Satisfactory Academic Progress (SAP) is assessed by the Financial Aid Office (FAO) for any student who applies for financial aid. Eligibility is determined by academic performance as evaluated by this policy. **A student must be eligible by this policy whether or not a recipient of aid during the evaluated period of attendance.**

An academic year for Financial Aid and Pell grant purposes is 36 attempted credits. Please note, Pell recipients are expected to successfully complete a minimum of 36 credits per year. CWU’s award year runs from Fall quarter through Summer quarter. To be considered for the Accelerated Pell you must earn more than 36 credits in an award year in addition to being enrolled in at least 6 credits.

PLEASE NOTE: Loan limits are based on class standing; 45 earned credits are needed to advance to the next class (developmental credits do not count toward class standing). Class Standing: freshman 0→44, sophomore 45→89, junior 90→134, senior 135→180 or more earned credits. **If you hope to graduate in 4 years you should earn an average of 15 credits per quarter or a minimum of 45 credits per year.**

Enrollment at census date determines eligibility for grants; census is taken immediately after the official change of schedule period. Satisfactory Progress standards are based on your highest enrollment on or after census each quarter.

### Enrollment ranges used for quarterly aid adjustment prior to disbursement:

<table>
<thead>
<tr>
<th>ENROLLMENT RANGE:</th>
<th>Undergraduates</th>
<th>Post Baccalaureates</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TIME</td>
<td>12 or more credits</td>
<td>12 or more credits</td>
<td>10 or more credits</td>
</tr>
<tr>
<td>3/4 - TIME</td>
<td>9 - 11 credits</td>
<td>9-11 credits</td>
<td>8-9 credits</td>
</tr>
<tr>
<td>1/2 - TIME</td>
<td>6 - 8 credits</td>
<td>6 - 8 credits</td>
<td>5 - 7 credits</td>
</tr>
<tr>
<td>&lt; 1/2 TIME</td>
<td>1 - 5 credits</td>
<td>1-5 credits</td>
<td>1-4 credits</td>
</tr>
</tbody>
</table>

The enrollment range is determined by your registration at the end of Change of Schedule, also known as census date.

### About Enrollment

- Successfully completed courses (earned credits with a grade other than F) may be repeated once and still count in your enrollment range for aid.
- Failed courses are not considered successfully completed and may be repeated more than once.
- When repeating courses, each attempt counts as additional attempted credits for Maximum eligibility limit.
- Aid can pay for up to 36 attempted Developmental credits (course numbered < 101).
- Graduates (Master’s Candidates) must be enrolled in at least 5 credits of coursework numbered 501 or above.
- Any credits recorded on or after the quarterly Census date (end of Change of Schedule) count as attempted credits for the maximum timeframe but cannot count as enrollment for pro-rated grants.
- Credits received through College-Level Examination Program (CLEP), life experience, etc. are not considered for Financial Aid enrollment; although once recorded, they are considered earned and therefore contribute to your class standing and maximum timeframe.

### I. These QUALITATIVE AND QUANTITATIVE STANDARDS are monitored annually.

#### A. **NEW** Annual QUALITATIVE STANDARD (cumulative CWU GPA): This minimum cumulative CWU GPA requirement is monitored every year during the summer.

- **Freshmen** are required to maintain a minimum of 1.5 CWU cumulative GPA.
- **Sophomores** are required to maintain a minimum of 1.8 CWU cumulative GPA.
- **Undergraduates and Post Baccalaureates who have attended any school for two years** (some sophomores, most transfers, upperclassmen, Post Baccalaureates) must maintain a minimum 2.0...
cumulative CWU GPA. Monitoring will begin when the student has 89 CWU attempted and/or Transfer credits.

d. All Post baccalaureates and certification students must maintain a 2.0 cumulative CWU GPA.

e. All Graduates must maintain 3.0 cumulative CWU GPA.

B. Annual QUANTITATIVE STANDARD (minimum earned credit requirement):
   a. All students must earn credits at a minimum rate of 66.7% of attempted credits.
      1. Every student must successfully complete a minimum of two-thirds or 66.7% of credits
         attempted during the award year Fall through Summer.
      2. Those students who do not attend summer session will be evaluated while summer
         session is in progress.
      3. Summer session attendees will be evaluated following the close of summer session.
   b. Only passing grades of A thru D-, IP, S, & CR count as earned credits.
   c. Grades of I, AU, F, NS, U, W, HW, NR, blank grades, count as attempted credits but are not earned.
   d. Transfer credits taken elsewhere during the award year and transferred to CWU, can, upon request,
      be considered in the annual calculation, but only if the new transfer credits do not displace other
      transfer credits. Transfer credits, if considered, will have to increase both earned and attempted
      credits. In other words, they will impact both the attempted credits for Maximum Time Frame and
      the annual Completion Rate.

II. These minimum and maximum Qualitative and Quantitative standards will be evaluated QUARTERLY:
   A. Qualitative: Any student who is on Academic suspension is also on Financial Aid suspension. An appeal of the
      Academic suspension does not automatically lift the financial aid suspension; Please petition AND submit a
      document proving the Academic Suspension has been successfully appealed.

   B. Quarterly Minimum Quantitative Standards: All students are required to successfully complete a minimum
      number of credits.
      a. (NEW) Failure to successfully complete credits equal to ½ of the minimum required for the
         AWARDED RANGE (rounded down), during any one quarter will result in immediate suspension.

<table>
<thead>
<tr>
<th>ATTEMPTED credits RANGE (Ungrd/PB):</th>
<th>Required to complete: Ungrd/PB</th>
<th>Attempted credits Grad</th>
<th>Required to complete: Grad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time 12 or more</td>
<td>6</td>
<td>Full 10 or more</td>
<td>5</td>
</tr>
<tr>
<td>Three quarter time 9-11</td>
<td>4</td>
<td>Three quarter 8-9</td>
<td>4</td>
</tr>
<tr>
<td>Half time 6-8</td>
<td>3</td>
<td>Half 5-7</td>
<td>2</td>
</tr>
<tr>
<td>Less than half time 1-5</td>
<td>1</td>
<td>&lt; half 1-4</td>
<td>1</td>
</tr>
</tbody>
</table>

b. This requirement includes Withdrawals, Incompletes, Hardship Withdrawals, No Shows, No Report,
   and Unofficial Withdrawals. These situations may also require immediate repayment of aid. (See
   Return of Aid policy)

C. MAXIMUM time frame for STATE AID: Eligibility for State aid ends when a student reaches 225 attempted credits
   or when the student has received 15 quarters of SNG (whichever comes first). Eligibility expires at 225 attempted
   credits whether the student received state aid or not.

D. MAXIMUM time frame for FEDERAL AND INSTITUTIONAL aid: Eligibility for Federal and Institutional aid expires
   once the student attempts 1.5 times the credits required for the degree. The maximum timeframe applies
   whether the student received aid or not.

This limit is applied as follows:
1) Undergraduate students pursuing the first baccalaureate: eligibility ends at 270 attempted credits.
2) Post baccalaureate (declared major) and Teacher Certification: eligibility ends at 135 attempted credits.
3) Graduate Students: eligibility ends at 135 attempted credits.
4) Post-baccalaureates (undeclared major) are limited to receiving aid for 12 months from their start date.
5) Please note the following regarding Maximum Limits for Financial Aid:
   - Transfer credits accepted by CWU are added to credits attempted at CWU to calculate total
     attempted credits. See Financial Aid Status on safari self-help to view your attempted credits.
   - There are no exceptions for changed majors, remedial courses, failed courses, withdrawals, repeat
     courses, double major, or multiple minors.
6) This requirement may be adjusted if your degree requires more than 180 credits (Graduates and Post Bac 90).
   Please meet with a Financial Aid Counselor by 225 attempted credits (100 Post Bac and Masters) if this
   applies to you. The limit will be adjusted as follows: credits equal to 1.5 times the credits required for the
following degree elements (when applicable): 72 credits of basic and breadth, 1 major, 1 minor, one teacher certification option, as appropriate and as documented on the system and/or your catalog copy. Any exception for a Graduate Student would be based on the Official Course of Study.

E. Communications:
   a. Satisfactory Progress Suspension Notices will be sent through CWU GroupWise email, by US mail to home address, and recorded on SAFARI in self-service.
   b. Email Alerts: Undergraduates may receive an alert by email at 200 attempted credits because State Aid will be discontinued at 225 attempted credits and all aid will be discontinued at 270 attempted credits.
   c. Post Baccalaureates and Graduates may receive an alert at 100 attempted credits because aid will be discontinued at 135 attempted credits.
   d. Students may receive an email alert during the year if they fall below the minimum annual cumulative GPA requirement.

H. FINANCIAL AID SUSPENSION: Any student who does not meet the above standards will be placed on Financial Aid Suspension meaning the student is not eligible to receive financial aid.

III. RE-ESTABLISHING ELIGIBILITY FOR AID:
   A. Suspension: If you are on suspension you may submit an appeal. If your appeal is approved you will receive one probationary quarter usually with contractual performance requirements. Probation can only be granted through professional judgment. Approval is not guaranteed, you will be held responsible for any debts incurred if you enroll while on financial aid suspension.
   B. If you decide not to appeal or if your appeal is denied, you may attend without the assistance of aid. Upon request, your attendance will be certified for a private loan. When you have reached the following criteria, you may petition to have your situation reconsidered:
      1. Your cumulative CWU GPA is 2.0 or better. (3.0 for Masters)
      2. Your rate of completion while attending CWU has reached 66.7%. Formula: CWU successfully completed credits divided by CWU attempted credits.
      3. If you are suspended for 270 Maximum attempted credits you may document that your degree requires more than the standard 180 credits. Please bring in a copy from your catalog, it will be verified on the university system. The following elements are included if they apply to your academic record: 1 major, 1 minor, 72 credits for basic and breadth, 52 credits for teacher certification.
      4. If you are suspended because you are a Post Baccalaureate who has not declared a major, you may notify the financial aid office when you have declared a major. All credits taken while undeclared will count toward your maximum limit.
      5. If you have attempted more than 36 developmental credits, you may attend without financial aid or you may be awarded only for those credits that are numbered 101 or higher.
      6. Graduate Students who are not enrolled in 5 credits number 501 or higher are NOT eligible for aid unless they submit a copy of their official Course of Study and the undergraduate courses being taken are listed as REQUIRED for the degree....not prerequisite.

   C. APPEAL PROCESS:
      1. A grade change will be considered if it is recorded by the 14th day of the following quarter (quarterly review) or (for the annual review) by the 14th day of Fall quarter. Grade changes from the 14th through the 30th day will be considered if we receive a written petition by the 30th day. Grade changes after the 30th day will NOT be considered.
      2. You may submit a petition to appeal any financial aid suspension if you believe your failure to make satisfactory progress was due to an unusual circumstance that was beyond your control. Petitions should be one legible page with corroborating documents attached.
         a. Document an extenuating circumstance: provide documentation such as a death certificate of an immediate family member, proof of a serious personal illness or injury, or documents that prove some other equally serious circumstance that was beyond your control.
         b. Document resolution to the problem: Provide documentation such as a written statement from a service provider stating that the problem has been dealt with and in their professional opinion is satisfactorily resolved. Also include a self evaluation explaining what has changed and what steps you are taking to ensure your own academic success.
         c. Petitions should be submitted no later than the 30th day of the quarter to ensure that action will be taken within that quarter. If received later it might not be acted upon due to workload and time constraints. In that case, we are prevented by federal regulation from changing status after the fact, no revisions are allowed after quarter ends. Aid eligibility may be reinstated for the quarter during which
your petition is approved but not for prior quarter(s) that you may have attended while on financial aid suspension. If the petition is approved the award will be comprised of funds available at that time.

DEFINITIONS: (for this policy)
   Alert: An email letting you know that some minimum or maximum limit is approaching.
   Documentation: Copy of a Death certificate, record of medical service, letter from service provider corroborating problem & resolution to the problem.
   Petition: A one page document written by the student explaining the circumstance with documents that corroborate an extenuating circumstance and resolution to the problem.
   (NEW) Probation: If you successfully appeal your suspension you will be placed on Probation. Failure to meet the above standards or the contractual agreement while on Probation will result in Suspension.
   Suspension: Not eligible for federal, state, or institutional aid per the above policy. In addition, most private scholarships require the recipient to maintain good standing by the satisfactory academic progress standards. Only private loans do not have a Satisfactory Academic Progress requirement.

GRADING POLICIES:
The following grades count as earned credits for Financial Aid:
   A through D-
   CR  credit
   S  satisfactory
   IP  in progress

The following count as attempted but not earned for Financial Aid policies:
   F
   NC  no credit
   U  unsatisfactory
   AU  audit
   W  withdrawal
   +W  Uncontested withdrawal
   HW  Hardship withdrawal
   I  incomplete
   NR  no grade report
   NS  no show

Examples: Attempted 66.7% required
   27   18
   36   24
   45   30
   46   30
   48   32
   50   33
   53   35
   54   36
   60   40
   75   50
   84   56
   106  71
   120  80
   150  100
   180  120
   225  150
   270  180