SATISFACTORY PROGRESS POLICY

Introduction
Federal regulations require that all institutions participating in Title IV Student Financial Aid Programs establish, publish, and apply standards of satisfactory progress for each student enrolled. To ensure compliance with these regulations, the following policy governing standards of satisfactory progress for all students attending Valley City State University who apply for financial aid will be in effect. Students who fail to meet these standards of satisfactory progress will be ineligible to receive financial aid until eligibility has been re-established.

Satisfactory Progress Policy

To be eligible to receive campus-based aid and Pell Grant, the student must be enrolled or accepted for enrollment and determined to be a “regular student” enrolled in an “eligible program” for the purpose of obtaining a degree. The student must be in good academic standing and must be making satisfactory progress toward the completion of a degree. The following measures have been established as grade point average standard indicating satisfactory progress toward a degree. Students must meet this standard both on the term and cumulative level.

Total Hours Attempted Term/Cumulative GPA Required

| Term/Cumulative GPA Required | 1.60  
|-------------------------------|-------| 1.80  
| After first term (semester)   |       | 2.00  
| After second term (semester)  |       |       
| After third term (semester)   |       |

At the end of the 4th semester of attendance a student MUST have a cumulative GPA of C (2.0) or better. The student's current and cumulative GPA will be used to determine their academic standing.

In order for a student in teacher education to receive financial aid, a cumulative GPA of 2.5 must be maintained. The standards apply to all regularly enrolled students. The student not making satisfactory progress, as indicated by the standard, will be placed on financial probation the next semester.

Credits Attempted

Students must complete 66.667% of the units/credits they attempt. This percentage will be calculated for both cumulative and current credits. Classes added after census date (the 8th instructional day of classes) will be considered attempted; credits dropped after census date will be considered attempted but not completed.

A student on probation a previous semester will be continued on probation the next concurrent semester without having to appeal "if" the student completes all credits attempted the previous semester with a GPA of 3.00 or above for the term.

Maximum Time Frame

Students must complete their program within 150% of the published length of the program. Credits considered attempted (as defined above) will be considered in the 150%. Valley City State University maximum is 180 credit hours attempted for a baccalaureate program.

All credits transferred to the University and/or credits earned at VCSU will apply towards the maximum number of credits allowed. Students having attempted 125% of their program will receive a “warning” letter. Students who have attempted 140% of their program credits will get a “probation” letter. Students who have attempted 150% of their program credits will get a suspension letter.

Unofficial Withdrawals (All F’s/I’s)

Students who receive all Failing grades or Incompletes in a semester will be automatically placed on financial aid suspension status.

Additional Standards Used to Evaluate Satisfactory Progress
1. All students, including transfer students, enrolling at Valley City State University for the first time will be assumed to be making satisfactory progress.
2. Students must be making satisfactory progress according to the requirements of this policy PRIOR to receiving financial aid.
3. Courses that are repeated will count in the calculation of hours attempted and completed hours earned.
4. Courses taken for audit only will not be considered for aid.
5. Any student who withdraws from the University because of extenuating circumstances (such as lengthy and serious illness, family emergencies, legal, or emotional reasons) and thus fails to make satisfactory progress may appeal to re-establish financial aid eligibility.

**Evaluation**

The GPA standard is reviewed by the Vice President for Academic Affairs to determine each student’s eligibility status at the completion of each semester. Those students currently receiving financial aid and who fail to meet the GPA standard or the quantitative standard of satisfactory progress will receive notification regarding financial aid probation or financial aid suspension by letter.

However, since all students are required to meet these standards of satisfactory progress, the academic transcripts of those students who have previously received financial aid will be reviewed at the time they make application for financial aid and they will be notified regarding their eligibility status at that time.

“Financial Aid” applies to all types of assistance whether scholarships, waivers, grants, loans, etc.

**Probation/Termination**

A student who is on academic/financial probation due to GPA must bring his/her cumulative grade point up to the required level during the next semester or he/she may be suspended.

Any student failing to meet the standard of this policy will be ineligible to receive financial aid.

**Reestablishing Eligibility**

Any student dropped from consideration for financial aid per the provisions of this policy may, after successfully completing at least one semester without financial aid at the University, apply and be considered. Implicit in this provision is the fact that the student must be in good standing and making satisfactory progress before financial aid eligibility can be reestablished (i.e. successful completion of 66% of hours attempted and meeting the minimum GPA standards). Students who are determined ineligible to receive financial aid are encouraged to remain in school in order to re-establish their eligibility. Students may re-establish eligibility by completing course work and removing an Incomplete from his/her transcript if he/she meets the Satisfactory Progress requirements.

**Appeal**

A student who has been placed on financial aid suspension may appeal by submitting an appeal in writing to the Financial Aid Director. Appeals must be submitted early leaving time for the committee to meet and make a decision before the last day to add in a semester (approximately three days before last day to add). Appeals must be delivered to the Financial Aid Office by the deadline. The Financial Aid Committee will review the appeal, and the student will be notified regarding the results. The Financial Aid Committee shall consist of the Director of Financial Aid, the Foundation Director, the Director of Enrollment Management, the Vice President of Student Affairs, the Vice President of Business Affairs, two Faculty Association members and one Student Representative. A further appeal of the decision by the committee may be made in writing to the University Hearings and Appeals Board.

(Revised 9/01/2004)