# **Satisfactory Academic Progress**

According to the United States Department of Education regulations, all students applying for federal and/or state financial assistance must maintain satisfactory progress in their course of study to receive these funds. These standards stipulate, but are not limited to, maintaining acceptable grades, completing a sufficient number of credit hours per semester and completing a degree within a reasonable time frame. A student who does not meet these standards is not eligible to receive federal, state and/or institutional financial aid. All semesters of attendance are considered for satisfactory progress regardless of whether the student received aid. Adherence to the following standards will be necessary for continued financial aid eligibility. A student must be making academic progress regardless of whether the student had previously received aid. Before aid is disbursed, a student's progress will be evaluated annually after spring semester grades are recorded. Any student who has not previously received financial aid may not be notified of their status until they apply for financial aid.

#### Satisfactory Academic Progress is determined by:

- Qualitative Measurement (GPA)
  - Students must maintain a 2.0 cumulative grade point average based upon institutional hours attempted to remain in good standing.
- Quantitative Measurement: Pace of Progression (Credit Hours)

# Students must complete attempted hours according to the following:

- Completion of 67% of cumulative hours attempted (i.e., a student attempts 15 hours and must complete 10 hours).
- Course grades of "I", "WF", "W", or "F" are considered as attempted and not completed.
- Course grade of Pass/Fail, will be counted in the total number of attempted hours. If the course is successfully completed, the credits are added to the total number of earned credit hours but the Pass grade is not included in the GPA calculation. Failing a course of this type will negatively impact the progression and GPA requirement.
- Courses completed at Webster University as well as courses transferred and accepted by Webster University are considered in the Pace of Progression completion rate.
- Once a student completes the coursework for a class in which they had previously earned a grade of "I", they must notify the Financial Aid Office of the completion and the financial aid status will be reviewed and updated.

### **Maximum Time-Frame**

Degree requirements must be completed within a specific time frame. The maximum time frame for an Undergraduate Degree at Webster University is 180 credit hours (120 credit hours x 150%). Hours earned at Webster as well as hours transferred and accepted by Webster are considered in this time frame. Any student who has exceeded the maximum time frame and/or who mathematically cannot finish the program within this period will be considered ineligible for financial aid. Webster University understands students may change their educational goals and programs of study and additional education is often needed to enhance career opportunities. These students may provide a written request for reevaluation of their status.

### **Satisfactory Academic Progress Monitoring**

Students are reviewed for GPA, Pace of Progression, and Maximum Timeframe annually at the end of each Spring semester. Students who are on academic plan Probation for financial aid will be evaluated at the end of each semester (Summer, Fall, Spring), to determine whether their probationary status will be continued.

#### Suspension/Academic Plan Probation Status

A student will be placed on Financial Aid Suspension if:

 The student's cumulative GPA is less than the stated requirement in the Qualitative Measurement section.

#### and/or

 The student has not successfully completed the minimum 67% of attempted hours including transferred hours.

A student placed on financial aid suspension will lose eligibility to receive financial assistance. Students will receive a notice in writing of their suspension status from the Financial Aid Office.

### Non-Satisfactory Progress Appeal

If there are extenuating or mitigating circumstances contributing to the inability to meet the satisfactory academic progress requirements, a student who has been suspended from financial aid may complete and submit a Non-Satisfactory Academic Progress Appeal Form (available online or in the Financial Aid Office) for reinstatement of financial aid within thirty (30) days of notification. Students may appeal for one of the following reasons:

- The death of a relative to the student.
- Severe injury or illness of the student.
- Other extenuating circumstances which may include but are not limited to:
  - Severe illness of a relative for whom the student has custodial responsibility.
  - Emergency situations such as fire or flood.
  - Military reassignment, required job shift change, or job transfer preventing the student from completing a semester.
  - · Separation or divorce.

Such an appeal must be accompanied by supporting documentation and be submitted to the Financial Aid Office which will forward the appeal to the Satisfactory Academic Progress (SAP) Appeals Committee.

A student placed on a Financial Aid Academic Plan Probation:

- Will be reviewed at the end of each semester for continued eligibility.
- Must achieve a Qualitative Measurement (GPA listed above) and Pace of Progression (67% of attempted hours completed) each semester.
- Will lose all financial aid eligibility in future semesters and be placed on Financial Aid Suspension if either or both measurements are not achieved with no opportunity for appeal.

#### Reinstatement

A student who has been suspended from financial aid for failing to meet Satisfactory Academic Progress and has not had an appeal accepted may be eligible for reinstatement if they enroll in courses at their own expense and meets the criteria listed for cumulative Satisfactory Academic Progress. Students must notify

address. Any account balance will also appear on the bill.

# Does withdrawing affect Satisfactory Academic Progress (SAP)?

Yes, withdrawing may have an effect on your SAP. Please review our eligibility requirements for maintaining SAP for subsequent semesters. Please also consult a financial aid counselor prior to dropping to understand any potential financial impact.

### If I withdraw what happens to future semesters of aid?

If you withdraw or stop attending in the fall term, we will cancel future disbursements of your loans and any grants you were receiving. If you plan to return you will need to a Financial Aid Change Request Form to request our office to reinstate your semester's awards. If you withdraw in the spring you will need to submit a Summer Application to be awarded summer aid.

If you have had a Federal Loan as part of your financial aid, either this year or in previous years, you are required to complete Loan Exit Counseling any time you fall below half-time enrollment. If you have taken out loans for the semester in which you withdrew, these loans will still count towards your aggregate limit.

# **Scholarship Programs**

Webster University funds the Webster University Scholarship Program through the University's annual operating budget.

The following are application guidelines:

- 1. Applicants are seeking their first bachelor's degree.
- Applicants have a minimum cumulative grade average of B
  or better (as calculated by Webster University) on all prior
  work attempted in high school and/or college.
- Applicants are accepted to the University as a degreeseeking student by April 1st (freshmen) or June 1st (transfers). The deadline for international students is March 1st. Some scholarships require a separate application and have deadlines as early as February 15th. Please consult the Scholarship page at www.webster.edu/financialaid/ scholarships.html for more information.
- Applicants must enroll as full-time students and take 13 or more credit hours (known as flat fee) in each semester. (A limited number of scholarships for part-time students (less than 13 credits per semester) are offered.)

To be considered for Webster University scholarship funds, the following items must be submitted:

- · Completed admission application.
- Secondary or postsecondary transcripts.
- ACT or SAT composite scores (freshmen only unless applying test optional).

Some scholarships require a separate application form, which may be obtained in the Office of Undergraduate Admissions or online at https://www.webster.edu/admissions. The University's decision is communicated in writing, normally within two weeks of committee review. The selection process for scholarship candidates is competitive and scholarship funds are awarded by the University without regard to financial need. Awards apply only to fall and spring semester tuition charges at Webster.

Applicants who are accepted or submit required credentials after the scholarship application deadline are considered only if funds remain. Scholarship funds are only applied to tuition costs. Needbased financial assistance is also available to U.S. citizens and others who meet eligibility guidelines.

### **Scholarship Process**

Scholarship decisions are based on the University's evaluation of an applicant's previous academic background.

# Freshmen Academic Scholarships

Freshman applicants will be considered for scholarship based upon the applicant's academic grades in high school, class rank in high school, overall high school extra-curricular achievement and engagement, and academic statement. The applicant's résumé of school/community activities and letters of recommendation are also considered in the awarding of academic scholarships.

# **Transfer Academic Scholarships**

Transfer applicants who have successfully completed at least 30 college-level, graded, transferable credit hours will be considered for scholarship based on the cumulative post-secondary grade point average (GPA).

An applicant who has successfully completed fewer than 30 credit hours must also submit a high school transcript. Scholarship

# Other Scholarships

Scholarship funds donated to Webster University for specific needs and purposes are awarded to eligible students by the