

SATISFACTORY ACADEMIC PROGRESS POLICY

SECTION ONE: GENERAL POLICY STATEMENT

Maintaining satisfactory academic progress is one of many federally-mandated criteria viewed in determining students' eligibility for continued receipt of financial aid. In order to remain eligible, students must meet both a quantitative and qualitative standard. The standards measure students' performance in the following areas: maximum time frame to complete a course of study, credit hour completion rate, and cumulative grade point average (GPA).

The satisfactory academic progress standards apply to all financial aid programs including Federal Pell grant, Federal Perkins loan, Federal Work-Study, Federal Supplemental Educational Opportunity grant (SEOG), Teacher Assistance for College and Higher Education (TEACH), Federal Direct loans (Subsidized, Unsubsidized and PLUS), as well as state and institutional grants.

In addition to the satisfactory academic progress standards for financial aid, the schools of the University have different definitions of what constitutes satisfactory academic progress. Students should consult their school's section in the University's [Undergraduate Record](#) and [Graduate Record](#) to determine the definition and possible sanctions appropriate to their school. Students can be "in good standing" with their schools but not be making satisfactory academic progress for financial aid purposes.

Evaluating students' satisfactory academic progress is required by federal regulation. The outcome of the evaluation and its impact on students' financial aid eligibility overrides all other University policies or statements regarding a student's academic standing.

The satisfactory academic progress standards contained in this policy do not apply to students enrolled in the School of Law, School of Medicine and Darden Graduate School of Business.

SECTION TWO: QUANTITATIVE STANDARDS

Maximum Time Frame

Students are required to complete their program of study within a reasonable timeframe based upon the average length of their program. Financial aid eligibility will be suspended for students who fail to complete their program of study within 150% of the average program length. Maximum time frame is measured in two ways.

1. Semesters enrolled – semesters included in the semester count for maximum time frame include fall, spring and summer. January term (J-term) is considered to be a part of the spring term. J-term is only included in the semester count if a student does not also enroll in the spring term.
2. Credit hours attempted – with the exception of audited courses, all attempted credits applied to a student's degree program are counted towards the maximum time frame whether or not financial aid was received.

Credit hours included in the 150% maximum are comprised of all credits applied to a student's degree program including:

- All transfer credits applied to a student's degree program
- All test credits applied to a student's degree program
- All attempted coursework even if no credits were earned due to withdrawal, incompletes, unsatisfactory, no grade, or failing grades
- All courses taken in the School of Continuing and Professional Studies (SCPS) that are applied to a student's degree program
- All transfer credits applied to a student's degree program from domestic and international study abroad programs
- Remedial courses, ESL courses, Credit/No credit courses, Satisfactory/Unsatisfactory courses
- All courses attempted under all courses of study, even if the student changes majors, has multiple majors, minors and/or concentrations
- All repeated coursework

Courses not included in the 150% maximum:

- Audited courses

ACADEMIC STANDING	AVERAGE NUMBER OF SEMESTERS, AVERAGE NUMBER OF CREDITS	MAXIMUM NUMBER OF SEMESTERS, MAXIMUM NUMBER OF CREDITS
Undergraduate Students	8 semesters, 120 credits	12 semesters, 180 credits
Bachelor of Interdisciplinary Studies	10 semesters, 120 credits	15 semesters, 180 credits
Bachelor of Professional Studies in Health Sciences Management	10 semesters, 120 credits	15 semesters, 180 credits
Master's Degree Candidate	6 semesters, Credit hour requirement established by individual academic program	9 semesters, Credit hour requirement established by individual academic program
Doctoral Degree Candidate	14 semesters, Credit hour requirement established by individual academic program	21 semesters, Credit hour requirement established by individual academic program

Credit Hour Completion Rate

The credit hour completion rate reflects the pace at which students must progress through their education program to ensure that they are able to complete their program within the maximum time frame. At the end of each term of enrollment, students' academic progress will be measured by comparing the cumulative number of attempted credit hours against the cumulative number of credit hours earned. For all students, attempted hours is defined as all courses in which they are enrolled after the add/drop period has ended for the term and for which academic credit will be earned. This means that courses from which students withdraw after the add/drop period has ended will be considered attempted hours. All attempted hours will be counted whether or not financial aid was received.

Attempted hours also include the following courses:

- Withdrawals, incompletes, no grades and failing grades
- Failing grades in pass/fail courses
- Grades of U in S/U courses (satisfactory/unsatisfactory)
- Remedial and ESL coursework

- Courses taken as credit/no credit
- School of Continuing and Professional Studies (SCPS) courses that are applied to a student’s degree program
- Repeated coursework
- Transfer credits, including credits from domestic and international study abroad programs
- Test credits

Undergraduate Students

All undergraduate students, whether full-time or part-time, will be expected to complete 67 percent of cumulative credit hours attempted during all terms of enrollment, including summer term.

Graduate Students

All graduate students, whether full-time or part-time, will be expected to complete 67 percent of cumulative credit hours attempted during all terms of enrollment, including summer term.

SECTION THREE: QUALITATIVE STANDARDS

Please refer to the University’s [Undergraduate Record](#), the [Graduate Record](#) and the academic policies for each school for additional information on the University’s grading system and how grade point averages are impacted by incompletes, withdrawals, repeat courses and transfer credits.

Grade	Included in GPA
Credit or No Credit	No
Withdrawal	No
Satisfactory or Unsatisfactory	No
Audit	No
Incomplete	No
No grade or invalid grade	No
Transfer credits (not from study abroad)	No
Transfer credits from transfer credit study abroad program	No
Transfer credits from direct credit study abroad program	Yes

Cumulative Grade Point Average (GPA)

Undergraduate Students

All undergraduate students will be required to maintain a cumulative GPA of 2.0 for all credit hours attempted.

Graduate Students

All graduate students will be required to maintain a cumulative GPA of 3.0 for all credit hours attempted.

SECTION FOUR: EVALUATION OF ACADEMIC PROGRESS

Satisfactory academic progress will be evaluated at the end of each term of enrollment and the evaluation will review both the quantitative and qualitative standards. The evaluation will include the summer term for students who choose to enroll in the summer term. Students who do not meet satisfactory academic progress will be notified of their status by email to their University email address. Please refer to the University's [policy](#) on the use of email for official communication with students regarding the expectation for students to receive and read email communications in a timely fashion.

Financial Aid Warning

Financial Aid Warning will be offered automatically to students who are not meeting satisfactory academic progress as long as the student was meeting satisfactory academic progress during the previous term of enrollment. The length of Financial Aid Warning will not exceed one term of enrollment, whether or not financial aid is received. Students placed on financial aid warning continue their eligibility for financial aid.

Students who are not in good standing with their school (i.e. academic warning, academic probation, academic suspension and academic suspension in abeyance) will also be placed on Financial Aid Warning as long as the student was meeting the minimum satisfactory academic progress standards during the previous term of enrollment. Students placed on Financial Aid Warning as a result of their academic standing with their school are considered not meeting satisfactory academic progress but continue their eligibility for financial aid.

Financial Aid Suspension

Students who fail to make satisfactory academic progress for two consecutive terms of enrollment will be placed on Financial Aid Suspension until they are able to meet the satisfactory academic progress standard. During Financial Aid Suspension, students are not eligible to receive federal, state or institutional financial aid. In order to re-establish their financial aid eligibility, students must successfully meet the satisfactory academic progress standards.

Students who exceed 150% of credit hours attempted or 150% of terms of enrollment are not eligible for Financial Aid Warning and will be placed on Financial Aid Suspension and immediately ineligible for financial aid. There is no warning period.

SECTION FIVE: SPECIAL CIRCUMSTANCES AND THE APPEAL PROCESS

Students who are on Financial Aid Suspension due to failure to meet the satisfactory academic progress standards and who have extenuating circumstances affecting their ability to meet the standards may appeal their status. Students may appeal their satisfactory academic progress status one time for each term of enrollment. Extenuating circumstances include: death in the family, serious personal illness or medical issues and other special circumstances.

All students who wish to appeal their Financial Aid Suspension are required to submit the Intent to Appeal Satisfactory Academic Progress form available at www.sfs.virginia.edu. Students who submit this form will be contacted by Student Financial Services and will be emailed the Satisfactory Academic Progress Appeal form. The Satisfactory Academic Progress Appeal form and all required documentation must be submitted by the published deadline.

Once the completed appeal is received, the information will be reviewed by the Student Financial Services Appeals Committee. Based upon the documentation submitted and all information contained in the student's file, the Committee will approve or deny the appeal. Students will be notified of the Committee's decision by email within 30 days after the completed appeal is received.

Appeal decisions of the Student Financial Services Appeals Committee

1. The Student Financial Services Appeals Committee may deny a student's appeal. A student with a denied appeal will not be eligible for federal, state or institutional financial aid until he/she is able to meet the satisfactory academic progress standards.
2. The Student Financial Services Appeals Committee may approve a student's appeal and place the student on Financial Aid Probation. Financial Aid Probation lasts for one term of enrollment and the student becomes eligible for financial aid for that term. At the end of the term during which a student was placed on Financial Aid Probation, the student must meet the satisfactory academic progress standards in order to remain eligible for financial aid.

If the student does not meet the satisfactory academic progress standards at the end of the term on which he/she is on Financial Aid Probation, the student is not eligible for financial aid until he/she meets the satisfactory academic progress standards or successfully appeals his/her status.

3. The Student Financial Services Appeals Committee may approve a student's appeal based upon the academic plan developed by the academic dean/advisor and the student and place the student on Financial Aid Probation. In this case, the student will not be required to meet the satisfactory academic progress standards set forth in the policy but must follow the academic plan instead.

Once the student fails to follow the academic plan provided by the academic dean/advisor, the student is not eligible for financial aid until he/she meets the satisfactory academic progress standards or successfully appeal his/her status.

The Student Financial Services Appeals Committee will not limit the number of terms during which students may appeal their satisfactory academic progress status. However, for each term in which a student submits an appeal, the decision of the Student Financial Services Appeals Committee is final and cannot be appealed.