

DUQUESNE UNIVERSITY

Academic Progress Standards

Undergraduate Financial Aid Recipients

Federal, state and institutional financial aid policies mandate that a financial aid recipient demonstrate academic progress toward the completion of their program of study in order to continue to receive funding. These standards may differ from University academic standards for continuance.

Differences exist in the academic progress standards and procedures used for Federal, state, and University aid programs. It is possible that a student could be eligible to receive aid from one source and not eligible for aid from another source.

The Financial Aid Office conducts academic progress reviews annually at the completion of the spring term. Grades and credits that a student earned from the fall and spring terms are compared to the progress standards of the financial aid programs from which a student received aid to determine if they will be academically eligible to receive aid for the fall and spring terms of the next academic year.

Federal and state agencies are usually not aware of a recipient's academic progress when they determine initial eligibility for certain financial aid programs. A notification letter from a government agency only means that a student is financially eligible. Financial Aid is then required to determine if the student is also academically eligible. If the student does not meet the standards for academic progress, they may not be eligible to receive financial aid until they remove the deficiency.

Academic Progress Standard for Federal Aid

The standards and procedures described in this section apply to all Title IV Federal Student Aid programs which include: Pell grants; SEOG; Federal Student Loans which include Perkins, Stafford, and PLUS; Federal Work Study; and Academic Competitive Grants (ACG) and SMART grants (which carry an additional requirement of a 3.0 cumulative GPA).

To remain eligible for Federal grants and loans, a student must demonstrate academic progress with respect to both the number of credits earned and the cumulative grade-point average (GPA).

Financial Aid representatives will conduct the academic progress review annually at the completion of the spring term. Grades and credits earned from the fall and spring terms are reviewed to determine if a student is academically eligible for Federal Student Aid for the next academic year.

The Financial Aid Office will notify the student, in writing, if they have not met academic progress standards for financial aid renewal. Notification will occur in June after the grades for the preceding fall and spring terms have been reviewed. If this is the first time the student did not meet academic progress standards, they will be placed in a probationary period which is outlined later below.

Grade Point Averages and Credit Requirements for Federal Student Aid

The required GPA and Credits are outlined in the following chart:

Grade Point Average	<ul style="list-style-type: none">• 1.5 cumulative GPA for first-year freshmen• 2.0 cumulative GPA for all other academic levels
Credits	<ul style="list-style-type: none">• Full-time students must complete at least 24 new credits during the academic year.• Part-time students who have attempted between 6 and 11.5 credits per term, must complete at least 12 credits during the academic year• Part-time students who have attempted 5 or fewer credits must complete all credits attempted.
NOTES: (1) Withdrawals, incomplete grades, repeated courses, and noncredit remedial coursework may jeopardize a student's ability to maintain academic progress. (2) The GPA is calculated using credits earned at Duquesne University and does not, with the exception of credits earned in some study abroad programs, include credits earned elsewhere. (3) A full-time student who only attended for one semester must complete 12 credits with the applicable 1.5 or 2.0 GPA to maintain financial aid eligibility.	

One-Time Financial Aid Probation for Federal Student Aid

The first time that a financial aid recipient fails to meet the standard for academic progress described above, they will be eligible for one year of financial aid probation. Probation will allow the student to re-establish progress while still receiving Federal financial aid for which they are determined to be eligible.

During the probationary year, full-time students must earn 24 new credits with a minimum cumulative GPA of 2.00 in order to regain their eligibility for federal aid for the following year. Part-time probationary students must also complete the minimum number of credits specified by the academic progress standard and achieve a cumulative GPA of at least 2.0. A student who has been placed on financial aid probation previously is not eligible for a second probationary year. If a student fails to achieve academic progress during their probationary year and the student requests consideration for Federal student aid, the student must follow the written appeal process described in the section below.

A student may also achieve good standing by enrolling in summer courses. Enrolling in classes at Duquesne can increase the student's GPA and total number of credits earned. If the student attends another institution, only the credits earned will apply; the GPA from those credits is not transferable. A student should discuss the specifics with an academic advisor before enrolling elsewhere.

It is the student's responsibility to notify the Financial Aid Office of credits taken during the summer and to request a review of their financial aid status.

Written Appeal for Waiver of Academic Progress for Federal Student Aid

If the student's financial aid eligibility is terminated because they have already used their one time probationary period, the student will be notified in writing. The student may appeal for one additional year of eligibility if there are extenuating circumstances. Extenuating circumstances that will be considered are illness, injury, death in the family, or other personal situations that can be documented by a non-family member, such as a counselor, minister, social worker or health-care provider.

The appeal form will be included in our letter of notification or it can be obtained from the Financial Aid Office or at www.financialaid.duq.edu. The appeal form must be completed and returned with documentation verifying the extenuating circumstances that prevented the student from achieving academic progress. All correspondence must include the student's name and the last four digits of their Social Security Number.

The completed appeal form and the required documentation must be forwarded to the Academic Progress Committee by July 1, 2008. The committee will inform the student of their decision in a letter by July 22, 2008. If granted, the waiver will allow Federal financial aid processing to continue. Please note that if a waiver is granted, it is for Federal aid only and it will **not** reinstate a Pennsylvania grant or university aid. The standards for Pennsylvania grants and university aid are described below. Appeals that are denied will not be reconsidered. A student may not appeal to have financial aid eligibility reinstated more than one time during enrollment at Duquesne University.

Maximum Time Frame for Degree Completion for Federal Student Aid Recipients

The maximum time frame for full-time undergraduate students to complete their program of study is 5 years or 10 full-time semesters, with the exception of Pharmacy majors where the maximum time frame is 6 years or 12 full-time semesters. The maximum time frame for part-time undergraduate students to complete their program of study is 10 years or 20 part-time semesters. Periods of enrollment in which the student did not receive aid will be counted. However, summer enrollment periods are excluded from the counters. A student cannot request probation or appeal the loss of aid because of exceeding time frame. The maximum time frame for degree completion applies to Federal Student Aid recipients only.

Limitations for Federal Aid Based on Credits Attempted

For Federal Title IV financial aid purposes, a student enrolled in a program leading to a bachelor degree must complete the 120 required credits within a maximum of 180 credits taken. This means that students may not receive federal aid after 180 credits have been attempted. Students can receive Federal Stafford program proceeds up to the maximum dollar amount allowed by federal regulation. A student cannot request probation or appeal loss of aid after 180 credits have been attempted. The maximum number of credits attempted applies to Federal Student Aid recipients only.

Undergraduate Transfer Students

It is assumed that a student who is admitted to Duquesne University as a transfer student, whether or not they attended Duquesne University previously, is making satisfactory academic progress at the time of admission.

Undergraduate Re-admitted Students

Financial Aid Applicants who leave the university and do not attend another institution will be evaluated for Academic Progress based upon their Duquesne University academic credentials.

A Summary for a Student who did not meet Academic Progress for Federal Student Aid

If a student fails to achieve satisfactory academic progress for the first time, the student will be notified and automatically placed on Federal Financial Aid Probation. The Federal Standards may differ from University academic standards for continuance. The student does not need to complete any additional paperwork or notify the Financial Aid Office. The student's eligibility for federal aid will be determined as usual. During the probationary year, the student must achieve the cumulative GPA and earn the credits defined in the chart above to insure consideration for Federal aid in future semesters.

If a student does not achieve academic progress after the probationary period, the student will be notified of this finding and the student will be provided information on the appeal process.

Academic Progress Standard for Pennsylvania Grants

The following standards apply only to grants from the Pennsylvania Higher Education Assistance Agency (PHEAA).

Academic Progress Requirements for Pennsylvania State Aid (PHEAA)

When the Pennsylvania state grant agency (**PHEAA**) awards a grant, it assumes that a student will complete a minimum of 12 new credits each semester of full time study or a total of 24 credits over the 2 semesters of full-time study within an academic year. PHEAA also assumes part time students must earn 6 new credits for each semester of part-time study or 12 credits over the 2 semesters of part time study within an academic year.

There is no minimum cumulative GPA required. However, students should be aware that they cannot count repetitions of classes for which they previously received credit toward the minimum number of required credits.

Summer Redemption for Pennsylvania State Grants

If a student falls short of the credit requirement after the fall and spring semesters, they can enroll in summer classes to make up the credit deficiency. Students, who enroll for summer classes at another institution, must provide the Financial Aid Office with a transcript documenting the successful completion of summer classes. State grants will be reinstated for students who achieve the minimum credit requirement after taking summer classes.

A student who has failed to make State grant progress will lose their grant for the fall term. If the student makes up their credit deficiency during the fall, the state grant can be reinstated for the spring term.

Academic Progress Standard for University Scholarships and Need Based Grants

University scholarships and need-based grants are awarded for a maximum of 8 semesters (with the exception of Pharmacy majors who are awarded for a maximum of 10 semesters.)

Duquesne University Academic Scholarships

Academic scholarships are renewable provided the student maintains a 2.50 cumulative GPA at the end of the spring term. Academic scholarships include, but are not limited to: Duquesne University Academic Scholarships; Chancellor's Scholarships; or Laval Scholarships.

Duquesne University Need Based Grant

This grant is awarded based on financial need and requires a 2.0 cumulative GPA at the end of the spring term for renewal.

FINANCIAL AID: ACADEMIC PROGRESS SUMMARY CHART

PROGRAM	CUMULATIVE GPA REQUIREMENT	CREDIT EARNED REQUIREMENT
<p>Federal Student Aid: Pell grants; SEOG; Federal Student Loans which include Perkins, Stafford, and PLUS; Federal Work Study; and Academic Competitive Grants (ACG) and SMART grants</p>	<ul style="list-style-type: none"> • 1.5 cumulative GPA for first-year freshmen • 2.0 cumulative GPA for all other academic levels • ACG and Smart Grants require a 3.0 cumulative GPA for all levels 	<ul style="list-style-type: none"> • Full-time students must complete at least 24 new credits during the academic year • Part-time students who have attempted between 6 and 11.5 credits per term, must complete at least 12 credits during the academic year • Part-time students who have attempted 5 or fewer credits must complete all credits attempted
<p>PHEAA State Grant</p>	<ul style="list-style-type: none"> • No minimum cumulative GPA Required 	<ul style="list-style-type: none"> • Full-Time Students: Must complete a minimum of 12 new credits each semester of full time study or a total of 24 credits over the 2 semesters of full-time study within an academic year • Part-Time Students: Must complete 6 new credits for each semester of part-time study or 12 credits over the 2 semesters of part time study within an academic year
<p>Duquesne University Academic Scholarships</p>	<ul style="list-style-type: none"> • 2.50 cumulative GPA required 	<ul style="list-style-type: none"> • No credit requirements. However, University scholarships and need-based grants are awarded for a maximum of 8 semesters (with the exception of Pharmacy majors who are awarded for a maximum of 10 semesters.)
<p>Duquesne University Need-Based Grants</p>	<ul style="list-style-type: none"> • 2.00 cumulative GPA required 	<ul style="list-style-type: none"> • No credit requirements. However, University need-based grants are awarded for a maximum of 8 semesters (with the exception of Pharmacy majors who are awarded for a maximum of 10 semesters)