

## Legal Education Institute Undergraduate Satisfactory Academic Progress Guidelines

To receive and remain eligible for Federal Title IV and institutional financial aid, students must progress toward the completion of their program of study at a rate that will ensure graduation in a reasonable length of time. Widener University has established a policy that measures academic progress both **quantitatively** (credit hours) and **qualitatively** (grades) at the end of each academic year for all programs two years or more in length. Students enrolled in the Certificate program will be reviewed at the end of each semester.

Students must meet the following minimum academic progress standards to receive Federal Pell Grant, Federal SEOG, Federal Perkins, Federal Direct Loans and Widener Law Institutional funds. Satisfactory academic progress is measured at the end of each academic year for students in the Bachelor and Associate degrees. The academic year consists of summer, fall and spring. Therefore, the FAO will review satisfactory academic progress after spring grades have been received and verified by the Registrar's Office.

Students in the Certificate programs must be reviewed at the end of each semester. After each semester's grade review, Certificate students who are not meeting progress standards for the first time will receive a **financial aid warning** via e-mail. This warning is an informational warning and will not remove eligibility for financial aid for the following semester.

Students who do not meet the minimum standards will be contacted by e-mail using their Campus Cruiser address. Notification will outline student options to re-establish eligibility, such as attending subsequent classes or submitting an appeal for a waiver by a specified date.

### Quantitative Measurement

Undergraduate students must successfully complete a minimum of 67 percent of the total credits attempted while enrolled at Widener University. Successful completion is based on the percentage of the total (cumulative) credit hours attempted compared to the total credit hours completed. Earned credits for a course cannot be counted more than once. Grades of "I" (incomplete), "W" (withdrawal), "F" (failure), "NP" (no pass), and "Z" (no grade submitted) count as credits attempted but do not count as credits completed. Transfer credits must be treated as both attempted and completed credits for purposes of measuring academic progress.

### Qualitative Measurement

Undergraduate students must achieve the following minimum cumulative grade point average (GPA):

| <u>Credit Hours Completed</u>   | <u>Minimum GPA</u> |
|---------------------------------|--------------------|
| 15.5 or fewer completed credits | 1.70 GPA           |
| 16 – 30.5 completed credits     | 1.80 GPA           |
| 31 – 60.5 completed credits     | 1.90 GPA           |
| 61 or more completed credits    | 2.00 GPA           |

A school or college within Widener University may have a higher GPA standard for graduation. Please check the LEI Student Handbook for academic standards information.

### Maximum Time Frame Requirements

The maximum time frame to complete the credits required for graduation is measured in credit hours attempted. The maximum time frame may not exceed 150 percent of the published length of the academic program. The

maximum time frame for a transfer student may not exceed 150 percent of the published length of the program minus the number of transfer credits accepted for transfer at the point of matriculation.

### **Dismissal/Suspension**

Academically dismissed or suspended students are ineligible for financial aid while suspended and must request reinstatement (or formal appeal) of aid upon readmission to regain financial aid eligibility for subsequent semesters. Academic readmission does not automatically grant reinstatement of financial aid eligibility.

### **Reinstatement**

Reinstatement of financial aid eligibility is possible once the student has earned 67 percent of total credits attempted and has achieved the required grade point average, either at the student's own expense or by completing unfinished class assignments, except when aggregate hours (total hours attempted) are the cause of ineligibility. To request reinstatement of financial aid, submit a written request to the Financial Aid Office.

### **Appeals**

A student may appeal for a waiver from the progress rules and regulations based on such extenuating circumstances as the death of a close relative, serious personal illness or injury, a change of educational objective or other extenuating circumstances. The student must be able to demonstrate that the extenuating circumstance had a direct impact on the student's academic performance. Students should submit a written appeal to the Financial Aid Office. Appeals should be accompanied by an academic plan developed with input from the student's academic advisor or dean. If the **appeal of progress** is approved, the student will be placed on **financial aid probation**.

Appeals for maximum time frame (excessive aggregate hours) to complete a degree must address, at a minimum, any degree program changes and include a degree completion plan from the Dean of the Legal Education Institute.

### **State Grant Aid**

Aid from state grants is mandated by their rules and regulations. Appeals for continued aid eligibility to Widener University do not cover continued eligibility for state grants. Appeal must be made to the State Grant Agency providing you with assistance. State grant agencies send their progress policies to you with your notification of eligibility.

### **Re-Entry Student**

Prior academic performance will be considered when determining satisfactory academic progress for aid eligibility. However, if there are special circumstances, a re-entry student may submit a written appeal to the Financial Aid Office.

### **Description of terms used:**

**Financial Aid Warning**- Assigned to a student who fails progress after one payment period. Financial aid eligibility is not affected in a warning semester.

**Financial Aid Appeal**-Process by which a student who does not meet an institution's SAP petitions for reconsideration of eligibility for Title IV and institutional aid.

**Financial Aid Probation**-Assigned to a student who has failed progress but has appealed and has their eligibility reinstated.

**Academic Plan**-Conditions imposed by the institution which must be met to maintain eligibility while on probation.

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