



Office of Financial Aid

STANDARDS OF
SATISFACTORY
ACADEMIC
PROGRESS



Standards of Satisfactory Academic Progress

Office of Financial Aid

University of Michigan-Dearborn

What are “Standards of Satisfactory Academic Progress”?

Educational institutions that participate in Federal financial aid programs are required to define and enforce satisfactory academic progress standards for those students receiving financial aid by Federal regulation.

The standards used for financial aid recipients must be as rigorous as those applied to the general University population.

These standards assure that completion of a degree will occur within an established time frame.

The Federally established standards place a limitation on the maximum period of time that can be allowed to receive a degree at an educational institution.

The Federal standards apply to all need-based programs funded and administered by the University of Michigan-Dearborn Office of Financial Aid and include degree, certificate, eligible pre-degree and consortium guest students who receive financial aid.

How are these Standards of Progress Measured at the University of Michigan-Dearborn?

The Standards of Academic Progress measure a student's academic progress both qualitatively and quantitatively. The qualitative measure assesses the student's cumulative grade point average. Federal law specifies that by the end of the second academic year, the student must, in general, have either a “C” (i.e., 2.0) average or its equivalent or have an academic standing consistent with the requirements for graduation in his program of study. The University of Michigan-Dearborn requires a minimum of a 2.0 cumulative grade point average for graduation.

Grade point average alone is not a sufficient measure of progress. For example, a student might enroll for 12 credit hours during a semester, but drop two classes because of anticipated poor grades. The student might have an “A” average in the two remaining classes, but still is not progressing toward graduation at an acceptable pace. To accurately measure a student's progress in a program of study, standards of academic progress must also use a quantitative measure as well as a qualitative measure.

To quantify academic progress, each educational institution must set a maximum time frame in which a student is expected to finish the program. The November 29, 1994 Federal Register specifies that for an undergraduate program, the time frame may not exceed 150 percent of the published length of the program in academic years, terms or credits attempted. For example, if a student is enrolled in a program of study requiring 120 credits for graduation, he would be allowed up to 180 attempted credits (150% of the required 120 credits) in order to obtain his degree. Credits counted in the maximum time frame are all attempted credits in residence (even when not a financial aid recipient) and all transfer credits accepted towards degree completion.

To insure quantitative progress at the University, students are required to complete a minimum of 67% of all attempted courses. Students who fulfill this minimum rate of course completion and follow departmental recommendations on course selection will complete their degree within the maximum time frame.

Students at the University of Michigan-Dearborn are not required to attend full-time in order to either receive financial aid or to achieve satisfactory academic progress.

What is included in attempted hours?

Attempted hours will include all of the following:

- Earned Hours (A-D), Pass (P), Satisfactory (S)
- Unsatisfactory (U)
- Repeated Courses
- Official Withdrawal or Drop (W)
- Failure (E-F)
- Incomplete (I) or Incomplete Failure (IE)
- Final Exam Not Taken (X) or (XE)
- Course Extended Beyond Term (Y)
- All Officially Accepted Transfer Credit Towards Degree Completion
- All Remedial Courses
- All Additive Courses
- No Credit (NC)
- Non-attendance (UE)
- No Grade (NR) (No grade reported, see the Registrar)

*Audited classes cannot be used to establish enrollment status for financial aid.

*Repeat classes can only be used to establish enrollment status for financial aid if the original grade was an "E" or "F" unless a "D" cannot be used to fulfill degree requirements.

When does this review take place?

The Office of Financial Aid will review all financial aid applicants on a term-by-term basis after the posting of each term's grades. The academic review consists of all prior terms and the most recently completed term. All elements of satisfactory academic progress will be evaluated: maximum time frame, cumulative grade point average and overall course completion.

Are there probationary terms when I can receive aid—even when I have not made satisfactory academic progress?

- Students who have completed less than two years in residence at UM-D AND are a Freshman or a Sophomore: A student who fails to complete the minimum percentage of classes after an academic year and/or has a cumulative grade point average of less than a 2.0 will be allowed two (2) probationary terms to regain good academic standing.
- Students who have completed two years in residence at UM-D OR are classified as a Junior or a Senior: A student who fails to complete the minimum percentage of classes after an academic year and/or has a cumulative grade point average of less than a 2.0 will be allowed one (1) probationary term to regain good academic standing.

All students determined to have a probationary status will be notified after the scheduled review has occurred.

I'm a graduate student, how do these standards apply to me?

All of the graduate schools of the University of Michigan- Dearborn require enrolled students to maintain the highest academic standards. As a result, the Office of Financial Aid monitor graduate department postings of probation and suspension and utilizes these high standards of grade point average to assess a graduate student's satisfactory academic progress through his/her program of study.

Qualitative measures of grade point average, is important, but not the only component of the standards of academic progress. For example, a student may enroll for four classes but complete only one class with an "A". This student is not making adequate progress toward his degree. The Office of Financial Aid reviews quantitative progress for graduate students to insure that they are completing a minimum of 67% of all classes attempted to insure that they will complete their program of study in a timely manner. Reviews, like those for undergraduates, occur at the end of the Fall and Winter Terms.

How will I know if I am suspended from financial aid eligibility?

At the end of the review for satisfactory academic progress, all students who have exhausted their probationary period and still have not met the minimum standards of progress will receive a notification of suspension.

STUDENTS WHO ARE SUSPENDED FROM FINANCIAL AID ELIGIBILITY MUST REGAIN ELIGIBILITY WITHOUT THE USE OF FINANCIAL AID FUNDS AT THE UNIVERSITY OF MICHIGAN-DEARBORN.

What if I did not have any "special circumstances"—what do I do to be reinstated for aid?

Students whose financial aid eligibility has been suspended may request reinstatement once they have completed a minimum of six (6) credit hours successfully without financial aid assistance. The completion of these six credits must reflect positive progress made toward a degree. Students can submit a Request for Reinstatement Form for review. Completion of six credits and submission of the Request for Reinstatement Form does not guarantee new eligibility.

ELIGIBILITY IS NOT RETROACTIVE TO A PERIOD BEFORE SATISFACTORY ACADEMIC PROGRESS HAS BEEN RE-ESTABLISHED.

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What if I have special problems that affected my academic performance?

In the notification of suspension, students are advised that they may wish to file an appeal because of extenuating or mitigating circumstances, which contributed to their academic failure. Examples of mitigating circumstances can include, but are not limited to: serious illness of the student, death of a close relative or undue hardship (i.e., loss of employment, divorce.) Appeals must be submitted within 60 days of notification of suspension.

Students with a poor academic history at UM-D returning to the University after a long absence may also be considered in the appeals process.

All students are required to complete the Satisfactory Academic Progress Appeals Form with their academic advisor. The student will state the reason(s) for appeal as well as how he plans to address the causes for academic failure. Documentation of the extenuating circumstances will be required. The academic advisor must, at minimum, review and support the proposed academic plan. Incomplete appeals will be returned for completion without any action on the part of the Financial Aid Office.

The Financial Aid Office will review all complete appeals and notify the student of its decision in writing. Any conditions that are required to be met by the student will be detailed. Failure to fulfill either the departmental plan of study or the conditions required by the Office of Financial Aid will result in suspension from financial aid.

What if my department prohibits my registration or disenrolls me?

Students who are prohibited from enrollment by an academic unit are not eligible to receive financial assistance. If as a result of disenrollment or enrollment prohibition, the student transfers to another academic unit on campus, the student may be eligible to continue financial aid eligibility. After completing the transfer process, students are strongly advised to make an appointment with a financial aid counselor to determine eligibility for financial aid.

What if I do not understand the Standards of Academic Progress?

The counselors in the Office of Financial Aid are available by appointment to meet with you to discuss your concerns about maintaining or regaining financial aid eligibility based on the standards required in the University's Satisfactory Academic Progress Policy for financial aid students.

REMEMBER THAT THE FINANCIAL AID OFFICE IS HERE TO HELP YOU. YOU, HOWEVER, HAVE A RESPONSIBILITY TO BE AWARE OF THESE POLICIES, THEIR IMPACT ON YOU AND TO SEEK OUT ADDITIONAL INFORMATION WHEN YOU ARE UNSURE.

For information regarding the Standards of Satisfactory Academic Progress, please contact the Office of Financial Aid at:

University of Michigan-Dearborn
Office of Financial Aid

4901 Evergreen Road

Dearborn, MI 48128-1491

Phone: 313-593-5300 / Fax: 313-593-5313

Website: www.umd.umich.edu/univ/finaid

E-mail: ask-ofa@umd.umich.edu