

2016-17 DWU Course Catalog

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Rights and Responsibilities

Amount of Aid Received

The amount of federal aid that a student receives will depend upon his/her financial need. In the majority of cases, a student can expect to receive federal and/or institutional assistance. Aid packages will vary according to an individual's needs.

Student Responsibilities

- To complete all application forms accurately and submit them on time to the correct place.
- To provide correct information; misreporting information on financial assistance application forms is a violation of law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code.
- To return all additional documentation, verification, correct and/or new information requested by either the financial aid office or the agency to which applications are submitted.
- To read and understand all forms that the student is asked to sign and to keep copies of them.
- To accept responsibility for all agreements signed.
- To perform the work that is agreed upon when accepting a work-study program award.
- To be aware of and comply with the deadlines for application or reapplication for aid.
- To be aware of the school's refund procedures.
- To carefully consider information provided by the school to prospective students about its programs and performance before deciding to attend the school.
- To repay immediately upon demand all financial assistance over-awards or misappropriations.

Transfers

If a student transfers from one school to another, financial assistance does not automatically go with him/her. The student must take necessary action to ensure continued financial assistance at the new school. As soon as possible, a transfer student should:

1. check with the financial aid office at the new school on financial assistance availability;
2. contact the financial aid office of the student's current school to make sure all financial aid funds have been canceled at that school and reapply at the new school;
3. add the new school to the student's FAFSA as well as submit any other documentation requested by the financial aid office;
4. reapply at the new school, if funds are available, for a Federal Perkins Loan, an FSEOG or a college work-study job (due to the limited availability of the just-mentioned funds and the school's institutional awarding policy, a student who received these funds at one school might not receive them at another); and
5. refer to "Institutional Grants, Scholarships and the Work Program" for full-time students regarding academic scholarships at DWU.

Satisfactory Academic Progress

The purpose of federal and institutional financial assistance is to help students reach their academic and career goals. All students receiving financial assistance are expected to make reasonable progress toward graduation each term. The guidelines issued by the U.S. Department of Education make it possible to define and evaluate satisfactory academic progress.

Qualitative: A student will be evaluated based on his/her cumulative GPA in relationship to his/her student classification.

Undergraduate students will be considered to be making satisfactory academic progress if they maintain the following appropriate cumulative GPA at the end of the term as listed below. Students will be evaluated for progress at the end of each term in which they are enrolled.

After one semester	1.8
After two semesters and all subsequent semesters	2.0

Graduate students must maintain a minimum GPA of 3.0 to remain in satisfactory academic progress.

Quantitative: Enrolled students will be expected to complete their educational objectives within a reasonable time frame. The maximum time frame allowable by the institution is determined by the student's degree or certificate objectives and enrollment classification, and is depicted by the following:

Regardless of a student's degree objective, the student must successfully complete 70 percent of attempted credit hours for each academic year. Grades of F, Incompletes, Withdraws and No Credit will be treated as credits unearned. A student may repeat any course in an attempt to better a grade and improve her/his grade point average; however, the credit hours will be counted in the time frame of total credit hours attempted.

Degree Attempted	Total Credit Hours Attempted
Bachelor	188
Associate	95
Graduate	54

If a student has failed to earn his/her degree or certificate within the maximum allowable time frame prescribed by this policy, he/she will not be considered to be making satisfactory academic progress and will be ineligible for continued financial assistance.

The evaluation of satisfactory progress for an incoming transfer student will be considered without regard to his/her transfer credits. However, upon completion of each academic year, transfer students will be evaluated with those transferable credits applicable to meeting graduation requirements.

All students must maintain the required level of academic progress prescribed by this policy, as evaluated by its quantitative and qualitative standards. If a student's satisfactory academic progress falls below an acceptable level in either the quantitative or qualitative or both, the student will be placed on Financial Aid Probation per academic regulations. A review of his/her progress will be made each semester for determination of continued receipt of federal financial aid. Failure to meet the satisfactory academic progress for the following term may result in loss of eligibility for federal financial aid.

If a student's satisfactory academic program still falls below the acceptable level after a third consecutive semester, the student may be suspended from receiving federal aid. The student's ineligibility will remain in effect until an appeal is granted and the student is put on financial aid probation for the following academic semester. The student will then need to maintain the same academic progress stipulated in these satisfactory academic progress rules.

If a student believes there are extenuating circumstances for his/her failure to comply with these policies, he/she may request to appeal the suspension with the director of financial aid. The director of financial aid will provide a student with guidance on the appeal process in the suspension letter. Once the appeal documentation is received, the director of financial aid, in consultation with appropriate university authorities, may grant a deferment or waiver of suspension based upon certain hardship situations. The Appeal Process Committee will respond to the appeal within 72 hours. Each appeal will be decided on a case-by-case basis. A student who has been granted his/her appeal will be placed on probation for one term and a review of his/her academic progress will be made each semester for determination of continued receipt of federal financial aid. The Appeal Committee will consist of the director of financial aid, accounts receivable accountant, director of student life, director of TRiO Student Support Services, and the provost.