



**SATISFACTORY ACADEMIC PROGRESS STANDARDS  
For Federal and State Financial Aid Programs**

**POLICY STATEMENT**

Effective Summer II 2006, to remain eligible for federal and state financial aid programs, students need to make satisfactory academic progress towards achieving a degree or certificate based on the policy noted below. Standards of satisfactory academic progress are applied to all students who wish to establish or maintain financial aid eligibility at Western Michigan University, regardless of whether or not they have received financial aid funds in the past.

The Standards of Satisfactory Academic Progress includes the following measurements:

1. Pass a minimum of 67% of all attempted hours at Western
2. Minimum cumulative grade point average as stated in both the University's Undergraduate and Graduate Catalogs
3. Maximum total undergraduate hours attempted at Western to not exceed 183 including credit hours transferred into Western

The standards are established to encourage students to progress toward their educational objective and complete their degree within a reasonable time frame. If the standards are not met, students are not eligible for federal and state financial aid.

Academic progress will be monitored at the end of the Spring semester. A student's eligibility for financial aid may be in jeopardy for the upcoming academic year if the standards are not met.

In addition to the standards listed above, the Financial Aid Office may use professional judgment to terminate eligibility. This may occur in circumstances such as when a student falls significantly below a standard and does not have a realistic chance to meet the requirement by the end of the warning period, or when a student fails all of their courses in a term.

**CREDIT HOURS PASSED**

Credit hours passed are defined as having grades of A, B, BA, C, CB, D, DC, CR, FA, FB, FBA, FC, FCB, FD, FDC, TCR or CR. Grades of E (failure), I (incomplete), W (official withdrawal), X (unofficial withdrawal), NC (no credit), AU (audit), R (repeat), FE, FI, FW, FX, NA or TNC are not considered as hours passed.

**TOTAL HOURS ATTEMPTED**

Students must pass a minimum of 67% of all attempted hours at WMU in all prior terms in order to remain eligible for financial aid.

Attempted hours are assessed as of the end of each term's drop/add period. Passed hours are assessed by reviewing the grades at the end of the term.

In addition, undergraduate students must not exceed the maximum total undergraduate hours attempted of 183 which is based on one and a half times the average credit hours required for a bachelor's degree. The maximum total hours for a master's or doctoral degree are monitored and enforced through the University's Graduate Academic Standards policy.

All attempted hours at WMU and all credit hours transferred in from other institutions are counted in the total hours attempted when determining the maximum total hours attempted.

**CUMULATIVE GRADE POINT AVERAGE**

A student's cumulative grade point average (GPA) at Western Michigan University must meet the minimum standards, as stated in both the Undergraduate Catalog and the Graduate Catalog. Undergraduate degrees require a minimum grade point average of 2.00; master's and doctoral degrees require a minimum grade point average of 3.00. Transfer credits will not be included in the cumulative grade point average.

The student's GPA requirement will be monitored and enforced by the Registrar's office. If the student's GPA indicates probation, extended probation, or final probation with the university, then the student is eligible for financial aid. If the university dismisses the student, then the student is not eligible for financial aid.

**REVIEW PROCEDURES**

After Spring grades are posted, the financial aid office will review academic history files of all students and notify students of their academic progress status for financial aid purposes. Whether a student has received financial aid in the past is not relevant.

Students who are close to or not meeting any of the standards will receive notification if their academic progress status code is identified as: "Alert", "Warning", or "Unsatisfactory".

**Academic Progress Status Codes:**

**Satisfactory:** passed at least 76% of all hours attempted at Western; and if undergraduate, have attempted no more than 150 hours total (including WMU hours and transfer hours) and is eligible for financial aid.



**SATISFACTORY ACADEMIC PROGRESS STANDARDS  
For Federal and State Financial Aid Programs**

**Warning:** have not passed 67% of all attempted hours at Western, and if undergraduate, total hours attempted have not exceeded 183 hours; and is eligible for financial aid for one or two additional terms.

**Alert:** have passed at least 67% of all hours attempted and if undergraduate, have attempted hours between 150 to 170 with a maximum of two terms of eligibility; or have attempted hours between 171 to 183 and only one more term of eligibility; and only passed between 67 to 75% of all attempted hours; and is eligible for financial aid.

**Appeal:** have not met one or more of standards of satisfactory academic progress and is not eligible for warning status and have filed an appeal which has been approved for a specific term or terms and is eligible for financial aid.

**Unsatisfactory status:** have not met one or more of standards of satisfactory academic progress, is not eligible for alert or warning, and has not filed an appeal or the appeal has been denied; and is not eligible for financial aid.

**New:** the student is new to the university and has no academic history and is eligible for financial aid.

**CLEARING UP ATTEMPTED HOUR DEFICIENCIES**

Financial aid awards may be reinstated if attempted hour deficiency has been cleared. To clear up an attempted hour deficiency, students could have a grade change, complete coursework for an incomplete, or pass greater than 67% of all future attempted hours.

Students will need to inform the financial aid office once the attempted hour deficiency has been cleared and the academic record at WMU has been updated

**APPEAL PROCESS**

If the student has received an "unsatisfactory" notice due to not meeting the 'Standards of Satisfactory Academic Progress', the student may appeal for reinstatement of their financial aid eligibility. A written appeal and supporting third party documentation are required at least 30 days prior to the end of the semester for which the student is requesting financial aid. Each request will be considered on an individual basis and may

take up to three weeks to process (depending upon the time of year). Appeal forms are available on the financial aid Web site at [www.wmich.edu/finaid/forms.html#appeal](http://www.wmich.edu/finaid/forms.html#appeal)

Reinstatement of financial aid is dependent upon professional judgment and the award is based on the availability of funds. Following are examples of "special circumstances" that may be considered when processing an appeal: significant medical illness or injury; death of a close relative; change in an academic program of study along with another significant event; obtaining a second bachelor's degree; or a significant event or personal tragedy.

After reviewing the appeal, students will be notified of the results of the decision. If a student's appeal has been approved, they will be eligible to receive financial aid for the semester or year of their approval period. If a student is approved for a single term, their academic performance will be reviewed at the end of that term. Eligibility for future terms will be dependent upon meeting the conditions of the approval. Note: If a student received the Michigan Competitive Scholarship and has a GPA below 2.0, they are not eligible for reinstatement of the scholarship until their GPA is 2.0 or higher.

If an appeal is denied, the student must clear up the deficiencies in order to receive financial aid.

**DROPPING OR WITHDRAWING FROM COURSES**

Reducing a student's enrollment during any semester or session may have **serious consequences**. If a student is considering dropping one or more courses after their financial aid has paid or after the end of the drop and add period, the student should contact a financial services specialist in the financial aid office to determine how this may affect their financial aid. This may include the following: 1) the student may be required to return some or all of the financial aid paid to their student account, 2) the student may be considered "deficient attempted hours"; and, therefore, not making satisfactory academic progress, and 3) the student may go into repayment on federal loans if the student is enrolled less than 1/2 time for a period of time greater than the 6 to 9 month grace period (or the grace period may be lost).

Call us at (269) 387-6000. E-mail us at [finaid-info@wmich.edu](mailto:finaid-info@wmich.edu). Visit us at Bronco Express in the Bernhard Center, or on our Web site at [www.wmich.edu/finaid](http://www.wmich.edu/finaid)