



CENTRAL WASHINGTON UNIVERSITY

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID YEAR 2021-22

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 they receive 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 2021-22 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 SAP requirements based on federal, state, and institutional requirements:

Federal Aid Requirements

- **Overall Credit Completion Rate (PACE)**
- **Minimum Grade Point Average (GPA)**
- **Maximum Time Frame**
- **CWU Academic Standing**

State Aid Requirements

- **Quarterly Credit Completion**
- **Minimum Grade Point Average (GPA)**
- **Maximum Time Frame**
- **CWU Academic Standing**

Institutional Aid Requirement*

- **CWU Academic Standing**

*Students must meet the Institutional Requirement to be eligible for private education loans.

If you do not meet all SAP requirements for each aid category, then you will be suspended. You will no longer be eligible for the aid in the specified category. The aid for each category is listed on the financial aid webpage: www.cwu.edu/financial-aid. If you are suspended from any of the aid categories then you have until the 1st day of the following quarter to petition your suspension; please see “Appeal Process” on page 6 for appeal process specifics.

1. Federal Aid Requirements

A) Overall Credit Completion Rate Requirement (PACE)

To remain in good standing on the overall credit completion rate requirement, you must complete at least 66.7 percent of your overall attempted credits. This is the minimum rate needed to complete a degree within the 150 percent maximum eligibility time frame established by federal regulations. The completion rate will be evaluated at the end of each academic year (after spring quarter; after summer for those who enroll). If you drop below the overall 66.7 percent completion rate you will be suspended and you may appeal for one quarter of probation.

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

Note: undergraduate students who intend to graduate in 4 years should complete an average of 15 credits per quarter.

Completed Credits:

- Successfully completed credits include courses 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, including courses with a grade of F, EF, NS, U, NR, W, HW, W+, EP, IP, NC, or I.

B) Minimum Grade Point Average (GPA) Requirement.

To remain in good standing on the minimum grade point average (GPA) requirement, you must maintain a minimum cumulative GPA determined by your completed grade level. Cumulative GPA is evaluated at the end of each academic year (after spring quarter; after summer for those who enroll). If you drop below the minimum GPA requirement you will be suspended. You may appeal for one quarter of probation. Submitting an appeal does not guarantee approval.

- Freshmen (0-44 earned credits): cumulative 1.5
- Sophomore (45-89 earned credits): cumulative 1.8
- Junior/Senior (90+ earned credits): cumulative 2.0
- Post-baccalaureate and certification students: cumulative 2.0
- Graduate students: cumulative 3.0

C) Maximum Time Frame Requirement

Eligibility for federal aid expires once the student attempts 150% of the credits required for the degree. *The maximum time frame applies whether or not the student received aid.* The requirement will be evaluated at the end of each quarter. All attempted credits are counted in the maximum time frame evaluation; this includes any transfer credits accepted by CWU.

Only one major degree program can be considered in the maximum time frame calculation.

- Undergraduate students pursuing the first baccalaureate degree: eligibility ends at 270 attempted credits.
- Post-baccalaureate (declared major) and Teacher Certification: eligibility ends at 135 attempted credits.
- Post-baccalaureates (undeclared major) are limited to receiving aid for 12 months from their start date.
- Graduate students: eligibility ends at 135 attempted credits.

Note: *The Federal Pell Grant and Federal Direct Subsidized Loan are limited to 6 years.*

Please meet with a financial aid counselor before you reach 225 attempted credits (100 post-bac and graduates) if you have not completed your major. Any exception to the maximum time frame will be based on the courses required to complete the degree; approval is not guaranteed.

D) CWU Academic Standing Requirement

The student must meet the CWU Academic Standing requirements to be eligible for federal aid. Go to the following link for more information <https://www.cwu.edu/resources-reports/cwup-5-90-010-academic-policy>. This requirement will be evaluated at the end of each quarter. To receive aid, the student must have an Academic Standing of Good, Probation or Warning. Students whose Academic Standing is Suspended are also suspended from federal aid.

An appeal of the academic suspension **does not** automatically lift the federal aid suspension. You must still appeal to the Financial Aid Office to request a review of your aid eligibility. Documentation of a successful academic reinstatement is required.

2. State Aid Requirements

A) Credit Completion Requirement

To retain state aid eligibility, you must successfully complete the number of credits in the chart below. If you complete less than the credits needed for Good standing, you will be placed on either state Warning or Suspension status as indicated on the chart below, based on the credits attempted for the quarter. Students placed on Warning status who fail to complete enough credits to be placed on Good status by the end of their next quarter of attendance will be suspended. Students placed on Suspension status may appeal for one additional quarter of probation. Submitting an appeal does not guarantee approval.

Credits Attempted	Credits for State Good Status	Credits for State Warning Status	Credits for State Suspension Status
12 or more	At least 12	6 to 11	0 to 5
11	11	6 to 10	0 to 5
10	10	5 to 9	0 to 4
9	9	5 to 8	0 to 4
8	8	4 to 7	0 to 3
7	7	4 to 6	0 to 3
6	6	3 to 5	0 to 2
5	5	3 to 4	0 to 2
4	4	2 to 3	0 to 1
3	3	2	0 to 1
2	2	1	0
1	1	n/a	0

Completed Credits:

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

Attempted Credits: *(Based on the highest attempted credits for the quarter)*

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

B) Minimum Grade Point Average (GPA) Requirement.

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

- Freshmen (0-44 earned credits): cumulative 1.5
- Sophomore (45-89 earned credits): cumulative 1.8
- Junior/Senior (90+ earned credits): cumulative 2.0
- Post-baccalaureate and certification students: cumulative 2.0
- Graduate students: cumulative 3.0

C) Maximum Time Frame Requirement

WA College Grant recipients are eligible to receive the award for 15 quarters. This is the equivalent of 5 years of maximum usage. College Bound Scholarship recipients are eligible for up to 12 quarters. This is the equivalent of 4 years of maximum usage.

State grant funds used at other schools count toward both these lifetime undergraduate maximums.

This requirement cannot be appealed.

D) CWU Academic Standing Requirement

The student must meet the CWU Academic Standing requirements to be eligible for state aid. Go to the following link for more information <https://www.cwu.edu/resources-reports/cwup-5-90-010-academic-policy>. This requirement will be evaluated at the end of each quarter. To receive aid, the student must have an Academic Standing of Good, Probation or Warning. Students whose Academic Standing is Suspended are also suspended from state aid.

An appeal of the academic suspension **does not** automatically lift the state aid suspension. You must still appeal to the Financial Aid Office to request a review of your aid eligibility. Documentation of a successful academic reinstatement is required.

3. Institutional Aid Requirements

A) CWU Academic Standing Requirement

The student must meet the CWU Academic Standing requirements to be eligible for institutional aid. Go to the following link for more information <https://www.cwu.edu/resources-reports/cwup-5-90-010-academic-policy>. The requirement will be evaluated at the end of each quarter. To receive aid, the student must have an Academic Standing of Good, Probation or Warning. Students whose Academic Standing is Suspended are suspended from institutional aid. *Note: Some institutional aid requires a higher GPA than the CWU Academic Standing requirement. Refer to your financial aid offer.*

For **private education loans**, a student must have an Academic Standing status of Good, Probation, or Warning.

An appeal of the academic suspension **does not** automatically lift the institutional aid suspension. You must still appeal to the Financial Aid Office to request a review of your aid eligibility. Documentation of a successful academic reinstatement is required.

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. Each repeat counts in credits taken, attempted, and 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.
- **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.

Communications

- **Suspension Notice:** SAP suspension notices will be sent through CWU Outlook email, by US mail to home address, and recorded on MyCWU in Self-Service.
- **Warning Notice:** Warning notices will be sent via email through CWU Outlook email.
- **Email Alerts:** Undergraduates may receive an email alert at 225 attempted credits because federal 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 who do not complete any credits during the academic year are should meet with a financial aid counselor before receiving additional aid disbursements.

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.
- **Warning:** A “warning” status is assigned to students regarding their State Aid eligibility according to the chart on page 3 of this document. Students assigned a warning status are still eligible to receive financial aid in the category associated with the status, but need to make improvements in their academic progress to avoid losing eligibility in the future. Students placed on Warning who fail to complete enough credits to be placed on Good status by the end of the second consecutive term will be suspended. Warning status cannot be appealed. Federal aid SAP requirements are checked annually and therefore do not have warning statuses. 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.
- **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. A student in this status may appeal to have their aid reinstated. Information on how to appeal a suspension is listed below.
- **Probation:** If an appeal is approved, the student is placed on probation for at least one quarter to successfully meet the SAP requirements while still receiving financial aid. At the end of the probationary period, they must meet the Quarterly Credit Completion, Overall Credit Completion, Minimum GPA requirements and CWU Academic Standing requirements. Failure to meet these requirements within this 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.

NOTE: Students who lose aid eligibility due to not meeting SAP and who are subsequently granted probationary status after appeal may have certain types of federal, state, or institutional aid reduced or canceled due to limited funding. Examples include but are not limited to: WA College Grant, Financial Need Grant, and FSEOG. Students will have the opportunity to reapply for these funds the following academic year.

How to Re-Establish Eligibility

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. Approval is not guaranteed. You will be held responsible for any debts incurred if you enroll while on financial aid suspension. A successful appeal will reinstate aid for that quarter and, if the probationary conditions are met, for future quarters. **An appeal cannot reinstate aid for prior quarters.**

*State lifetime maximums for the WA College Grant and College Bound Scholarship cannot be appealed.

Appeal Process

You may submit a written appeal if you believe your failure to meet Satisfactory Academic Progress (SAP) requirements was due to special circumstances. The appeal must be received by the Financial Aid Office by the 1st day of the following quarter of attendance. An appeal must address the following:

- a. **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 is due to an illness, accident, or death of a family member, provide documentation such as a death certificate of an immediate family member, proof of a personal illness or injury, or documents that prove some other special circumstance that was beyond your control.
- b. **Explain and document resolution of the special circumstances:** You must include an explanation of the steps you are taking to ensure academic success in future quarters. Provide documentation from a service provider confirming resolution of the circumstances that impacted your ability to progress academically and/or supporting your success going forward.

Note: A grade change will be considered with no petition if it is recorded by the 15th day of the following quarter. Grade changes after the 15th day will require a written petition.

Satisfactory Progress Petition Form is available online at <https://www.cwu.edu/financial-aid/satisfactory-academic-progress-sap-policy> and at the Financial Aid Office in Bouillon 106.

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. To regain financial aid eligibility you must successfully meet the SAP requirements for each aid category listed above and must complete and submit the Satisfactory Progress appeal form to the CWU Financial Aid Office. The form is available online at <https://www.cwu.edu/financial-aid/satisfactory-academic-progress-sap-policy> and at the Financial Aid Office in Bouillon 106.

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) when you have declared a major and that information has been updated in your student record. All credits taken while undeclared will count toward your maximum limit.