

POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

To determine continuing financial aid eligibility, the financial aid committee evaluates students' satisfactory academic progress at the end of each semester. The receipt of federally-controlled aid requires half-time enrollment (4.5 or more hours on the Reynolda Campus and 4.0 or more hours on the Bowman Gray Campus) in a degree seeking program during the fall and spring semesters and a minimum cumulative grade point average of 2.5 on work attempted in the Wake Forest University Graduate School of Arts and Sciences. Certain programs have higher academic requirements, which are communicated directly to the students by the departments. The Dean may revoke institutionally-controlled financial aid for violation of University regulations, including its honor code, or for violation of federal, state, or local laws.

FEDERAL FINANCIAL AID

The Higher Education Act mandates that institutions of higher education establish minimum standards of satisfactory academic progress for students receiving federal aid. Wake Forest University makes these minimum standards applicable to all programs funded by the federal government. Certain federal aid programs have higher academic and/or other requirements, which are communicated to recipients. To maintain academic eligibility for federal aid, a student must:

- Complete the requirements for a masters degree or a doctor of philosophy degree in the maximum time frame as defined in the Wake Forest Graduate School of Arts and Science Bulletin section 'Requirements for Degrees' for his/her program. A student becomes ineligible for aid at the point it is determined that he/she can no longer complete degree requirements within the remaining maximum time frame.
- Maintain a minimum 2.5 cumulative grade point average on all graded hours attempted
 - Incompletes count as hours attempted, unless from a non-credit course.
 - Audited classes do not count as hours attempted.
 - The grade point average calculation excludes satisfactory/unsatisfactory and pass/fail courses.
 - In cases where a student repeats a course for which he or she received a grade of B- or lower, the cumulative grade point average is calculated by considering the course as attempted only once, with the grade points assigned reflecting the highest grade received. However, this provision does not apply to any course for which the student has received the grade of F in consequence of an honor code violation.
 - During a semester in which a student drops courses or withdraws, all graded hours attempted in the Graduate School of Arts and Sciences includes those graded hours attempted before (1) the withdrawal date, or (2) the last day to drop a course without penalty (as published in the academic calendar.
- Maintain a grade of Satisfactory "S" in research courses. Adequate progress is determined by the standards of the department or program in which the student is enrolled.

The policy on satisfactory academic progress applies only to the general eligibility for aid consideration. There are other federally-mandated requirements a student must meet to receive federal aid. For instance, certain federal loan programs also require either the passage of a period of time or the advancing of a grade level between annual maximum borrowing, regardless of general eligibility for aid. Other general student eligibility requirements for a student to receive federal financial aid are listed in [Funding Your Education: The Guide to Federal Student Aid](#), a publication of the U.S. Department of Education.

A student who is not making satisfactory academic progress due to one of the reasons outlined above will be placed on probation by the Graduate School of Arts and Sciences. Students placed on academic probation will be notified in writing, along with the Track/Program Director and will be given one semester to resume satisfactory academic standing.

During the probationary period, students will be placed on financial aid warning for one semester and remain eligible to receive federal and institutional assistance during that semester (except when they have exceeded their degree deadline). At the end of the probationary period, progress will be reviewed. If a student cannot re-establish satisfactory academic standing during the probationary semester, the student will become ineligible to receive financial aid and may be dismissed or withdrawn from the Graduate School.

APPEAL PROCEDURE - Reynolda Campus

Denial of aid under this policy may be **appealed in writing** to the financial aid committee and mailed to PO Box 7246, Winston-Salem, NC 27109-7246.

The financial aid committee may grant a **probationary reinstatement** of one semester to any student, upon demonstration of extenuating circumstances documented in writing to the satisfaction of the committee. Examples of extenuating circumstances and appropriate documentation include, but are not necessarily limited to the following: illness of the student or immediate family members – statement from physician that illness interfered with opportunity for satisfactory progress; death in family – statement of student or minister; temporary or permanent disability – statement from physician. During a probationary period, students are considered to be making satisfactory academic progress under this policy and may continue to receive aid. A determination of satisfactory academic progress for any period of enrollment after the probationary period is made at the end of the probationary period.

Reinstatement after probation can be made only after the student has received credit for the appropriate percentage of work attempted with the required cumulative grade point average.

APPEAL PROCEDURE – Bowman Gray Campus

Denial of aid under this policy may be **appealed in writing** to the Dean of the Graduate School and mailed to Medical Center Boulevard, WS, NC 27157.

The Dean may grant a **probationary reinstatement** of one semester to any student, upon demonstration of extenuating circumstances documented in writing to the satisfaction of the committee. Examples of extenuating circumstances and appropriate documentation include, but are not necessarily limited to the following: illness of the student or immediate family members – statement from physician that illness interfered with opportunity for satisfactory progress; death in family – statement of student or minister; temporary or permanent disability – statement from physician. During a probationary period, students are considered to be making satisfactory academic progress under this policy and may continue to receive aid. A determination of satisfactory academic progress for any period of enrollment after the probationary period is made at the end of the probationary period. **Reinstatement** after probation can be made only after the student has received credit for the appropriate percentage of work attempted with the required cumulative grade point average.