

2008/2009 SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID AT CENTRAL WASHINGTON UNIVERSITY

Satisfactory academic progress is assessed by the **Financial Aid Office (FAO)** for any student who applies for financial aid. Eligibility is determined by prior standing and academic performance during the last quarter of attendance as evaluated by this policy. **A student must be eligible by this policy whether he/she received aid or not during the evaluated quarter.**

ACG, SMART and TEACH recipients must be enrolled full time (12 or more credits). SMART and TEACH recipients are required to be enrolled in a required course for the major every quarter and maintain a 3.0 cumulative GPA. ACG recipients must have a 3.0 cumulative GPA when they reach sophomore standing (45 cr). An academic year is equivalent to 45 earned credits. Class standing determines eligibility for loan levels, ACG, and SMART. Class Standing: freshman 0→44, sophomore 45→89, junior 90→134, senior 135→. **Enrollment at census determines your eligibility for grants; census is taken immediately after the close of the official add/drop period.** Satisfactory Progress evaluated on highest enrollment.

A. THE STANDARDS described below are applied and monitored every quarter.

1. **QUALITATIVE STANDARD (cumulative CWU GPA):** This minimum cumulative CWU GPA requirement is monitored after every quarter; those students who do not meet this minimum requirement are immediately suspended. Transfer GPA does not apply.
 - The FAO will follow the university academic progress policy for underclassmen (freshmen and sophomores).
 - Upperclassmen (juniors and seniors) must maintain a **2.0** cumulative CWU GPA.
 - Post baccalaureates and certification students must maintain a **2.0** cumulative CWU GPA.
 - Graduates must maintain **3.0** cumulative CWU GPA.
2. **QUANTITATIVE STANDARD (minimum quarterly earned credit requirement):** Enrollment census is taken at the close of add/drop and aid is disbursed for current quarter based on census day enrollment.

ENROLLMENT RANGE	Undergraduates	Post Baccalaureates	Graduates
FULL-TIME	12 or more credits	12 or more credits	10 or more credits
3/4 - TIME	9 - 11 credits	-----	-----
1/2 - TIME	6 - 8 credits	6 - 11 credits	5 - 9 credits
< 1/2 TIME	1 - 5 credits	1 - 5 credits	1 - 4 credits

The enrollment range is determined by your credit registration at the end of Add/Drop. Also known as Census Date.

At the end of the quarter students are evaluated on their academic performance; they must earn credits within their “highest enrollment range” for the quarter (may differ from census date if there were late additions to registration).

- Less than half time students must earn a passing grade in all attempted credits.
 - A full-time, ¾ time, or ½ time student who earns credits within his/her enrollment range will maintain **good standing**.
 - Failure to successfully complete a minimum of **6 credits (undergraduates and post baccalaureates) or 5 credits (graduates)** will result in immediate **suspension**.
 - Full-time and ¾ time students who pass 6 credits but fail to complete the minimum credits in his/her highest enrollment range for the quarter will be placed on **probation**.
 - Only passing grades of **A thru D-, IP, S, & CR** count as **earned credits**.
 - **Grades of I, AU, F, NS, U, W, HW, NR, blank grades**, count as attempted credits **but do not count** as earned.
 - **CLEP** credits are not considered for Financial Aid other than to help determine your year in school.
 - Financial aid adheres to the university policy (implemented by Registrar) for **repeat** courses (see catalog). Each repeat counts as attempted credits against the maximum limit.
3. **MAXIMUM ATTEMPTED CREDITS (monitored quarterly):** Eligibility for aid will expire once the student attempts 1.5 times the credits required for the degree. The maximum timeframe applies whether the student received aid or not.

Eligibility for aid ends for when you reach:

- Students pursuing the first baccalaureate: the greater of: 270 attempted credits or attempted credits equal to 1.5 times the credits required for the following elements (when applicable): 1 major, 1 minor, one option, and 70 credits of basic and breadth.
- Post baccalaureate and teacher certification: the greater of: 135 attempted credits or 1.5 times the credits required for the declared major/program.

- **Graduate Students:** the greater of: 135 attempted credits or 1.5 times the required credits (*continued*) recorded on the Course of Study. Graduates must also be enrolled in 5 credits of coursework numbered 501 or above.
- **Undeclared post-baccalaureate** students are limited to **12 consecutive months** of financial aid eligibility. May declare a major to continue; however, credits attempted while undeclared will count toward the 135 limit.
- Transfer credits accepted by CWU are added to credits attempted at CWU to calculate total attempted credits.
- There are no exceptions for changed majors, remedial courses, failed courses, withdrawals, repeat courses, double major, or multiple minors.
- Students may only receive a State Need Grant for a total of 15 quarters (from any school).

4. SUMMER (summer quarter is monitored the same as other quarters):

- Students must maintain the 2.0, earn a minimum of 6 credits, and will be monitored for Maximum Attempted Credits.
- Enrollment ranges are identical to the academic year (see above).

Note: Communication of Satisfactory Progress Status will be sent through CWU GroupWise and recorded on SAFARI. Email WARNINGS: Undergraduates may receive a warning by email at 225 attempted credits. Aid will be discontinued at 270 attempted credits. Post Baccalaureates and Graduates may receive a warning at 100 attempted credits; aid will be discontinued at 135 attempted credits.

B. FINANCIAL AID PROBATION: Any full-time or ¾ time student who earns 6 credits (5 for graduates) but fails to earn the minimum credits in “highest enrollment range” for the quarter (may be different than census day range)... (12 if full time, or 9 if ¾ time, 10 graduate) will be placed on probation.

- **The student is eligible to receive aid while on probation.**
- **Probationary status is limited to 2 consecutive quarters.**
- **To regain good standing, the student must complete credits within his/her enrollment range during the quarter of probation.**
- **Failure to regain good standing after the 2nd quarter of probation results in suspension.**

C. FINANCIAL AID SUSPENSION: The satisfactory progress function will continue to run through the 14th day of the quarter. If you have a grade change, your status may change. After the 14th day, all aid for the suspended quarter will be canceled. The FAO may certify an alternative loan for students who are on financial aid suspension. See FAO Web Handbook.

D. APPEAL PROCESS:

1. A grade change will be considered if it is recorded and you submit a petition by the 30th day of the following quarter.
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 beyond your control. Petitions should be one page with attached documents to:
 - **Document an extenuating circumstance:** provide documentation such as the death of an immediate family member, serious personal illness or injury, or other equally serious circumstance that was beyond your control.
 - **Document resolution to the problem:** Provide documentation such as a written statement from a service provider.
 - Petitions must be submitted by the 30th day of the quarter to ensure that action will be taken within that quarter. **Aid may be reinstated for the quarter during which your petition is approved but not for prior quarters that you may have attended while suspended.** If your petition is approved the award is limited to currently available funds.

E. RE-ESTABLISHING ELIGIBILITY FOR AID:

Suspension for cumulative GPA less than 2.0 (3.0 graduates): You may attend without financial aid until your cumulative CWU GPA meets the minimum requirement; if you are otherwise eligible, have a current FAFSA, and you have not already arranged for a private loan, you will be offered aid. Please contact Financial Aid Office.

Suspension for failure to complete at least 6 credits in any quarter and for probations that turned to suspensions: The student must attend without financial aid, enroll at the same or higher **range**, complete the minimum credits for the enrollment range, and submit a **petition**.

Suspension due to failure to complete a degree within the maximum limit of attempted credits: You will be suspended when you reach the maximum attempted credits. If 1.5 times the number of credits required for your degree is more than the number being used, you may petition by providing the FAO with a written statement and catalog copy. Your statement and copy will be confirmed on SAFARI. The FAO will certify an alternative loan if you lose eligibility due to this rule. See *Financial Aid Status* on SAFARI to view your attempted credits through the last SAP-evaluated quarter.

F. DEFINITIONS: (for this policy)

Petition: A 1 page document written by the student explaining the circumstance and how the problem has been resolved.

Documentation: Death certificate, record of medical service, letter from service provider corroborating resolution.

Good Standing: Meets all Satisfactory Progress Standards.

Probation: This status is given to ¾ or full time students who pass 6 (5 grads) but do not complete the minimum credits required for the highest enrollment range for the quarter. This status is limited to 2 quarters. There is no probation for GPA or maximum time frame.

Warning: Informs you of a pending problem.

Suspension: Not eligible for federal, state, or institutional aid.