

## How to Appeal

Unusual circumstances may occur which impact a student's ability to be successful during an enrollment period. Examples of such unusual circumstances would be death of an immediate family member or legal guardian, personal injury or illness of the student, or other documented circumstances. Documentation such as death certificate/notice, physician's statement, etc., or other comparable documentation of unusual circumstances will be required.

A student who wishes to appeal his/her SAP status based on documented unusual circumstances must adhere to the following appeal process.

### LEVEL 1

Complete the *Satisfactory Academic Progress (SAP) Appeal Form- Level 1* located in the Office of Financial Aid or on the Shepherd University Office of Financial Aid website at [www.shepherd.edu/faoweb](http://www.shepherd.edu/faoweb) and submit, along with supporting documentation, the student statement and the *Advisor's Academic Plan for Progress*, to the Office of Financial Aid **no later than one week after the first day of class of the semester in which the student seeks financial aid.** Incomplete submissions may be denied on that basis.

The appeal will be reviewed by the Office of Financial Aid. A request for clarification or additional documentation may be made. The appeal will be considered incomplete until any requested documentation is provided. The student will be notified of the decision by the Office of Financial Aid. If the appeal is granted, the student will have eligibility reinstated for a single probationary semester. If, at the end of the one semester of probation, the student is not fully meeting SAP standards, additional semesters of eligibility may be extended provided the student strictly adheres to the *Advisor's Academic Plan for Progress* which will be referred to as "Academic Progress."

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## How to Appeal

### LEVEL 2

If the appeal is denied by the Office of Financial Aid, or the student does not meet the SAP policy following the one semester of probation and did not follow the *Advisor's Academic Plan for Progress*, the student may initiate a new appeal to be reviewed by the Scholarship and Financial Aid Committee.

Complete the *Satisfactory Academic Progress (SAP) Appeal Form- Level 2* located in the Office of Financial Aid or on the Shepherd University Office of Financial Aid website at [www.shepherd.edu/faoweb](http://www.shepherd.edu/faoweb) and submit, along with any additional supporting documentation including the student statement, to the Director of Financial Aid who will convene the committee. This committee is appointed by the President of Shepherd University each year and is comprised of faculty and staff.

The committee will be provided with all documentation previously submitted with the *Satisfactory Academic Progress (SAP) Appeal Form- Level 1*. The decision of the committee is final.

The student will be notified as to the decision of the committee. Should the committee deny the appeal, the student is not eligible for any further financial aid from Shepherd University until such time that the student becomes compliant with the Satisfactory Academic Progress policy or initiates a new, successful appeal. Neither paying for classes nor sitting out a semester will automatically reinstate a student's financial aid eligibility.



## Standards of Satisfactory Academic Progress

Office of Financial Aid  
P.O. Box 5000  
Shepherdstown, WV 25443-5000  
Gardiner Hall, Ground Floor

Phone: (304)876-5470  
Toll Free: (800)344-5231  
Fax: (304)876-5238  
[www.shepherd.edu/faoweb](http://www.shepherd.edu/faoweb)

## What is Satisfactory Academic Progress (SAP)?

Federal regulations require an evaluation of **both quantitative and qualitative** academic progress. Students must be making measurable academic progress toward completion of an eligible degree to receive any financial aid—federal, state and institutional.

All semesters of enrollment will be included in the measurement of satisfactory academic progress. Semesters in which the student did not receive financial aid as well as transfer work on the Shepherd University Academic Record are included.

Satisfactory Academic Progress (SAP) standards are the same for all categories of students, including those students registered with Disability Services. Students registered with Disability Services should take advantage of suggested accommodations in order to meet SAP standards. Failure to register with Disability Services will not exempt a student from the ramifications of the SAP Policy.

When determining SAP, the GPA and attempted versus passed credit hours are checked at the end of the spring semester. **There will not be a WARNING semester. If, at the conclusion of the spring semester, a student does not meet any one of the SAP measurements, financial aid eligibility is suspended immediately; however, he/she has the right to initiate an appeal.**

## What is Probation (For Financial Aid Purposes)?

“Probation” is the status assigned to a student who fails to meet SAP standards and who has appealed and had eligibility for financial aid reinstated for no more than one semester. At the conclusion of the semester of “probation,” the student must have achieved compliance with the SAP policy or must have strictly adhered to his/her academic plan in order to continue eligibility. The status assigned to a student who continues eligibility based on meeting the academic plan will be “Academic Progress.” A probationary student who neither achieves SAP compliance nor adherence to the academic plan devised in the earlier appeal does have a right to initiate a new appeal.

It is important to note that you may meet the minimum academic standards with the Registrar’s Office to enroll, but not meet the SAP standards for financial aid eligibility; likewise, you may meet the SAP standards to be eligible for financial aid, but not meet the minimum academic standards to enroll.

The following policy is effective with the start of the fall 2011 semester:

## Standards Measured by Maximum Hours

Students must obtain degree objective within 150% of the normal time frame for degree completion.

		<u>Attempted Credit Hours</u>
Bachelor’s degree	120 credit hours	180
Bachelor’s degree	128 credit hours	192
Master’s degree	36 credit hours	54

Changing majors does not begin a new maximum time frame calculation. All credits attempted regardless of major are included in the maximum time frame.

Students pursuing a second bachelor’s degree must obtain the second degree within 60 attempted credit hours. The attempted hours limitation for a second degree is measured from the point at which the student earned the initial degree.



## Standards Measured by GPA

All students must meet the following requirements:

	Shepherd University GPA	Cumulative GPA
Undergraduate	2.0	2.0
Graduate	3.0	3.0

\*Cumulative GPA does include coursework attempted at other institutions.

Students whose GPA falls below these standards do not meet the qualitative measurement and are ineligible for financial aid effective immediately; however, they have the right to initiate an appeal.

## Standards Measured by Attempted Hours

All undergraduate students must pass at least 70% of the credit hours attempted. This includes stretch-model, foundations, and pass/fail classes.

All graduate students must pass at least 75% of the credit hours attempted.

The following attempted hours/grades are combined with all passing grades in determining progress:

F	Failure
I	Incomplete
IF	Incomplete/Failure
W	Withdraw
R	Repeat

Students who do not meet the quantitative measurement are ineligible for financial aid effective immediately; however, they have the right to initiate an appeal.