

## 67% WORKSHEET

**Please Note:** To view this worksheet with specific information based on your records, please visit your **BanWeb** Account:

- Go to [www.westga.edu](http://www.westga.edu), click on the **MyUWG** link in the menu to the left.
- Login and click on the **BANWEB** tab,
- click on the **Student Services & Financial Aid** link,
- click on the **Financial Aid** link,
- then click on the **Satisfactory Academic Progress** link.
- Follow the instructions.

Satisfactory Academic Progress standards require that a student **complete** at least 67% of all hours attempted. Progress is reviewed at the end of the spring term each year. Calculations will include Summer, Fall and Spring. Unsatisfactory grades are: **F, W, WF, I, IP, and U.**

**To determine whether you will meet the 67% requirement, please complete the following:**

**STEP 1** Add all hours **attempted** for each semester. This includes all courses that are showing after drop add.

SUMMER      ATTEMPTED HOURS \_\_\_\_\_  
FALL          ATTEMPTED HOURS \_\_\_\_\_  
SPRING      ATTEMPTED HOURS \_\_\_\_\_  
  
TOTAL HOURS      \_\_\_\_\_

### **STEP 2**

Add all hours **completed** for each semester. Grades of A, B, C, D or S count as completed.

SUMMER COMPLETED HOURS \_\_\_\_\_ FALL COMPLETED HOURS \_\_\_\_\_  
SPRING COMPLETED HOURS \_\_\_\_\_  
  
TOTAL HOURS \_\_\_\_\_

**STEP 3** Divide the **total** in **Step 2** by the total in **Step 1**. Example: Step 1 = 45 Step 2 = 27

$27 \div 45 = 0.6$  or **60%** Note: Course complete percentage is NOT rounded. You must complete at least 67% and not 66.99%.

**If the percentage is less than 67%, you will lose your financial aid eligibility for the next semester of enrollment.** Please request a statement of the Satisfactory Academic Progress requirements if you have further questions.

# **FINANCIAL AID RECIPIENTS**

## **PLANNING TO WITHDRAW FROM ONE OR MORE CLASSES**

**YOU MUST COMPLETE 67% OF THE COURSES YOU ATTEMPT EACH ACADEMIC YEAR**

Classes that you withdraw from will count as hours attempted but not completed. **Withdrawing or failing too many courses may result in the loss of your financial aid.** A 67% worksheet is available on the back of this form to help you calculate your percentage.

### **FEDERAL DIRECT STAFFORD LOAN (Federal Aid)**

☞ If you do not drop below half time hours, there will be no affect on your student loan. ☞ No loan disbursements will be made on your student loan if you drop all courses or below half time prior to payment being made. Loan funds are cancelled and returned to the Direct Loan Program. ☞ Your six month grace period begins the day you drop all courses or drop below half time status. If you fail to return to school at least half time within six months, your loan will go into repayment. ☞ You may have to repay part of your student loan if you drop below half time, depending on your date of withdrawal.

**PELL GRANT (Federal Aid)** ☞ If you have not received an overpayment credit/check from Higher One, your grant will be reduced to the appropriate amount for the number of hours you are enrolled.

☞ There will be no affect if you have received an overpayment credit/check from Higher One **unless** you **totally** withdraw from all courses. In that case, you may be required to repay a portion of funds, depending on the date of withdrawal.

**WORK STUDY (Federal Aid)** ☞ You will not be eligible to continue employment in a Work Study position if you totally withdraw from all courses.

### **HOPE SCHOLARSHIP (State Aid)**

☞ HOPE funds are not affected by withdrawals. ☞ HOPE is calculated and eligibility reviewed based on hours **attempted**. Classes that show grades of "W, I, F, or U" still count as attempted hours.

### **OTHER FEDERAL AID OR SCHOLARSHIPS**

☞ If you have not received an overpayment credit/check from Higher One and you drop below half time, your aid may be reduced or cancelled. ☞ There will be no affect if you have received an overpayment credit/check from Higher One **unless** you **totally** withdraw from all courses.

\*\*\*If you receive notification that you did not complete the 67% requirement, you do have the right to appeal the cancellation of your aid if you had unusual or adverse circumstances that affected your ability to complete your courses.