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 2013-14 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
- Overall Credit Completion Rate
- Minimum Grade Point Average (GPA)
- Maximum Time Frame Requirement
- CWU Academic Standing Requirement

State Aid Requirements
- Quarterly Credit Completion
- Minimum Grade Point Average (GPA)
- Maximum Time Frame Requirement
- CWU Academic Standing Requirement

Institutional Aid Requirements
- CWU Academic Standing Requirement

If you do not meet all of the SAP requirements for each aid category then you will be suspended and you will no longer eligible for the aid in the specified category. The specific aid for each category is listed in the Financial Aid Handbook located at http://www.cwu.edu/financial-aid/handbook. If you are suspended from any of the aid categories then you have up to the 30th 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
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 (spring quarter, 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. Please note: we recommend that undergraduate students who intend to graduate in 4 years complete an average of 15 credits per quarter.

How to calculate your completion rate:

Formula: \( \text{Overall Completed Credits} / \text{Overall Attempted Credits} = \text{Rate of Completion} \)

Example: 32/36 = 88%

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”, "U", "NS", "NR", "W", "HW", “W+”, “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 grade point average (GPA) as determined by the 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.

- 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 and institutional aid expires once the student attempts 150% (1.5 times # of credits) of the credits required for the degree. The maximum time frame applies whether or not the student received aid. Transfer credits, repeated credits, and grades such as I (incompletes); NS (no show); NR (no report); F (fail); W (withdrawal); (unofficial withdrawal); HW (hardship withdrawal); and Audit credits are counted in the attempted credit total. NOTE: The Federal Pell Grant and Federal Direct Subsidized loan are limited to 6 years.

- 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.

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 before you reach 225 attempted credits (135 Post-Bac and Graduates) 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 Graduate students would be based on the Official Course of Study. There are no exceptions for remedial courses, failed courses, withdrawals, repeat courses, double major, or multiple minors.

**D) CWU Academic Standing Requirement**

To remain in good standing on the CWU Academic Standing, the student must meet the CWU Academic Standing requirements, go to link for more [http://www.cwu.edu/resources-reports/cwup-5-90-01035-scholastic-standards](http://www.cwu.edu/resources-reports/cwup-5-90-01035-scholastic-standards). If you are on CWU Academic Standing suspension, then you are on federal financial aid suspension.

An appeal of the Academic suspension does not automatically lift the Federal Aid suspension; please petition AND submit a document proving the Academic Suspension has been successfully appealed.
2. State Aid Requirements

A) Credit Completion Requirement
To remain in good standing on the quarterly credit completion requirement, you must 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 a State Warning or on Suspension status as indicated, this is based on the credits attempted for the quarter. If you are placed on “warning” status then you have one quarter to complete the credits required to be placed in “good” status. If you do not complete enough credits to be in “good” status then your financial aid will be suspended and you may appeal for one additional quarter of probation.

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Credits for State Good Status</th>
<th>Credits for State Warning Status</th>
<th>Credits for Suspension Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>At least 12</td>
<td>6 to 11</td>
<td>0 to 5</td>
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<td>11</td>
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<td>5 to 8</td>
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<td>4 to 7</td>
<td>0 to 3</td>
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<tr>
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<td>1</td>
<td>n/a</td>
<td>0</td>
</tr>
</tbody>
</table>

Credits Attempted:
Satisfactory Academic Progress standards are based on your highest credits attempted on or after census date each quarter. The census date is the last day of add/drop for the quarter. All enrolled credits count as attempted.

Completed Credits:
- Successfully completed credits include courses with an earned grade other than an “F”, “U”, “NS”, “NR”, ”W”, ”HW”, “W+”, or “I”.
- Incompletes are counted as attempted but not earned.
- In Progress (IP) grades are counted as attempted and earned.
- Pass/No Credit courses count towards meeting the minimum quarterly completion requirement.
- Passed remedial credits are counted in both the quarterly earned hours and quarterly attempted hours for the quarterly credit completion requirement.

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 grade point average (GPA) as determined by the completed grade level. Cumulative GPA is evaluated at the end of each quarter. If you drop below the minimum GPA requirement you will be placed on “warning” status and have one quarter to meet the minimum GPA requirement. If you are still below the minimum GPA requirement at the end of the “warning” quarter your financial aid will be suspended and you may appeal for one additional 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
Eligibility for state aid expires once the student attempts 125% (1.25 times the # of credits) of the credits required for the undergraduate degree. State aid will be canceled once the student attempts 225 credits or receives the WA State Need Grant for 15 quarters, whichever comes first. The maximum time frame requirement will be evaluated at the end of each quarter. The maximum time frame applies whether or not the student received aid. Transfer credits, repeated credits, and grades such as I (incompletes); NS (no show); NR (no report); F (fail); W (withdrawal); (unofficial withdrawal); HW (hardship withdrawal); and Audit credits are counted in the attempted credit total.

**D) CWU Academic Standing Requirement**

To remain in good standing on the CWU Academic Standing, the student must meet the CWU Academic Standing requirements, go to link for more [http://www.cwu.edu/resources-reports/cwup-5-90-01035-scholastic-standards](http://www.cwu.edu/resources-reports/cwup-5-90-01035-scholastic-standards). If you are on CWU Academic Standing suspension, then you are on State Aid suspension.

An appeal of the Academic suspension **does not** automatically lift the State Aid suspension; please petition AND submit a document proving the Academic Suspension has been successfully appealed.

**3. Institutional Aid Requirements**

**A) CWU Academic Standing Requirement**

To remain in good standing on the CWU Academic Standing, the student must meet the CWU Academic Standing requirements, go to link for more [http://www.cwu.edu/resources-reports/cwup-5-90-01035-scholastic-standards](http://www.cwu.edu/resources-reports/cwup-5-90-01035-scholastic-standards). If you are on CWU Academic Standing suspension, then you are on Institutional Aid suspension. Please Note: Some institutional aid requires a higher GPA than the CWU Academic Standing requirement, the institutional aid requirements are listed in the awards section of the Financial Aid Handbook located at [http://www.cwu.edu/financial-aid/handbook](http://www.cwu.edu/financial-aid/handbook).

**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 in credits taken, but do count as attempted and earned.
- **Repeatable Courses (Determined by CWU Course Catalog)** – Courses that are repeatable may be taken multiple times. All occurrences count in the calculation of credits taken, earned and attempted credits.
- **Remedial Courses** – Remedial courses are included in the GPA calculation, the percentage completion calculation, and the maximum timeframe calculations. They do count toward completion of the minimum quarterly requirement.
- **Running Start/College in the High School Courses** – These courses are counted as completed and attempted courses and count in the overall cumulative GPA calculation.
- **Transfer Courses** – Transfer credits accepted by CWU are counted in the cumulative credit limits 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.
- **Audited Courses** – Audited courses are counted as attempted but not completed credits.
- **Withdrawals** – Withdrawals are counted as attempted but not completed.
Communications

a. **Suspension Notice**: Satisfactory Academic Progress suspension notices will be sent through CWU GroupWise email, by US mail to home address, and recorded on MyCWU in self-service.

b. **Warning Notice**: Warning notices will be sent via email through CWU GroupWise.

c. **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.

d. Post Baccalaureates and Graduates may receive an alert at 100 attempted credits because aid will be discontinued at 135 attempted credits.

Satisfactory Academic Progress Statuses:

a. **Good Standing**: 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.

b. **Warning**: A “warning” status will be assigned to students who do not meet the SAP standards for the first time. (Students in “warning” status are still eligible for financial aid, with the upcoming quarter treated as a probationary period. Students must meet the SAP standards for the upcoming term to avoid having their financial aid suspended. “Warning” status cannot be appealed.

c. **Suspension**: Students are considered in “suspended” status if they failed to meet SAP requirements for two consecutive quarters or if they did not complete any of the courses they attempted. Students who withdraw or do not pass any of their attempted courses will be automatically suspended. In this status, students are not eligible for financial aid for the upcoming term. A student in this status may appeal to have their aid reinstated. Information on how to appeal a suspension is listed below.

d. **Probation**: Students who appeal a suspension and have it approved are considered in “probation” status. The terms of this status are similar to “warning” status and are eligible for aid. Students must meet all SAP standards for the upcoming term to avoid having their aid suspended again.

Financial Aid Suspension

Any student who does not meet the above standards in the specified categories will be placed on financial aid suspension, and therefore the student is not eligible to receive financial aid for that category (federal, state or institutional). The specific aid for each category is listed in the Financial Aid Handbook located at [http://www.cwu.edu/financial-aid/handbook](http://www.cwu.edu/financial-aid/handbook).

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. 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.

Financial Aid Probation Status: If probation is granted, the student has one quarter to successfully meet the SAP requirements; Quarterly Credit Completion, Overall Credit Completion, Minimum GPA requirements and CWU Academic Standing; failure to do so will result in suspension. The probationary period may be extended to more than quarter if determined by professional judgment that an academic plan is needed.

NOTE: Students who lose aid eligibility due to not meeting satisfactory academic progress 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 State Need Grant, CWU Grant, and FSEOG. Students will have the opportunity to reapply for these funds the following academic year.
**Appeal Process**

1. You may submit a written petition to appeal any financial aid suspension if you believe your failure to make satisfactory progress was due to special circumstances. The petition must be received by the Financial Aid office within 30 days of the following quarter of attendance. Petitions should be one legible page with supporting documentation and address the following.

   a. **Explain Why Failed SAP:** The student must explain why they failed to meet the SAP requirements. They must list the special circumstances that impacted their ability to be academically successful. If it is due to an illness, accident, death of a family member then 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. **Document resolution of the problem:** The student must include a self-evaluation explaining what steps they are taking to ensure your own academic success in the future quarters. If necessary the student should provide documentation from a service provider supporting the student’s ability to be academically successful.

**Note:** A grade change will be considered with no petition if it is recorded by the 14th day of the following quarter. Grade changes from the 14th through the 30th day will require a written petition be submitted by the 30th day of the following quarter. Grade changes after the 30th day will NOT be considered.

**Reinstatement after Self-Funding**

If you decide not to appeal or if your appeal is denied, you may attend without the assistance of aid. You may eligible for a private loan and we can certify your enrollment upon your request. To regain financial aid eligibility you must successfully meet the SAP requirements; Quarterly Credit Completion, Overall Credit Completion, Minimum GPA requirements and CWU Academic Standing.

**Other Ways to Re-Establish Eligibility**

- 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.
- Graduate students who are not enrolled in a minimum of 5 credits numbered 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 courses.