

University of Dubuque

Satisfactory Academic Progress Policy for Federal, State and Institutional Financial Aid

Graduate Students

Students attending full-time have a maximum of three academic years to complete a program of study at the University of Dubuque. Part-time students have a maximum of six academic years to complete a program.

Academic progress will be measured both qualitative and quantitative. A minimum grade point average of 3.00 and a minimum number of credit hours completed in an academic year are requirements. Both of these standards are designed to ensure a student keeps on schedule and completes within the prescribed program time, and not to exceed more than 150% of the program length. The quantitative pace will be measured by dividing the cumulative number of hours successfully completed by cumulative number of hours attempted by the student. Generally, to complete within 150% the student should not have a pace below 67%. The following qualitative measure at the end of each semester indicates the required minimum cumulative grade point average required to receive financial aid:

Transfer students will enter the time frame at the point according to the number of credits earned and accepted by the University of Dubuque for prior education at other institutions.

For quantitative measure, students enrolled full-time must complete 6 credit hours minimum each semester. Students enrolled part-time in a semester (1 to 6 credit hours per semester) must complete the minimum prorated credit hours per semester.

The following measure will be used to determine minimum quantitative progress:

Credit Hours Required

<u>Semester</u>	<u>Full-time</u>	<u>Part-time</u>
1	6	prorated
2	12	prorated
3	18	prorated
4	24	prorated
5	30	prorated
6	36	prorated

All "A" through "F" grades or "P" for passing with credit which have been accepted by the Registrar will be considered as credits earned and completed for qualitative progress analysis. All "W", "I", AU (audit) will not be considered credits completed toward qualitative or quantitative satisfactory academic progress. If a student repeats a course because he or she failed it in a previous term, or because the student wishes to improve a grade in a course, the credits may be included in the total number of credits when determining enrollment status. If a student withdraws from a course or fails a course, and takes it the next term, the course will be counted toward enrollment status for that next term.

If a student falls below the required qualitative financial aid standards for maintaining satisfactory academic progress, the student will be placed on financial aid warning for the following semester

during which the student will continue to receive financial aid. If at the end of the warning period the appropriate minimum cumulative grade point average is not achieved, all financial aid will be subject to termination.

If the student does not successfully complete the required quantitative hours for a semester, the student will be placed on financial aid warning for the following semester during which the student will continue to receive financial aid. If at the end of the warning period the student has not completed the appropriate minimum number of credit hours per policy, the student's financial aid will be subject to termination.

The student then has the right to appeal the suspension of financial aid by indicating in writing to the Dean of Student Financial Planning and Scholarships:

- A. the reasons regarding failure in maintaining satisfactory academic progress (for example the death of a relative, an injury or illness of the student, or other special circumstances)
- B. what has changed that will allow the student to meet the standards at the next evaluation and why financial aid should not be terminated.

The letter will be presented to the Financial Aid Committee for decision. Any decision by the committee will be final.

If the Financial Aid Committee votes to reinstate the student based on the appeal, the student will be reinstated on financial aid probation for one academic term. After the probationary term, the student must be making SAP or must be successfully following an academic plan. A student whose financial aid is terminated may not be reinstated until after one academic term has expired.