

## POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

Evaluation of students' satisfactory academic progress for purposes of financial aid eligibility is made annually at the end of the second summer session, to determine financial aid eligibility for the following academic year. Evaluation is also made upon students' readmittance.

### INSTITUTIONALLY-CONTROLLED FINANCIAL AID

The receipt of institutionally-controlled aid requires full-time enrollment (twelve or more hours) during the fall and spring semesters and a minimum cumulative grade point average of 2.00 on work attempted in the undergraduate schools of the University. Institutional aid generally is not awarded for summer sessions. Institutional aid is not awarded beyond the eighth (fall or spring) semester; this limit is prorated for students admitted as transfer students. Students with the following transfer hours accepted for credit at Wake Forest University (for coursework completed prior to enrollment at Wake Forest University) have the corresponding remaining semesters of institutional aid eligibility: fewer than 12.5 hours: 8 semesters; at least 12.5 hours but fewer than 25 hours: 7 semesters; at least 25 hours but fewer than 40 hours: 6 semesters; at least 40 hours but fewer than 55 hours: 5 semesters; at least 55 hours but fewer than 71 hours: 4 semesters; at least 71 hours but fewer than 87 hours: 3 semesters; at least 87 hours but fewer than 103.5 hours: 2 semesters; at least 103.5 hours but fewer than 120 hours: 1 semester; 120 or more hours: 0 semesters. Certain institutional aid programs have higher academic and/or other requirements, which are communicated to recipients. The Committee on Scholarships and Student Aid may revoke institutionally-controlled aid for violation of University regulations, including its honor code, or for violation of federal, state, or local laws. The receipt of athletic aid is governed by NCAA rules.

### FEDERAL FINANCIAL AID

The Higher Education Act mandates that institutions of higher education establish minimum standards of satisfactory academic progress for students receiving federal aid. Wake Forest University makes these minimum standards applicable to all programs funded by the federal government. Certain federal aid programs have higher academic and/or other requirements, which are communicated to recipients. The minimum standards of satisfactory academic progress for federal aid also apply to certain state aid programs, including the North Carolina Legislative Tuition Grant (NCLTG) for North Carolina residents. To maintain academic eligibility for federal aid, a student must:

- Complete the requirements for a bachelor's degree within a maximum number of hours attempted of 180 (including transfer hours, but excluding advanced placement hours). During a semester in which a student drops courses or withdraws, the maximum number of hours attempted includes those hours attempted as of the earlier of (1) the withdrawal date, or (2) the last day to drop a course without penalty (as published in the academic calendar).
- Pass at least two-thirds of those hours attempted in the undergraduate schools of the University (including transfer hours, pass/fail courses, and hours attempted as a visiting or unclassified student). *Incompletes* count as hours attempted, unless from a non-credit course. *Audited* classes do not count as hours attempted. During a semester in which a student drops courses or withdraws, hours attempted includes those hours attempted as of the earlier of (1) the withdrawal date, or (2) the last day to drop a course without penalty (as published in the academic calendar). For purposes of this policy, hours attempted also include all instances in which a course is repeated.
- Maintain the following minimum cumulative Wake Forest University grade point average on all graded hours attempted in the undergraduate schools of the University (including *incompletes* from graded courses, but excluding pass/fail courses):

for graded hours attempted:	a minimum cumulative grade point average of:
fewer than 30	1.60
at least 30, fewer than 60	1.70
at least 60, fewer than 90	1.80
90 and above	1.90

The Wake Forest University grade point average calculation excludes pass/fail courses. In cases where a student repeats a course for which he or she received a grade of C- or lower, the cumulative grade point average is calculated by considering the course as attempted only once, with the grade points assigned reflecting the highest grade received. However, this provision does not apply to any course for which the student has received the grade of F in consequence of an honor code violation. During a semester in which a student drops courses or withdraws, all graded hours attempted in the undergraduate schools of the University includes those graded hours attempted as of

the earlier of (1) the withdrawal date, or (2) the last day to drop a course without penalty (as published in the academic calendar).

The policy on satisfactory academic progress applies only to the general eligibility for aid consideration. There are other federally-mandated requirements a student must meet to receive federal aid. For instance, certain federal loan programs also require either the passage of a period of time or the advancing of a grade level between annual maximum borrowing, regardless of general eligibility for aid. Other general student eligibility requirements for a student to receive federal financial aid are listed in *Funding Education Beyond High School: The Guide to Federal Student Aid*, a publication of the U.S. Department of Education.

#### APPEAL PROCEDURE

Denial of aid under this policy may be appealed in writing to the Committee on Scholarships and Student Aid and mailed to P.O. Box 7246, Winston-Salem, NC 27109-7246, or delivered to the Office of Student Financial Aid, Reynolda Hall Room 4. A student's request must include information regarding why the student failed to maintain satisfactory academic progress, and what factors have changed that would allow him/her to demonstrate satisfactory academic progress at the next evaluation.

The Committee may grant a probationary reinstatement of one semester (in exceptional cases this period may be for one full academic year) to any student, upon demonstration of extenuating circumstances documented in writing to the satisfaction of the Committee. Examples of extenuating circumstances and appropriate documentation include, but are not necessarily limited to the following: injury or illness of the student or immediate family members – statement from physician that injury or illness interfered with opportunity for satisfactory progress; death in family – statement of student or minister; temporary or permanent disability – statement from physician. During a probationary period, students are considered to be making satisfactory academic progress under this policy and may continue to receive aid. A determination of satisfactory academic progress for any period of enrollment after the probationary period is made, upon the student's written request, at the end of the probationary period. Reinstatement after probation can be made only after the student has received credit for the appropriate percentage of work attempted with the required cumulative grade point average. Any student determined ineligible for any academic year may request a special review at the end of one semester or summer term and may thereby be reinstated for part of the academic year. The student must request any such mid-year review in writing; otherwise only one determination of satisfactory academic progress will be made each academic year. Reinstatement cannot be made retroactive.

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