Supplemental Educational Opportunity Grants, Talent Incentive Program Grants (TIP)), institutional scholarships and grants, state grants and scholarships and the Federal Work Study Program. Alverno has established the following criteria to be uniformly applied to all financial aid recipients. Code of Federal Regulations 668.34 outlines the minimum requirements that schools must use in determining their Satisfactory Academic Progress Policy.

1. **Standard Governing the Quality of Academic Progress**

After completing each semester, students who have received financial aid for any period of time are reviewed by the Academic Status Committee. The Academic Status Committee places a student on probationary status if the student is unsuccessful in one-half or more of the classes attempted. Students must improve their academic record within two semesters in order to remain enrolled. Students who continue to demonstrate a pattern of unsuccessful academic work are dismissed from Alverno College.

2. **Standards for Governing the Quantity of Academic Progress**

Quantity of academic progress includes two components measured separately- by semester and by the maximum timeframe.

**Semester Criteria:**
Financial Aid recipients must complete 2/3 (66.7%) of their attempted credits each semester to be in good standing for financial aid. Satisfactory Academic Progress is measured after each semester, including summer term. Registered credits as of and added after the census date (approximately 2 weeks after weekday college begins) are included in the calculation. Only grades of “S” count as completed credits. Courses with grades of U, I, DW, and R are not completed credits.

Students who fail to complete the minimum number of credits are placed on Financial Aid Warning and are notified in writing. While on warning if the student earns 2/3 of attempted credits the next semester the warning is removed. If the student does not complete 2/3 of attempted credits the following semester, the student is ineligible for financial aid.

**Maximum Timeframe Criteria:**
Students must complete their programs within 150% of the expected length of the program. Maximum timeframes are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Maximum Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday College</td>
<td>198 attempted credits</td>
</tr>
<tr>
<td>Alverno on the Weekend</td>
<td>165 attempted credits</td>
</tr>
<tr>
<td>Graduate Programs</td>
<td>150% of published number of credits</td>
</tr>
</tbody>
</table>

Progress within the maximum timeframe is measured at 100 attempted credits. Students who have not earned 2/3 (66.7%) of these credits will be ineligible for financial aid. **Transfer and second degree students** who appear unable to complete their degrees within the maximum timeframe will be required to file a graduation plan with the Advising Office. Failure to do so by the given date will result in an ineligible status for future semesters.
3. SAP STATUSES

Warning - For any semester in which a student does not successfully pass 2/3 of attempted credits. Student is eligible for financial aid while on warning.

Ineligible - If the student fails to earn 2/3 of attempted credits while on any status other than “eligible”, the student becomes ineligible for financial aid.

Ineligible-Maximum timeframe concern - if the student has not earned 2/3 of 100 or more attempted credits OR is deemed unlikely to complete the program within the maximum timeframe the student becomes ineligible for financial aid.

Probation - students who are ineligible for financial aid and whose appeals are granted are placed on probation. Probation is for one semester only. Student is eligible for financial aid.

Academic Plan - Students deemed unable to complete their program within the maximum timeframe will be required to have a graduation plan on file in the Advising Office and must complete 2/3 of attempted credits each subsequent semester. Student is eligible for financial aid as long as the terms of the academic plan are followed.

4. Appeal Procedure

A. A student may appeal an ineligible status. Appeal forms are available in the Financial Aid Office, the Advising Office and from the Financial Aid section of the Alverno web site.

B. The written appeal must be submitted with the Satisfactory Academic Progress Appeal Form at least three (3) days prior to the start of the next semester. The appeal must include an explanation of the circumstances that led to the situation and what steps the student will take to restore normal progress towards graduation. Appeals may be granted for, but are not limited to, health reasons, family emergencies and other circumstances beyond the student’s control.

C. Completed appeal forms must be submitted to Instructional Services, Room LA 405, Attn. Nancy Bornstein. Incomplete or illegible forms will be returned.

D. Results of the appeal will be communicated to the student in writing within 14 days of submission. Appeal decisions are final and cannot be further appealed.

E. If an appeal is granted, the student is put on either Financial Aid Probation or an Academic Plan.

F. Failure to complete 2/3 of attempted credits the following semester will result in an ineligible for aid status; this applies to both Probation and Academic Plan status.

5. Important Facts

- Satisfactory Academic Progress is measured after each semester of enrollment, including summer.
- Semesters in which the student did not receive financial assistance are counted in the above calculations. This is in compliance with federal regulations.
- Students may regain financial aid eligibility by paying for a semester and successfully completing 2/3 of attempted credits. The course(s) must be taken at Alverno College and must be for credit.
- Acceptance of financial aid each semester indicates understanding of this policy.

Any questions regarding the Satisfactory Academic Policy or procedures should be directed to the Financial Aid Office at (414) 382-6046.

Rev. October 2011