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.

<table>
<thead>
<tr>
<th>What does this mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alverno College is required to have a Satisfactory Academic Progress Policy in place, as all universities do. These policies may differ slightly among universities, but all policies must contain the same general information regarding making academic progress toward your degree.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please keep in mind:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Satisfactory Academic Progress is measured after each semester of enrollment, including summer.</td>
</tr>
<tr>
<td>• Semesters in which the student did not receive financial assistance are counted in the above calculations. This is in compliance with federal regulations.</td>
</tr>
<tr>
<td>• Acceptance of financial aid each semester indicates understanding of this policy.</td>
</tr>
</tbody>
</table>

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 successfully 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 the census date (approximately 2 weeks after weekday college begins) or added after are included in the calculation. Only grades of “S” count as completed credits. Courses with grades of U- Unsatisfactory, I-Incomplete, DW-Drop/Withdrawn, UW-Unofficial Withdrawal and R-Repeat count as attempted, but 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 at least 2/3 of attempted credits the next semester the warning is removed. If the student does not complete at least 2/3 of attempted credits the following semester, the student is ineligible for financial aid.

<table>
<thead>
<tr>
<th>How to calculate if you are meeting the 2/3 requirement (Semester Criteria):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of credits you successfully complete in a semester ÷ Number of original credits you attempted as of the official enrollment date</td>
</tr>
</tbody>
</table>

If this number is .667 or over (rounded to the nearest thousandth), you have successfully completed at least 2/3 of your classes that semester and will not be affected by SAP. If this number is less than .667 you will be on SAP warning the next semester. See below for more information on Warning status.
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>Credits Attributed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday College</td>
<td>198 attempted</td>
</tr>
<tr>
<td>Alverno on the Weekend</td>
<td>165 attempted</td>
</tr>
<tr>
<td>Graduate Programs</td>
<td>150% of published</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.

**Definitions:**

**Warning** – Students go on warning status for any semester in which a student does not successfully pass 2/3 of attempted credits. Student is still eligible for financial aid while on warning.

**Ineligible** – Students become ineligible if they don’t meet either the semester criteria, or the maximum timeframe criteria, or both. 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. 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 became 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 while on probation.

**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. Students are eligible for financial aid as long as the terms of the academic plan are followed.

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### 3. Appeal Procedure

A. A student may appeal an ineligible status. 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. An appeal may also be submitted when a grade is changed retroactively resulting in satisfactory progress for that term.

B. Completed appeal forms must be submitted to Instructional Services, Room FO 407, Attn. Nancy Bornstein. Incomplete or illegible forms will be returned.

C. 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.**

D. If an appeal is granted, the student is put on either Financial Aid **Probation** or an **Academic Plan**. If denied, student is ineligible for aid until he/she pays for and completes 2/3 of attempted credits in a subsequent semester. Courses must be taken at Alverno College.

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

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If you have questions after reading this policy in full, please contact the Financial Aid Office at 414-382-6262.
SAP FAQ’s:

- What if I withdraw from all or most of my classes due to personal or medical reasons? Will I still be put on SAP warning?
  - Yes. A course dropped after the census date, due to any reason, counts as attempted, but not completed in the calculation. Regardless of the reason you were not successful, you will still be put on SAP warning.

- What if I drop more than 1/3 of my classes, but am successful in the rest of my classes? Will I still be put on SAP warning?
  - Yes. A course dropped after the census date, due to any reason, counts as attempted, but not completed in the calculation. Therefore, you will still be put on SAP warning since you did not successfully complete 2/3 of your classes in that semester.

- If I do not meet SAP guidelines while on SAP warning, will I be dismissed from the College?
  - No. Academic dismissal from the college is determined separately from SAP. If you become ineligible due to SAP, you will lose your financial aid. You can still attend if you pay your tuition fully out of pocket (without any Financial Aid).

- Are SAP guidelines the same at every school, or is it just this way at Alverno?
  - Per federal regulations, every college must have a SAP Policy. In many cases, the guidelines are very similar to that of Alverno, but they may not be exactly the same.

- Where can I find the SAP appeal form?
  - It can found online at: http://www.alverno.edu/financialaid/otherfinancialaidinformation/satisfactoryacademicprogress/

For any other questions, please read the full SAP policy. If you still have questions, please contact the Financial Aid Office at (414) 382-6262.