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**University & Campus Services
Catalog Addendum
December 15, 2009**

This document provides additions and revisions to information found in the July 2009 Western International University Catalog. This addendum takes precedence in the event of a discrepancy in information.

SATISFACTORY ACADEMIC PROGRESS

Students receiving Title IV financial funds must maintain Satisfactory Academic Progress to remain eligible for funding. Progress is measured through two standards, a qualitative (grade-based) standard and a quantitative (time-related) standard. Students utilizing financial aid, or who are considered a financial aid student, should familiarize themselves with the standards of this policy. The WIU Satisfactory Academic Progress Policy is printed below in its entirety. Additional questions regarding this policy can be answered by the students' Finance Counselors.

WIU Satisfactory Academic Progress Policy

Purpose

Federal Regulations (668.16) require that the University establish for all Title IV student aid recipients a quantitative measurement that consists of a maximum time frame in which a student must complete their educational program as well as a qualitative measurement of the student's work. The University must include a schedule designating the minimum number of credits or amount of work that the student must successfully complete at the end of each increment. The maximum time frame must be divided into increments not to exceed the lesser of one academic year or one-half the published program length. Students must also maintain the minimum GPA as specified by the Federal Regulations (668.7) or by school policy (whichever is stricter).

Policy

Federal financial aid (FA) Satisfactory Academic Progress (SAP) will be assessed by two components for both undergraduate and graduate students:

- 1) Grade Point Average and Academic Standing, and
- 2) A maximum time frame to complete the educational program of study

Grade Point Average (GPA) and Academic Standing

- a) The qualitative measure of a student's SAP will be the GPA and academic standing at the University. The GPA is monitored on a continuous basis for academic purposes.

The University's Academic Standing requirements specify that an undergraduate student whose cumulative program GPA drops below the minimum program cumulative GPA of 2.0 must achieve a 2.0 cumulative program GPA at the conclusion of three consecutive courses. Furthermore, the University's graduation requirements specify that an undergraduate student must ultimately achieve a cumulative program 2.0 GPA (or required minimum, if higher) in order to graduate. Students not meeting the policy will be placed on probation as described in the Academic Policy. Federal financial aid funding will continue during the qualitative probationary period provided all other eligibility requirements are met.

The University's Academic Standing requirements specify that a graduate student whose cumulative program GPA drops below the minimum program cumulative GPA of 3.0 must achieve a 3.0 cumulative program GPA at the conclusion of three consecutive courses. Furthermore, the University's graduation requirements specify that a graduate student must ultimately achieve a cumulative program 3.0 GPA in order to graduate. Students not meeting the policy will be placed on probation as described in the Academic Policy. Federal financial aid funding will continue during the probationary period provided all other eligibility requirements are met.

- b) If the student fails to raise his or her GPA to University standards during the probationary period, the student will be Academically Suspended, at which time all Title IV funding will cease. Students may regain eligibility as described in the Reestablishing Academic Progress section of this policy or may appeal the determination of disqualification as described in the Student Appeals section of this policy.
- c) Students who are put on Academic Suspension, Academic Dismissal, Academic Disqualification or who are expelled will be considered ineligible and will be placed on financial aid disqualification at which time all Title IV funding will cease.
 - i) In the case of students who were Academically Suspended or Academically Disqualified, the student must follow the procedures for regaining eligibility as outlined in the University Catalog, by program.

Maximum Time Frame

A maximum time frame establishes an outer time limit for a student's federal financial aid eligibility. Given the nontraditional nature of the University's educational programs and the individual nature of each student's start date, the University measures the maximum time frame by evaluating courses earned against courses attempted, rather than using elapsed calendar time.

For Undergraduate Programs:

- 1) Progress will be measured in 24-attempted credit increments.
- 2) The maximum time frame allowed is based on the published program length (in credits), less any degree applicable transfer, waived and/or assessed, times 150%. This is the maximum number of degree applicable credits the student can attempt. The completion rate required for each increment will be at least 67% in order for the student to demonstrate they are capable of being within the maximum time frame.

Exception:

For programs that are less than 48 credits in length, the increments will be the lesser of the academic year (24 credits), or one-half the program's published length. The number of credits required for completion per increment will be based on the length of the program. The completion rate required for the increment will be at least 67%.

- 3) Incremental progression against the maximum time frame will be evaluated for all periods of attendance at the University, including periods during which the student did not receive aid. Students who transfer between programs or drop and re-enter will have their progression evaluated based on the courses that apply to the new program.
- 4) Successfully completed courses, for the purpose of this policy, are those degree applicable course grades indicated in the "Grading Procedures" section of the University Catalog. Each degree applicable course of the student's program that the student attends counts as an attempted credit with the exception of courses where a student only attends once and drops during the drop period specified in the University Catalog Drop/Add Policy and Refund Policy. Course work taken as Pass/No Pass will count toward attempted progression. The courses that have a "P" (Pass) grade or "HP" (High Pass) grade will also be counted as successfully completed. Courses with an "NP" (Not Passed) grade will only count as attempted. Only courses that are successfully completed count as completed. The following will not be counted as completed courses:

- i) A grade of I (Incomplete) will not be counted as successful credits or as attempted credits. When the grade is posted the course will be counted based on the quality points awarded.
- ii) Grades of less than D-, or less than the minimum grade requirement for the course, will count as attempted but not completed. If the course is later repeated and quality points are awarded, the repeated course will be counted as attempted and successfully completed credits.
- iii) Courses that are repeated that are not required (repeated for GPA reasons) will be counted as attempted in each case; however, the most recent will be counted as successfully completed.
- iv) A grade of W (Withdrawal) will be counted as credits attempted but not as credits successfully completed.
- v) Audited courses will not be counted as attempted or completed. Audited courses are not used in the calculation of GPA, or included in degree completion requirements. A non-grade symbol of "X" is assigned. Tuition for audited courses is not covered by financial aid.

Students who are not making satisfactory progress will be placed on Financial Aid Probation for a 24 credit increment. Students placed on probation will be given an opportunity to demonstrate they can earn sufficient credits to complete their educational program within the maximum time frame of 150% of the length of that student's educational program. Once a student falls below 16 credits or 67% in a given increment, the student will be placed on probation. A student on probation will have progress monitored at the completion of each course. If the student cannot earn at least 67%, or is more than 8 credits deficient while on probation, the student becomes disqualified. If a student on probation successfully completes the probationary period but still has a credit deficiency, the student will continue to be monitored for credit deficiency until the completion of the next increment. If at any point, it is clear that the student cannot meet the 67% completion standard, the student will be placed on financial aid disqualification. Conversely, if the student on probation successfully completes each course, the student is allowed to receive financial aid.

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The examples below illustrate the evaluation which will be performed:

Example 1 - Undergraduate

This case illustrates a student who made progress when measured at the end of the first and the second increment. However, the student did not make sufficient progress at the end of the third increment and was therefore placed on probation. Because the student is in a probationary status, the student's progress will be monitored and measured at the completion of each course. In this example, after three courses, it is mathematically impossible for the student to meet the 67% standard; consequently, the student is disqualified after attempting only 9 credits.

Credits Completed	Current Status	Rationale
16 credits out of 24 attempted	Regular	The student achieved the 16 credit (67%) minimum as of the end of the increment. The student is making acceptable progress.
24 credits out of 24 attempted	Regular	The student achieved 67% minimum as of the end of the increment. The student continues to make satisfactory academic progress.
12 credits out of 24 attempted	Regular	The student earned less than the 16 credit minimum and was deficient 4 credits (16-12). The student achieved 50% as of the end of the increment and is placed on probation.
0 credits out of 9 attempted Course 1 = W grade Course 2 = W grade Course 3 = W grade	Probation; monitoring progress is occurring on a course by course basis. Financially Disqualified after Course 3.	The monitoring process determined that the student failed to demonstrate sufficient progress towards completion of the program within the maximum time frame. The student was disqualified at the point in which they could neither achieve the 16 credit minimum, nor resolve prior increment credit deficiency. After course 3, the student became ineligible and was disqualified and is no longer eligible for Title IV funding.
N/A	Financially Disqualified	The student is no longer eligible for Title IV funding.

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Example 2 - Undergraduate

This case illustrates a student who made progress when measured at the end of the first increment. However, the student did not make sufficient progress at the end of the second increment and was therefore placed on probation. Unlike Example 1, this student is able to achieve the 67% standard while on probation and is therefore, permitted to continue to receive financial aid for the fourth increment. During the fourth increment, the student met the 67% standard and earned 4 credits which were still deficient from the third increment. The student returns to Regular status for the 5th increment.

Credits Completed	Current Status	Rationale
24 credits out of 24 attempted	Regular	The student achieved 67+% minimum as of the end of the increment. The student continues to make satisfactory academic progress.
12 credits out of 24 attempted	Regular	The student earned less than the 16 credit minimum and was deficient 4 credits (16-12). The student achieved 50% as of the end of the increment and is placed on probation.
16 credits out of 24 attempted	Probation; monitoring of progress is occurring on a course by course basis.	The student achieved the 16 credit (67%) minimum to meet the SAP requirement. The student remains deficient 4 credits from the prior increment. The student will continue to be monitored for credit deficiency.
21 credits out of 24 attempted	Monitoring status for credit deficiency continues. Student earned regular status at the end of the period. Note: If student had not made up credit deficiency, student would have been financially disqualified.	The student achieved the minimum 16 credits (67%), and resolved the 4 credit deficiency. The student is making acceptable progress, can achieve completion of the program within 150% of the maximum time frame.

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For Graduate Programs:

- 1) Progress will be measured in 18-credit increments.
- 2) The maximum time frame allowed is based on the student's individual program length, less any degree applicable transfer, waived and/or assessed credits times 150%. This is the maximum number of degree applicable credits the student can attempt. The completion rate for each increment will be at least 67% in order for the student to demonstrate they are capable of being within the maximum time frame.
- 3) Incremental progression against the time frame will be evaluated for all periods of attendance at the University, including periods during which the student did not receive aid. Students who transfer between programs or drop and re-enter will have their progression evaluated based on the courses that apply to the new program.
- 4) Successfully completed courses, for the purpose of this policy, are those degree applicable course grades indicated in the "Grading Procedures" section of the University Catalog. Each degree applicable course of the student's program that the student attends counts as an attempted credit with the exception of courses where a student only attends once and drops during the drop period specified in the University Catalog Drop/Add Policy and Refund Policy. Course work taken as Pass/No Pass will count toward attempted credits. Courses that have a "P" (Pass) grade or "HP" (High Pass) grade will be counted as successfully completed. Courses that have an "NP" (Not Passed) grade will count as attempted. Only courses that are successfully completed count as completed. The following will not count as completed courses:
 - i) A grade of I (Incomplete) will not be counted as successful credits or as attempted credits. When the grade is posted the course will be counted based on the quality points awarded.
 - ii) Grades of less than D-, or less than the minimum grade requirement for the course, will count as attempted but not completed. If the course is later repeated and quality points are awarded, the repeated course will be counted as attempted and successfully completed credits.
 - iii) Courses that are repeated that are not required (repeated for GPA reasons) will be counted as attempted in each case; however, the most recent will be counted as successfully completed.
 - iv) A grade of W (Withdrawal) will be counted as credits attempted but not as credits successfully completed.
 - v) Audited courses will not count toward progression or completion. Audited courses are not used in the calculation of GPA, or included in degree completion requirements. A non-grade symbol of "X" is assigned. Tuition for audited courses is not covered by financial aid.
- 5) Students who are not making satisfactory progress will be placed on Financial Aid Probation for an 18-credit increment. Students placed on probation will be given an opportunity to demonstrate they can earn sufficient credits to complete their educational program within the maximum time frame of 150% of the length of that student's educational program. Once the student falls below the 67% in a given increment, the student will be placed on probation. A student on probation will have progress monitored at the completion of each course. If the student cannot earn 67% or is more than 6 credits deficient while on probation, the student becomes disqualified. If a student on probation successfully completed the probationary period but still has a credit deficiency, the student will continue to be monitored for credit deficiency until the completion of the next increment. If at any point, it is clear that the student cannot meet the 67% completion standard, the student will be placed on financial aid disqualification. Conversely, if the student on probation successfully completed each course, the student is allowed to receive financial aid.

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The examples below illustrate the evaluation which will be performed:

Example 1 - Graduate

This case illustrates a student who made progress when measured at the end of the first and the second increment. However, the student did not make sufficient progress at the end of the third increment and was therefore placed on probation. Because the student is in a probationary status, the student's progress will be monitored and measured at the completion of each course. In this example, after two courses, it is mathematically impossible for the student to meet the 67% standard; consequently, the student is disqualified after attempting only 6 credits.

Credits Completed	Current Status	Rationale
12 credits out of 18 attempted	Regular	The student achieved the 12 credit (67%) minimum as of the end of the increment. The student is making acceptable progress.
18 credits out of 18 attempted	Regular	The student achieved 67% minimum as of the end of the increment. The student continues to make satisfactory academic progress.
9 credits out of 18 attempted	Regular	The student earned less than the 12 credit minimum and was deficient 3 credits (12-9). The student achieved 50% as of the end of the increment and is placed on probation.
0 credits out of 6 attempted Course 1 = W grade Course 2 = W grade Course 3 = W grade	Probation; monitoring progress is occurring on a course by course basis. Financially Disqualified after Course 2.	The monitoring process determined that the student failed to demonstrate sufficient progress towards completion of the program within the maximum time frame. The student was disqualified at the point in which they could neither achieve the 12 credit minimum, nor resolve prior increment credit deficiency. After course 2, the student became ineligible and was disqualified and is no longer eligible for Title IV funding.
N/A	Financially Disqualified	The student is no longer eligible for Title IV funding.

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Example 2 - Graduate

This case illustrates a student who made progress when measured at the end of the first increment. However, the student did not make sufficient progress at the end of the second increment and was therefore placed on probation. Unlike Example 1, this student is able to achieve the 67% standard while on probation and is therefore, permitted to continue to receive financial aid for the fourth increment. During the fourth increment, the student met the 67% standard and earned 3 credits which were still deficient from the third increment. The student returns to Regular status for the 5th increment.

Credits Completed	Current Status	Rationale
18 credits out of 18 attempted	Regular	The student achieved 67+% minimum as of the end of the increment. The student continues to make satisfactory academic progress.
9 credits out of 18 attempted	Regular	The student earned less than the 12 credit minimum and was deficient 3 credits (12-9). The student achieved 50% as of the end of the increment and is placed on probation.
12 credits out of 18 attempted	Probation; monitoring of progress is occurring on a course by course basis.	The student achieved the 12 credit (67%) minimum to meet the SAP requirement. The student remains deficient 3 credits from the prior increment. The student will continue to be monitored for credit deficiency.
15 credits out of 18 attempted	Monitoring status for credit deficiency continues. Student earned regular status at the end of the period. Note: If student had not made up credit deficiency, student would have been financially disqualified.	The student achieved the minimum 12 credits (67%), and resolved the 3 credit deficiency. The student is making acceptable progress, can achieve completion of the program within 150% of the maximum time frame.

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Student Appeals

Students who failed to meet satisfactory academic progress required for an academic program, and who were not able to meet the minimum requirements during the probationary period, may appeal the disqualification in order to regain eligibility for student financial aid. If there are extenuating circumstances that should be considered during the appeal process, student financial aid reinstatement may be possible. Appeals are only considered if the reasons preventing successful academic progress are serious and compelling; for example:

- Medical issues
- Family difficulties, to include divorce, illness, death
- Other special circumstances

To appeal student financial aid disqualification, the student must submit an appeal letter along with any supporting documentation to the student's Finance Counselor. The documentation from the student must explain the nature and timing of the circumstances, a description of how the circumstances prevented the student from meeting the standards, and how the circumstances have been resolved to allow the student to once again meet the requirements of satisfactory academic progress. The Finance Counselor will conduct a preliminary review of the appeal and will then forward the documentation to the Professional Judgment Committee. The appeals will be evaluated by the Committee on a case-by-case basis. All Committee decisions are final.

Reestablishing Academic Progress

Students may not regain financial aid eligibility by merely paying for courses or sitting out for an increment. Students who have been disqualified for financial aid due to a violation of the qualitative component may reestablish financial aid eligibility without filing an appeal by meeting the cumulative GPA criteria or academic standing required by the program of study. Students who have been disqualified for financial aid due to a violation of the quantitative component may regain financial aid eligibility by earning enough credits out of the credits attempted to demonstrate, through the appeals process, that they will be able to graduate within the maximum timeframe allowed.