

**Satisfactory Academic Progress Regulations**  
**UNIVERSITY OF VICTORIA**  
**UNDERGRADUATE PROGRAMS**

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal aid. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree requirements. SAP includes two standards; qualitative and quantitative. Students must meet both standards to continue receiving financial aid. **This policy applies only to eligible US and eligible non-US citizens receiving Title IV aid, specifically the Federal Direct Stafford and Direct PLUS loans.**

#### Qualitative

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain at the University of Victoria. Student Awards and Financial Aid will conduct a review at the end of each academic year to determine the student's successful progress toward obtaining a degree by comparing cumulative grade average to hours earned. A student must maintain an overall minimum 2.0 out of 9.0 grade point average to remain enrolled in the program or to continue receiving aid. In order to meet the university's requirement for graduation, a student must have a minimum grade average of 2.0 except for certain courses specified in the catalogue where the requirement is higher.

Students may be put on probation by their department at the end of any term of study if they have not made sufficient academic progress to warrant continuance of study. Students who fail to maintain sufficient academic progress will be dismissed from the program. A student must maintain a 2.0 grade point average in a 60% course load regardless of their eligibility for or participation in the Title IV program. Termination of students will follow policies and procedures adopted by the department and reported to the 2<sup>nd</sup> Degree Committee. Dismissal by an academic department may be appealed to the Head of the Department and if that appeal is unsuccessful, the student may then appeal to the Head of the 2<sup>nd</sup> Degree Committee. The dismissal decision by the 2<sup>nd</sup> Degree Committee is final and may not be appealed by the student. Students who are re-admitted to the program may be issued a one-time waiver to continue receiving financial aid. The details are specified below.

#### ***Policy on Academic Integrity***

Academic integrity requires commitment to the values of honesty, trust, fairness, respect, and responsibility. It is expected that students, faculty members and staff at the University of Victoria, as members of an intellectual community, will adhere to these ethical values in all activities related to learning, teaching, research and service.

Any action that contravenes this standard, including misrepresentation, falsification or deception, undermines the intention and worth of scholarly work and violates the fundamental academic rights of members of our community. The following policies and procedures are designed to ensure that the University's standards are upheld in a fair and transparent fashion.

In this regulation, "work" is defined as including the following: written material, laboratory and computer work, musical or art works, oral reports, audiovisual or taped presentations, lesson plans and material in any medium submitted to an instructor for grading purposes.

### ***Evaluation of Student Achievement***

An important purpose of evaluation and grading is to further effective teaching and learning. Any practices that assign a predetermined percentage of students a specific grade—that is, a certain percentage get A, another percentage get B and so on—without regard to individual achievement are prohibited.

### **Assessment Techniques**

Each department will formally adopt the techniques for evaluating student performance which it considers appropriate for its courses and which allow instructors within the department some options.

Assessment techniques include: assignments; essays; oral or written tests, including midterms; participation in class discussions; seminar presentations; artistic performances; professional practica; laboratory examinations; "open book" or "take home" examinations; and examinations administered by the instructor or Undergraduate Records during formal examination periods. Self-evaluation may not be used to determine a student's grade, in whole or in part, in any course.

- Final examinations, other than language orals or laboratory examinations, will be administered during formal examination periods.
- Tests counting for more than 15% of the final grade may not be administered:
  - in any regular 13-week term, during the last two weeks of classes or in the period between the last day of classes and the first day of examinations
  - in any Summer Studies course, during the three class days preceding the last day of the course.
- Neither the department nor the instructor, even with the apparent consent of the class, may set aside this regulation.
- An instructor may not schedule any test that conflicts with the students' other courses or any examination that conflicts with the students' other examinations in the official examination timetable.

- An instructor may not schedule any test during the last two weeks of classes in a regular 13-week term unless students in the course have been given notice at least six weeks in advance.
- An instructor may not assign a weight of more than 60% of the overall course grade to a final examination without the consent of the Dean of the faculty.

## Grading

A primary purpose of evaluation and grading is to further effective teaching and learning. Any practices which assign a predetermined percentage of students a specific grade, that is, a certain percentage get A, another percentage get B and so on, without regard to individual achievement are prohibited.

The table below shows the official grading system used by instructors in arriving at final assessments of student performance. For letter grades authorized for use in the Faculty of Law, see the entry under that faculty.

Passing Grades	Grade Point Value	Description
A+ A A-	9 8 7	<b>Exceptional, outstanding and excellent</b> performance. Normally achieved by a minority of students. These grades indicate a student who is self-initiating, exceeds expectation and has an insightful grasp of the subject matter.
B+ B B-	6 5 4	<b>Very good, good and solid</b> performance. Normally achieved by the largest number of students. These grades indicate a good grasp of the subject matter or excellent grasp in one area balanced with satisfactory grasp in the other area.
C+ C	3 2	<b>Satisfactory, or minimally satisfactory.</b> These grades indicate a satisfactory performance and knowledge of the subject matter.
D	1	<b>Marginal</b> Performance. A student receiving this grade demonstrated a superficial grasp of the subject matter.
COM	N/A	<b>Complete</b> (pass). Used only for 0-unit courses and those credit courses designated by the Senate. Such courses are identified in the course listings.

Failing Grades	Grade Point Value	Description
E	0	Conditional supplemental.
F	0	<b>Unsatisfactory</b> performance. Wrote final examination and completed course requirements; no supplemental.
N	0	Did not write examination or complete course requirements by the end of term or session; no supplemental.
Temporary Grades	Grade Point Value	Description
INC	N/A	<b>Incomplete.</b> Used only for those credit courses designated by the Senate, to be replaced with a final grade by June 1. Such courses are identified in the course listings.
DEF	N/A	<b>Deferred status</b> granted. Used only when deferred status has been granted because of illness, an accident or family affliction. See <u>Deferred Status</u> .
UNK	N/A	<b>Unknown.</b> Used when grade is unknown.
INP	N/A	<b>In Progress.</b> Used only for courses designated by the Senate, to be replaced with a final grade by the end of the next Winter Session. If the student does not reregister, then the final grade will be N. Such courses are identified in the course listings.
CIC	N/A	<b>Co-op Interrupted Course.</b> See <u>Co-op Regulations (14)</u> .
Grade		Note
AEG	N/A	<b>Aegrotat.</b> Transcript notation accompanying a letter grade, assigned where documented illness or similar affliction affected the student's performance or prevented completion of all course work.

## Numerical Scores

A department may allow instructors to use numerical scores, where appropriate, but each numerical score or mark must in the end be converted to a letter grade. Where a department authorizes the use of a numerical system in its courses, instructors are responsible for informing students of the relationship between the departmental numerical system and the University letter grade system.

## Release of Grades

Instructors are permitted to release final grades informally to students in their classes, on request, as soon as the grades have been forwarded to Undergraduate Records by the school or department.

Student records are confidential. Instructors may release grades only to the student concerned, unless they have the student's permission to release the grades to a third party. Where grades are posted, only student numbers will be shown. Students are given the option at the beginning of a course to not have their grades posted.

Students' grades are available at the Undergraduate Records WebView website: [registrar.uvic.ca](http://registrar.uvic.ca).

First-term results for full-year courses are released by instructors, not by Undergraduate Records.

## Review of an Assigned Grade

Reviews of assigned grades, for either part of or all of a course, are governed by the following regulations, subject to any specific procedures established by individual faculties. Students should visit their faculty website or their faculty Dean's office to obtain those procedures concerning grade reviews.

Please refer to **Evaluation of Student Achievement**; **Student Access to Final Examination**; and **Release of Grades**, above.

- Before applying for a formal review of a grade as outlined below, students should make every effort to discuss and/or submit a written appeal about the assigned grade with the instructor (see individual faculty procedures).
- If the instructor or Chair/Director does not agree to a review of the grade, then a formal request for review of a grade, including the grade review fee of \$25, may be submitted to Undergraduate Records, normally within 21 days of the release of grades.
- Students must keep all written work returned to them by the instructor during the term and make any work available that forms part of the grade to be reviewed. Undergraduate Records will make available completed final examinations when necessary.
- Undergraduate Records will send all materials involved in the grade review to the department Chair/Director, who will then arrange an independent evaluation of the grade (see individual faculty procedures).
- The grade determined by means of a review will be recorded as the final official grade, regardless of whether it is the same as, higher than or lower than the original grade.
- Students considering a review request should note that examination papers graded E or F (and D in some faculties) are automatically read at least a second time before the grades are recorded. For that reason, an applicant who is eligible

for a supplemental examination should prepare for the examination in case a change in grade is not available before the time of the supplemental examination.

- Requests for review or other consideration based on compassionate grounds such as illness are governed by separate regulations (see the entry **Academic Concessions** and the entry **Deferred Status**).

### **Grades for Term Work**

During the session, students who believe that a grade awarded for term work is unfair should discuss the matter informally with the instructor concerned. If discussion with the instructor fails to resolve the matter, the student may appeal directly to the Chair/Director or designate of the department or school.

### ***Transcript of Academic Record***

On request of the student, a certified transcript of the student's academic record can be sent by Undergraduate Records directly to the institution or agency indicated in the request. Each transcript will include the student's complete record at the University to date. Since standing is determined by the results of all final grades in the session, transcripts showing official first-term grades are not available until the end of the session, unless the student has attended the first term only.

Students' records are confidential. Transcripts are issued only at the request of students. All transcript requests must be accompanied by payment (see **Miscellaneous Fees**). Transcripts will be issued within five working days after a request is received by Undergraduate Records, unless a priority request is made. For more information and to order a transcript, access <[registrar.uvic.ca](http://registrar.uvic.ca)>

Transcripts will not be issued until all financial obligations to the University have been cleared.

Students who require proof of degree completion prior to convocation can request a letter from Undergraduate Records.

### ***Withdrawal***

A student may be suspended or required to withdraw from the University at any time for failure to abide by the University's regulations. (For the regulations of individual faculties concerning mandatory withdrawal, refer to the Calendar entry for the faculty.)

### **Withdrawal for Unsatisfactory Progress**

Undergraduate students who have been placed on probation and whose progress is considered unsatisfactory may be required by their faculty to withdraw from the University for the remainder of the session. Students required to withdraw for

unsatisfactory progress will be notified by Undergraduate Records. Students may request a review by the Senate Committee on Admission, Reregistration and Transfer by lodging a written appeal with the Committee, c/o Records Officer, Undergraduate Records.

## **Voluntary Withdrawal**

An undergraduate student who after registration decides to withdraw from the University must notify Undergraduate Records. Students are encouraged to visit Counselling Services to discuss their decision and their Faculty Advising Centre to discuss their academic status and prospects before going to Undergraduate Records. Also, see **Academic Concessions**. Students in the Faculty of Law should speak with the Dean. Students who are unable to withdraw in person must do so by letter addressed to Undergraduate Records.

Note: A sessional Grade Point Average and academic standing are assigned at the end of the session and are based on final grades awarded (including N grades) in the session or term attended. Please see the calendar entry **Minimum Sessional Grade Point Average and Academic Standing**, for information regarding minimum sessional Grade Point Average standards.

Students must obtain clearance from the University, to the satisfaction of Undergraduate Records, before being recommended, where applicable, for a fee refund. Summer Studies students should refer to the **Summer Studies Calendar**.

## **Graduation**

### **Application for Graduation**

The University Senate grants degrees in October and May each year prior to the awarding of degrees at convocation ceremonies in November and June, respectively. Candidates for a degree, diploma or certificate must submit a formal application for graduation when registering in the final Summer or Winter Session before their anticipated graduation. The application deadlines are July 1 for November convocation and December 1 for June convocation. Application forms for graduation are available from Undergraduate Records or can be requested at their website <**registrar.uvic.ca**>.

Because of the delay in obtaining official transcripts, students completing their degree requirements at another institution during the second term of the Winter Session (January-April) are not eligible to graduate at June convocation. They must apply for a succeeding convocation.

### **Minimum Degree Requirements for Graduation**

Each candidate for a first bachelor's degree (in a faculty other than Law) is required:

- to have satisfied the **Undergraduate English requirement**
- to present credit in a minimum of 60 units of university level courses numbered 100 and above\*; at least 21 of the units must be numbered at the 300 or 400

level; at least 18 of the 300 or 400 level units must be UVic courses, and at least 30 of the units must normally be UVic courses. (Post-diploma nursing students are advised to refer to the regulations specific to the School of Nursing; see **Minimum Degree Requirements.**)

- to meet the specific degree and program requirements prescribed by the undergraduate faculty in which the candidate is registered
- to have a graduating Grade Point Average of at least 2.0

\* **Important:** Credit awarded for a co-op work term cannot be used in satisfaction of the minimum degree requirements of 60 overall/30 UVic/21 senior units. Co-op work term credit is recognized ONLY in fulfillment of the co-op program work-term requirement.

## **Standing at Graduation**

### **Graduating Average**

The graduating average of a student in a bachelor's degree program (other than BEng and Law) will be determined as the weighted average of the grade values assigned to 300 and 400 level (and in Education 700 level) courses (other than COM-graded courses) taken or challenged at UVic. Courses at the 500 level may be included in the graduating average if they are accepted as credit towards the undergraduate degree.

A course which has been used to satisfy the requirements for one degree, or which has been used in the calculation of the student's graduating average for one degree, cannot be used for credit towards another degree.

### **With Distinction**

The notation "With Distinction" will appear on the degree parchment, the convocation program and the transcript for those students whose graduating average is 6.5 or higher and who have satisfied any additional requirements specified by individual faculties and departments.

Please note that the Faculty of Engineering (BEng and BSENG degrees only) and the Faculty of Human and Social Development require a graduating average of at least 7.0 for a "With Distinction" designation. For the Faculty of Education requirements, please see Section 6.6.2.

## **Graduation Ceremonies**

The formal conferral of degrees takes place at a convocation ceremony in the fall and spring each year.

To qualify as candidates for graduation in the fall (November) convocation, students must have finished their UVic course work by the end of August. Students completing final requirements in the first term of Winter Session cannot be considered for fall convocation.

To qualify as candidates for graduation in the spring (June) convocation, students must have completed their UVic course work by the end of April. Students completing final requirements in the May sequence of Summer Studies cannot be considered for spring convocation.

Graduates become members of the Convocation of the University as soon as their degrees are granted by the Senate, which generally occurs several weeks before the convocation ceremony.

Students who require proof of degree completion before degrees have been conferred by the Senate can obtain a letter from Undergraduate Records.

#### Quantitative

Undergraduate students must be enrolled for a minimum of 7.5 registered units during either the fall, spring and/or summer terms of study to be considered full time. Half-time enrollment for undergraduate students is 3.75 registered units during either the fall, spring and/or summer terms of study. In order to meet the quantitative standard, students must complete and pass a minimum of 67% of courses attempted each academic year. The minimum number of units required for an undergraduate degree is 60 units. The normal time frame for completion of an undergraduate degree is five years.

For students on US Government Student Loans: Students must complete their educational program within a time frame no longer than 150% of the published length of the educational program (for example, an undergraduate student in a 4 year degree has 6 years to successfully complete the degree requirements).

Federal regulations require that the University tracks the academic progress of student loan recipients from the first date of enrolment at the University of Victoria, whether or not student loans were received at that time. Credits transferred from all other credit sources will be considered in the evaluation of the completion rate standards.

The University of Victoria evaluates Satisfactory Academic Progress at the end of the spring term. Withdrawals and incompletes are not included in the overall grade average. Students must complete all required courses by the end of the degree. Students who achieve a passing grade may not repeat a course. Students who fail a

required course must repeat the course and obtain a passing grade before completion of their degree. When a student repeats a course and achieves a passing grade, the original grade will not be counted in the grade average. There are no noncredit remedial courses. Scheduled awards for the next academic year for students who are not making Satisfactory Academic Progress will be canceled.

### **Treatment of WDR, INC, UNK, DEF, AUDIT, Cumulative GPA Below 2.0 and Repeated (Duplicate/Mutually Exclusive) Course Work**

1. Repeated course withdrawals may be considered as unsatisfactory academic progression and could result in a student being placed in a Student Loan Probation Status.
2. Incomplete (INC) grades, no grades reported (UNK) and situations where students have been granted a special exam (DEF) are considered a non-completion of attempted course work until the grade is replaced with a permanent grade and academic progress can be re-evaluated.
3. An audit course is not considered attempted course work. It is not included in the completion rate determinations.
4. Grades below 1.0 (failed courses E/F/N) are treated as attempted credits that were not earned, and are included in minimum completion rate determinations.
5. For a course that is repeated, every attempt will be included in the completion rate determinations. If a student has successfully passed the course in a previous study period, they may be asked to provide written documentation which outlines the reasons for the repeated attempt.

Financial aid will be disbursed on the first day of each term. Students who withdraw after that will have their eligibility to retain part of their financial aid calculated on the percentage of the term attended. Students who attend more than 60% of the term may retain all of their aid. See the section on Return to Title IV (R2T4) below.

### **Minimum Course Load**

Some programs require students to be enrolled in a minimum number of units during the Winter Session. Students should refer to the calendar entries of individual faculties for information.

Students should note that Canada Student Loans require enrollment in at least 4.5 units for credit (3 units for students with a permanent disability), excluding duplicate and/or mutually exclusive course work, in each term of the Winter Session. Most

undergraduate scholarships, bursaries and prizes administered by the University are restricted to students enrolled in a minimum of 15 units in each Winter Session.

## Maximum Course Load

Except with the written approval of the Dean, the following maximum course loads apply to individual sessions and terms and do include studies taken elsewhere.

Session/Term	Maximum course load
<i>Winter Session:</i>	
September-April	18 units
September-December	9 units
January-April	9 units
<i>Summer Studies:</i>	
May-August	9 units

## Accumulation of Credit

All course credits earned are recorded on the student's academic record. Whether credit for a course applies toward a degree or diploma is determined by the regulations governing the program. In the case of a course taken more than once, the unit value will be shown on the student's record in each instance, but units are awarded only once toward the student's degree or diploma unless the course is designated as one that may be repeated for additional credit.

## Advanced Placement or Exemption Without Unit Credit

In exceptional circumstances, undergraduate students may qualify for an exemption from a required course or for advanced placement in a program through independent study or other experience.

Students requesting advanced placement or exemption should apply to the department offering the course or program.

Advanced placement or exemption from a required course carries no unit credit.

## Completing Program Requirements

A student who has not met the course requirements for the lower years of a program may only proceed to courses in a higher year if the student concurrently takes all courses required to clear any requirements.

## *Standing*

## Sessional Grade Point Average

The sessional Grade Point Average is based on all courses completed in a session which have a unit value. Courses bearing the grade COM are not included in the calculation of the Grade Point Average.

(A Grade Point Average is found by multiplying the grade point value of each final grade by the number of units, totalling the grade points for all the grades, and dividing the total Grade Points by the total number of units.)

## **Cumulative Grade Point Average**

The cumulative Grade Point Average, which normally appears at the end of a transcript, is based on all courses (other than COM-graded courses) taken or challenged at the University for which grades have been assigned (including F and N).

If a student takes courses beyond a first undergraduate degree, or transfers to the LLB program, a further cumulative Grade Point Average will be calculated excluding those courses completed prior to the granting of the first degree or entry to the LLB program.

## **Minimum Sessional Grade Point Average and Academic Standing**

The following regulations apply in all faculties and all sessions, including Summer Studies.

Undergraduates must maintain a sessional Grade Point Average of at least 2.0 (or equivalent if a UVic student takes courses elsewhere for credit towards a UVic program).

## **University Probationary Status**

Students whose sessional Grade Point Average is 1.00 to 1.99 (regardless of registered course load) are considered to have unsatisfactory standing and will be placed on academic probation for the next session attended. Students should note that individual faculties may require a higher sessional Grade Point Average. Failure to achieve the Faculty Grade Point Average requirement will result in the student being placed on Faculty probation.

Undergraduate Records will notify students that they have been placed on probation through the addition of a notation to their academic record. Students on probation should contact the appropriate Advising Centre or Counselling Services for assistance, or take the Learning Skills Course or other workshops offered by Counselling Services.

Students receiving US Student Loans who fail to meet the basic standards for satisfactory performance and/or are required to withdraw from the University will not be eligible for further US loan funding until they have cleared their probationary status.

Students who are on academic probation and who achieve a sessional Grade Point Average of 2.0 or above at UVic will clear their probation status at the end of the session, except as noted below.

Students registered in less than 4.5 units in a session whose Grade Point Average is less than 1.0 (or equivalent if a UVic student takes courses elsewhere for credit towards a UVic program) will be placed on "Dean's" probation. The Dean of the faculty concerned will review the student's record for the next session attended rather than being required to withdraw. The student will be informed of the Dean's decision. **Under these circumstances, a student who is placed on probation and who then obtains a Grade Point Average of 2.0 or greater in the next session will not be taken off probation automatically.**

Students who are on probation, or whose standing is withheld in their most recent session because of deferred status, are not eligible for reregistration until their sessional Grade Point Average for the latest/deferred session has been determined as satisfactory, except as noted below.

If a student's projected sessional Grade Point Average for the latest/deferred session, including a grade of 0 for all deferred courses or outstanding grades, was determined to be above the minimum by the faculty concerned, the student will be authorized to register. The projected Grade Point Average is calculated at the end of the session when the deferred standing is assigned. The projected Grade Point Average does not appear on a student's academic record.

Depending upon a student's performance during the period of probation, the Dean may at any time either remove the student from probation for the remainder of the session or, acting on a decision of the faculty, require that the student withdraw from the University.

### **Requirement to Withdraw from the University**

A student who is on academic probation and whose Winter sessional or Summer sessional Grade Point Average falls below 2.0 (or equivalent if a UVic student takes courses elsewhere for credit towards a UVic program) will have failed to clear their probation status. These students will be required to withdraw regardless of the registered unit total, normally for one academic year.

Students registered in 4.5 units or more in a session whose Grade Point Average is less than 1.0 (or equivalent if a UVic student takes courses elsewhere for credit towards a UVic program) will be required to withdraw, normally for one academic year. If a student has started courses in the current session before receiving notice of unsatisfactory standing in the most recent session, registration for courses in the current session will remain on the student's record, but the student will be required to withdraw following completion of the course(s), normally for one academic year. Registration in courses that have not started by the time the required to withdraw standing is determined will be dropped automatically.

All students who have been required to withdraw must apply to reregister if they wish to resume studies at the University. Permission to reregister will normally be granted to students who have:

1. completed the required withdrawal period; and
2. since their last registration at UVic, completed a **minimum** of 6.0 units of transferable non-duplicate course work with a C+ (3.0) average in ALL transferable courses attempted, including currently in-progress course work. All students returning after a requirement to withdraw will be placed on probation for the next session attended.

Students who have grounds for appeal as noted under Appealing Admission/Reregistration Decisions, page 20, may appeal to the Senate Committee on Admission, Reregistration, and Transfer, stating why they should be considered for reregistration.

A student who is permitted to reregister following a requirement to withdraw will be on academic probation for the duration of the session in which UVic studies are resumed.

A student who is required to withdraw a second time will not be permitted to register for credit courses at the University for at least five academic years.

### **Accumulation of Failing Grades**

A “warning notice” will be issued when five failing grades are accumulated throughout a student's entire undergraduate academic record. The notice is for information only and carries no academic penalty. The notice contains information that may assist students in avoiding assignment of further failures.

### **Transfer Students**

Transfer students' transcripts will be evaluated by the Program Director. Those courses which are applicable to the degree requirement will be accepted and will be used to measure the quantitative SAP requirement. Only those grades earned at the University of Victoria will be used to compute the qualitative requirement.

### **Change of Program or Degree**

Students who decide to change their degree or program objective will be evaluated similarly to Transfer Students with the exception that the grades previously earned at the University of Victoria will be used to measure the qualitative requirements.

## Concurrent Degrees

Although it is unlikely to occur, students may pursue two undergraduate degrees concurrently. They are charged the tuition for each program and the Cost of Attendance for one degree will be adjusted to reflect the two tuition charges. Students must meet the Satisfactory Progress requirements for both programs to retain eligibility. The two sets of courses will be viewed as one program. Loans will be processed to the maximum yearly eligibility for undergraduate students.

## Additional Degrees

Students who have completed a undergraduate degree program and wish to pursue another degree must apply for admission to that program as would any other applicant and meet the admission requirements for the new program. Federal loan eligibility will be limited to the aggregate program maximums under Federal Regulations.

## Appeals and Waivers of SAP

Dismissal by an academic department may be appealed to the Head of the 2<sup>nd</sup> Degree Committee after all other avenues of appeal have been exhausted. The dismissal decision by the 2<sup>nd</sup> Degree Committee is final and may not be appealed by the student.

Students who are readmitted to their program may apply in writing to the Director, Student Awards and Financial Aid for one-time waiver to continue receiving financial aid. The student should specify the exceptional circumstances that lead to the poor academic performance and state the reasons why those circumstances will not affect future academic progress. Each case will be individually reviewed and the Director will use his or her professional judgment to determine if the original situation has been resolved to the point where the student can reasonably be expected to succeed and issue a one time waiver of SAP for the next term. If the student still does not make satisfactory progress, then he or she will be ineligible for future aid. The decision of the Director may differ from that of the 2<sup>nd</sup> Degree Committee in that a student may be readmitted to the program but may not be eligible for financial aid.