



# CENTRAL WASHINGTON UNIVERSITY

## SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID YEAR 2019-20

Satisfactory Academic Progress (SAP) is assessed by the **Financial Aid Office (FAO)** for any student who applies for financial aid. **A student must be eligible by this policy whether or not a recipient of aid during the evaluated period of attendance.** The following policy contains the academic standards adopted by Central Washington University's Financial Aid Office that are effective for the 2018-19 aid year and supersedes prior policy.

**The Policy:** To be eligible for financial aid at Central Washington University, students must meet ALL of the following Satisfactory Academic Progress requirements based on federal, state, and institutional requirements:

### Federal Aid Requirements

1. **Cumulative Credit Completion Rate (PACE)**
2. **Minimum Grade Point Average (GPA)**
3. **Maximum Time Frame Requirement**
4. **CWU Academic Standing Requirement**

### State Aid Requirements

1. **Cumulative Credit Completion Rate**
2. **Minimum Grade Point Average (GPA)**
3. **Maximum Time Frame Requirement**
4. **CWU Academic Standing Requirement**

### Institutional Aid Requirements

4. **CWU Academic Standing Requirement**

If you do not meet all of the SAP requirements for each aid category then your aid eligibility status will be set to "Suspension" and you will no longer be eligible for the aid in the specified category. The specific aid for each category is listed on the financial aid webpage located at [www.cwu.edu/financial-aid](http://www.cwu.edu/financial-aid). If you are suspended from any of the aid categories then you have until the **15<sup>th</sup> day** of the following quarter to petition your suspension; please see "Appeal Process" section for the appeal process specifics. Approval is not guaranteed and you will be held responsible for any debts incurred if you enroll while on financial aid suspension.

### Satisfactory Academic Progress Statuses:

- **Good:** Students are considered in "good standing" if they meet all of the SAP requirements defined in this policy. Students in good standing are not notified at the end of each quarter or SAP evaluation period.
- **Warning:** A "warning" status is assigned to students regarding their State Aid eligibility. Students assigned a warning status are still eligible to receive state financial aid, but need to make improvements in their academic progress to avoid losing eligibility in the future. Warning status cannot be appealed. Federal aid satisfactory academic progress requirements are checked annually and therefore do not have a warning status. However, the financial aid office may send a courtesy communication at the end of any quarter notifying a student that their progress is trending toward suspension by the end of the academic year or evaluation period.
- **Suspension:** Students who do not meet the above standards in the specified categories will be placed on financial aid suspension and therefore are not eligible to receive financial aid for that category (federal, state or institutional). The specific aid for each category is listed on the financial aid webpage located at [www.cwu.edu/financial-aid](http://www.cwu.edu/financial-aid). A student in this status

may appeal to have their aid reinstated on a probationary basis. Information on how to appeal a suspension is listed in the “Appeal Process” section of this document.

- **Probation:** If an appeal is approved, the student is placed on probation for one quarter to successfully meet the SAP requirements while still receiving financial aid. Failure to meet these requirements within the probation timeframe will result in suspension. The probationary period may be extended to more than one quarter if approved by professional judgment. An academic plan may be required for a probationary status that is longer than one quarter.

### 1. Cumulative Credit Completion Rate

To remain in good standing on the cumulative credit completion rate requirement, your completion rate must be within the range listed in the “Good” column for the specified category of aid. If your range is within the “Suspension” status then your aid will be suspended and you may appeal for one additional quarter of aid. *For State Aid only: If your completion rate is in the “Warning” range then you will be placed on state warning. Students on warning status who fail to complete enough credits to regain at least an 80 percent cumulative completion rate by the end of the second consecutive term will be suspended.* **NOTE: Students who complete zero credits for the quarter will be required to meet with a financial aid counselor or academic advisor before any future aid is disbursed.**

Status	Federal Aid		State Aid	
	From	To	From	To
Good	66.70%	100%	80%	100%
Warning	n/a	n/a	50%	79.90%
Suspension	0%	66.69%	0%	49.90%
Evaluation	Annually		Quarterly	

How to calculate your overall completion rate	
<i>Formula:</i>	Overall Completed Credits / Overall Attempted Credits = Rate of Completion
<i>Example:</i>	32/36 = 88%

**The formula accounts for credits as follows:**

Completed Credits:

- Courses successfully completed with an earned grade of D- or better.
- In Progress (IP) grades and Pass/No Credit are counted as completed.

Attempted Credits:

- All courses count as attempted regardless of grade or status of repeat, including courses with a grade of F, NS, U, NR, W, HW, W+, IP, NC, or I.

### 2. Maximum Time-Frame Requirement

To remain in good standing on the maximum time-frame requirement and be eligible for federal and state aid, you must complete your degree before your total attempted credits equal the maximum allowed by the specified category of aid. *The maximum time frame applies to all attempted credits regardless of whether or not the student received aid for the credits.* The requirement will be evaluated at the end of each quarter. All attempted credits are counted in the maximum time frame evaluation; this also includes any transfer credits accepted by CWU.

Academic Career	Maximum Attempted Number of credits	
	Federal Aid	State Aid
Undergraduate	270	225
Post-baccalaureate *	135	135
Graduate	135	135
Evaluation	Quarterly	

**NOTE: The following aid programs have aggregate, career or quarter limits that cannot be increased or extended with an appeal.**

- The Federal Pell Grant is limited to 6 years.
- The Federal Direct Loan career and/or annual aggregate limits.
- The Washington College Bound Scholarship is limited to 4 years (12 quarters).
- The Washington State Need Grant is limited to 5 years (15 quarters)

Please meet with a financial aid counselor before you reach 225 attempted credits (100 credits for post-bac and graduates) if you have not completed your first major. Any exception to the maximum time frame will be based on the courses required to complete the first major, one minor plus the general education requirements for one degree; approval is not guaranteed. Program changes (major or minor) after an appeal has been approved may result in the prior approval being revoked or changed.

\*Post-baccalaureates who have not declared a major are limited to receiving aid for 12 months from their start date.

### 3. Minimum Grade Point Average (GPA) Requirement

To remain in good standing on the minimum grade point average (GPA) requirement and be eligible for federal and state aid, you must maintain a minimum cumulative grade point average (GPA) as determined by your completed grade level. Cumulative GPA is evaluated at the end of each academic year (spring quarter; summer for those who enroll). If you drop below the minimum GPA requirement you will be suspended and you may appeal for one quarter of probation.

Academic Level	Minimum Cumulative GPA
Freshmen	1.5
Sophomore	1.8
Junior	2.0
Senior	2.0
Post-baccalaureate	2.0
Graduate	3.0
Evaluation	Annually

### 4. CWU Academic Standing Requirement

The student must meet the CWU Academic Standing requirements to be eligible for federal, state or institutional aid. Go to the following link for more information [www.cwu.edu/resources-reports/cwup-5-90-01035-scholastic-standards](http://www.cwu.edu/resources-reports/cwup-5-90-01035-scholastic-standards). This requirement will be evaluated at the end of each quarter. To receive aid, the student must have a CWU academic standing of Good, Probation or Warning. If you are on academic suspension, then all your aid is also suspended.

**NOTE:** A successful appeal of the CWU academic suspension **does not** automatically remove the financial aid suspension; you are required to complete the financial aid appeal process AND submit documentation from the Student Success Office.

## How to Re-Establish Aid Eligibility

If you are aid is suspended, you have the option to appeal the suspension or continue to attend while self-funding.

### A) SAP Appeal Process

You must submit the a completed Satisfactory Progress Petition form to appeal any financial aid suspension if you believe your failure to make satisfactory progress (SAP) was due to special circumstances. The petition must be received by the financial aid office before the 15th day of the following quarter of attendance. Satisfactory Progress Petition Form is available online at: [http://www.cwu.edu/financial-aid/sites/cts.cwu.edu.financial-aid/files/documents/sat.prog\\_.petition.pdf](http://www.cwu.edu/financial-aid/sites/cts.cwu.edu.financial-aid/files/documents/sat.prog_.petition.pdf) and at the Financial Aid Office. If your appeal is approved you will receive **one probationary quarter** usually with contractual performance requirements. Approval is not guaranteed and you will be held responsible for any debts incurred if you enroll while on financial aid suspension. 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. Re-instatement of limited funded aid programs is not guaranteed. The petition addresses the following:

#### 1. Explain: Why you failed to meet the SAP requirements?

You must list the special circumstances that impacted your ability to be academically successful. If it was due to an illness or injury then provide proof of the care provided. If it was due to a death of a family member then provide documentation such as a death certificate. NOTE: Meet with a financial counselor if you have questions of the documentation needed for the appeal.

2. **Explain: How did the cause directly impact your ability to be academically successful?** You must explain in detail how the cause identified in question 1 inhibited your ability to be successful.
3. **Explain: What is the current status of the cause?** Explain what is the status of the cause from question 1.
4. **Explain: How are you ready to be successful going forward?** You must include a self-evaluation explaining what steps you are taking to ensure your own academic success in future quarters. Based on the cause in question 1 you may be asked to provide supporting documentation. NOTE: Meet with a financial counselor if you have questions of the documentation needed for the appeal.

#### **B) Reinstatement after Self-Funding**

If you decide not to appeal or if your appeal is denied, you may attend without the assistance of financial aid funds and may be eligible for a private loan. We can certify your enrollment for the private loan upon your request. To regain financial aid eligibility you must successfully meet the SAP requirements listed above on page 1. Once you meet the requirements you must complete and submit the SAP petition form to the CWU Financial Aid Office.

#### **C) Other Ways to Re-Establish Eligibility**

- If you are suspended because you are a post-baccalaureate student who has not declared a major, you must notify the financial aid office via email ([financialaid@cwu.edu](mailto:financialaid@cwu.edu)) when you have declared a major.
- Grade changes recorded by the 30<sup>th</sup> day of the following quarter do not require a petition, any after do.

### **Communications**

SAP communications will only be sent to students who received aid for the quarter in which their specific aid is impacted.

1. **Suspension Notice:** Satisfactory Academic Progress suspension notices will be sent through CWU Outlook email, by US mail to home address, and recorded on MyCWU in Self-Service
2. **Warning Notice:** Warning notices will be sent via email through CWU Outlook email.
3. **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. Students may also receive an email alert during the year if they fall below the minimum annual cumulative GPA requirement. Post baccalaureates and graduates may receive an alert at 100 attempted credits because aid will be discontinued at 135 attempted credits. Students may also receive an alert if their completion rate for federal or state aid is risk of not meeting the minimum requirement.

### **Other Course Considerations:**

- **Repeating Passed Courses:** Previously passed courses can only be repeated once; the first repeat counts in credits taken, attempted, and earned. Second and subsequent repeats do not count towards the credits requirement to receive aid for the quarter, but do count as attempted and earned (if successfully completed).
- **Repeating Failed Courses:** Previously failed courses can be repeated multiple times up to when a passing grade is earned.
- **Repeatable Courses (Determined by CWU Course Catalog):** Courses may be taken multiple times. All occurrences count towards the credit requirement to receive aid for the quarter, attempted credits and earned credits (if successfully completed).
- **Remedial Courses:** Courses are included in the GPA calculation, the percentage completion calculation, the maximum time frame calculation, and count toward the minimum quarterly requirement. Funding for remedial courses is limited to 36 credits.
- **Running Start/College in the High School Courses:** Courses are included in the maximum time frame calculation.
- **Transfer Courses:** Transfer credits accepted by CWU are counted in the maximum time frame calculation regardless of whether they count toward your degree. They also count toward your quarter requirement if taken under a signed consortium agreement.
- **Consortium Credits:** Consortium credits count for the minimum quarterly completion requirement, but do not affect the cumulative credit completion or maximum time frame calculations until they are transferred to CWU.
- **AP/CLEP/IB Credits:** Credits obtained through testing that are transferable and creditable are counted as attempted and completed, and the maximum time frame calculation.
- **Audited Courses:** Audited courses are counted as attempted but not completed credits.
- **Withdrawals:** Withdrawals are counted as attempted but not completed.
- **Incomplete Courses:** Are counted as attempted but not completed.