

Wesleyan University Graduate Liberal Studies Satisfactory Academic Progress (SAP) Policy to participate in Federal Title IV Higher Education Act financial aid programs

Students in the Graduate Liberal Studies (GLS) program must maintain satisfactory academic progress in order to remain eligible for federal financial assistance programs (federal loan). This policy outlines the requirements a student must meet to maintain eligibility for federal financial assistance.

The Satisfactory Academic Progress (SAP) Policy is separate from, and in addition to, the Academic Regulations as described in the Graduate Liberal Studies Student Handbook. GLS Academic Regulations for GLS financial aid students are equivalent to or stricter than the SAP policies that apply to all students, whether or not they are receiving Title IV assistance. Under federal policy, students must maintain by the end of the second academic year at least a C or its equivalent or have academic standing consistent with the school's requirements for graduation. GLS students must maintain a cumulative GPA of 74 to maintain SAP. The GLS defines 85 percent as the academic standing that is consistent with meeting graduation requirements.

It is important to note that the terminology for the financial aid SAP policy and the GLS Academic Regulations are similar but not directly interchangeable, and that can be confusing. Students are encouraged to seek advice from the Associate Director for Finance and Administrative Services for clarification on the SAP policy, and from the Associate Director for Student Services and Outreach for clarification on the GLS Academic Regulations. The Associate Director for Student Services and Outreach and Associate Director for Finance and Administrative Services work closely together to help students maintain, sustain, and reach satisfactory progress. Students should also consult the GLS website.

The Associate Director for Finance and Administrative Services will review student progress toward the SAP policy at the end of each term in which a GLS student has received Title IV aid. A student must meet the SAP requirements at the end of each term to be eligible to continue with federal financial assistance under the policy, with the exceptions noted in the policy for financial aid warning and financial aid probation.

Wesleyan expects GLS students to complete the degree within six years (including terms of non-enrollment), and financial aid is available for six years. On a case-by-case basis, and only in consultation with the Associate Director for Student Services and Outreach and the student, Associate Director for Finance and Administrative Services will consider Wesleyan aid beyond six years. Transfer students are expected to receive less than 6 years of aid eligibility, and should consult with the Associate Director for Finance and Administrative Services regarding total terms of aid eligibility. While the federal rules allow aid up to a maximum of 150% of the program length of six years, the GLS will not process federal financial aid for GLS students beyond 6 years of enrollment unless further enrollment is part of an approved academic appeal (defined below). In no case will the GLS process federal financial aid beyond eight years.

As required, the Associate Director for Finance and Administrative Services also determines a student's pace in meeting the degree requirements in the analysis of satisfactory academic progress. Pace is defined as the total number of credits completed divided by the total number of credit hours attempted. The Associate Director for Finance and Administrative Services will count course incompletes and course withdrawals in the calculation of a student's pace for financial aid satisfactory academic progress. The calculated GPA is based on all courses used by the registrar to calculate GPA. Pace progress includes all courses attempted. Incompletes and withdrawals are considered credit hours

attempted in calculating pace requirements. Courses repeated for credit also count in the pace calculation. Transfer credits count in the pace calculation. The GLS pace requirements are outlined in the accompanying table.

M.A.L.S degree:

Year in school	Expected credits	Minimum credits	Pace (minimum/expected)
Year 1	6	6	17%
Year 2	6	12	33%
Year 3	6	18	50%
Year 4	6	24	67%
Year 5	6	30	83%
Year 6	6	36	100%

M. Phil. degree:

Year in school	Expected credits	Minimum credits	Pace (minimum/expected)
Year 1	6	6	20%
Year 2	6	12	40%
Year 3	6	18	60%
Year 4	6	24	80%
Year 5	3	27	90%
Year 6	3	30	100%

The Associate Director for Finance and Administrative Services reviews each federal financial aid recipient at the end of each term for satisfactory academic progress. The SAP policy for financial aid uses two terms: financial aid warning and financial aid probation. Associate Director for Finance and Administrative Services will place students on financial aid warning for one term who have not met the minimum GPA or pace requirements. The student may continue to receive federal and Wesleyan financial aid during the one term of financial aid warning status. If the student does not meet satisfactory academic progress by the end of the financial aid warning term, the student must submit an appeal to the Associate Director for Finance and Administrative Services to determine if a financial aid probation period is possible, and the appeal must be approved prior to any further federal or state aid disbursements. In general, if the appeal is approved, the student would be on financial aid probation for one term and be eligible for disbursement of Federal Title IV aid during this period. The appeal, which must be approved prior to the disbursement of any federal or state financial aid in a probationary period, must address how the student will be able to meet the satisfactory academic progress requirements by the end of the probationary academic term, or the financial aid appeal include an academic plan that has been evaluated by the Associate Director of Student Services and Outreach and the Associate Director for Finance and Administrative Services that will ensure the student is able to meet the minimum satisfactory academic progress requirements within a specified period of time (usually within the regular degree completion time of 6 years). Students on financial aid probation will not receive federal financial aid disbursements for any subsequent payment period unless they meet the satisfactory academic progress requirement, or unless they meet the requirements for successful completion as defined in the academic plan approved during the appeal process.

Students may not be placed on two consecutive terms of financial aid warning. They must meet the satisfactory academic progress requirement after one term of financial aid warning, or they must submit and have approved a satisfactory academic progress appeal. Students who fail to meet financial aid satisfactory academic progress and who fail to have the appeal approved are not eligible to receive any assistance from the Federal Title IV programs or any state financial aid programs.

When submitting financial aid appeals, students should describe any mitigating circumstances that prevented them from meeting the SAP requirements. These circumstances could include the death of a relative, an injury or illness of the student, or other special circumstances. The appeal must define specifically how the student can meet the satisfactory academic progress requirements for financial aid, and it must outline the specific courses the student will take in the upcoming term (and additional terms if possible). The appeal should provide information about what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation at the end of the term. The appeal must include a letter from the Associate Director of Student Services and Outreach evaluating the student's plan of action to achieve satisfactory academic progress according to the financial aid policy. The letter is not an endorsement of the plan but an evaluation to determine if the academic plan the student has submitted is possible. Other supporting information may be necessary, and the Associate Director for Finance and Administrative Services reserves the right to require additional documents, consultation with others on or off campus, or further clarification before considering or approving an appeal. The Associate Director for Finance and Administrative Services is not required to approve appeals or reinstate federal or state financial aid eligibility.

In general, three outcomes are possible when a student submits a financial aid appeal due to failure to meet satisfactory academic progress. The appeal could be denied, the appeal could be approved for one term of financial aid probation, or the appeal could be approved contingent on an academic plan that leads to successfully regaining satisfactory academic progress within a period longer than one term, subject to review at the end of each term. Students who lose eligibility for federal aid because the appeal is denied or they fail to meet the SAP requirements as outlined in their probationary period or academic plan may find it difficult to regain eligibility. Students may regain eligibility by enrolling without federal aid and meeting the SAP requirements. Students must meet general GLS academic requirements as outlined in the GLS student handbook. The GLS Associate Director for Student Services and Outreach and Associate Director for Finance and Administrative Services will collaborate on cases where a student is forced to resign from the university and later allowed to return. The appeal and the academic plan must incorporate these conditions of return and both Associate Directors must approve the academic plan as part of the financial aid satisfactory academic progress policy.