

## Satisfactory Academic Progress

Vincennes University is required under Title IV of the Higher Education Amendments to define and administer standards of satisfactory academic progress for students receiving financial aid. Recipients must maintain sufficient progress to assure successful completion of their educational objectives as measured by qualitative and quantitative standards.

### Qualitative and Quantitative Standards

After attempting 12 credits, students must earn a cumulative GPA of at least 1.8 and complete at least 60% of their cumulative attempted credit hours with passing grades.

After earning 30 quality hours, students must earn a cumulative GPA of at least 1.9 and complete at least 60% of their cumulative attempted credit hours with passing grades.

After earning 45 quality hours, students must earn a cumulative GPA of at least 2.0 and complete at least 60% of their cumulative attempted credit hours with passing grades.

Students who do not meet these conditions will be placed on financial aid probation.

### Financial Aid Probation.

While students are on probation, they must finish 100% of all courses attempted with a semester GPA of at least 2.0. If they do not achieve this standard at the completion of their next semester of enrollment, they will be placed on financial aid suspension.

For this purpose an “earned F” counts as a finished course as does a grade of DE in a developmental reading course. Students “earn an F” when they stay in the course and try to pass but fail in this effort. In this case a student does not earn credits, and any Fs in non-developmental courses count in the GPA. Students who receive any grades of W, WN, WF, or I do not finish 100% of courses attempted. Courses attempted are those courses in which a student is enrolled after the first week of classes (add/drop week).

Students will receive a letter clearly stating these requirements, and they must sign and submit an acknowledgement that they understand their status and what they must do to avoid suspension of their financial aid. While they are on probation, they will receive the financial aid for which they are eligible. Thus, there is no appeal of probationary status.

Students will be removed from probation after they achieve at least (*added: at least*) the 60% completion rate and at least the minimum GPA relevant to the number of hours they have earned.

### Financial Aid Suspension.

Students who, while on financial aid probation, do not meet the semester GPA and completion standards stated above will have their financial aid suspended. Since this means they will not receive the financial aid for which they would otherwise be eligible, they may appeal their suspension. If their appeal is granted, they will receive the financial aid for which they are eligible, but they will remain on financial aid probation.

If a grade of I during a semester of probation is the only reason students have been placed on financial aid suspension, after they submit proof that they have completed the course with a grade other

than W, WN, or WF, their financial aid will be reinstated as long as the changed grade enables them to meet the minimum semester GPA of 2.0.

To appeal financial aid suspension, students must be able to cite and document significant extenuating circumstances that prevented them from meeting the minimum semester requirements. Significant extenuating circumstances include but are not limited to extended illness, a death in the family, or some other serious personal or familial situation. Examples of acceptable documentation include death certificates, diagnostic statements from physicians, and written statements from a third party familiar with the situation. Appeals will not be granted unless significant extenuating circumstances can be documented.

### **Maximum Time Frame.**

U.S. Department of Education rules allow colleges and universities to provide federal financial aid for a maximum of up to 150% of the credits needed to complete an academic program. For example, students working toward a degree that requires 64 credits, may receive federal financial aid for attempting up to 96 credits (64+32), and students working toward a certificate of completion that requires 30 credits may receive federal financial aid for attempting up to 45 credits (30+15). Once students have surpassed these limits at the completion of a semester or summer term, they will be on financial aid suspension and will no longer be allowed to receive federal financial aid.

Notice that we must count credits attempted and not just credits successfully earned. We must count the credits for courses in which students receive a grade of F, W, WF, WN, DE, RD, or I. We must also count the credits for all courses attempted at Vincennes University whether the courses meet degree requirements or not.

There are some exceptions that might make it possible for Vincennes University to provide federal financial aid for additional credits.

- The university may exclude up to 30 credits of developmental courses attempted.
- The university may exclude some credits that are transferred from another college or university. Specifically, transfer credits that do not meet any requirements for the degree or certificate toward which a student is working at Vincennes University may be excluded.
- For students who have already earned one degree or certificate from Vincennes University and are working on a second degree or certificate, credits that are unique to the first degree or certificate earned may be excluded. Purely elective courses are not unique to the first degree or certificate earned and will be counted toward the 150% maximum.

Since significant extenuating circumstances may contribute to a student's failure to complete a degree or certificate program within the 150% maximum time frame, we will accept appeals of suspension of federal financial aid. To appeal financial aid suspension, students must be able to cite and document significant extenuating circumstances that prevented them from meeting the maximum time frame requirements. Significant extenuating circumstances include but are not limited to extended illness, a death in the family, or some other serious personal or familial situation. Examples of acceptable documentation include death certificates, birth certificates, diagnostic statements from physicians, and written statements from a third party familiar with the situation. Appeals will not be granted unless significant extenuating circumstances can be documented.

### **Returning students:**

**The financial aid award shown in this award notification assumes that you have met the standards of academic progress at the end of your last semester of attendance at Vincennes University.**