

Satisfactory Academic Progress (**SAP**) Handbook

Washington State University
Student Financial Services
Lighty Services 380
PO Box 641068
Pullman, WA 99164-1068
509-335-9711 (telephone)
509-335-1385 (fax)

Revised for Spring 2016

Contents

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----|
| Chapter 1 Overview (for all students)..... | 5 |
| 1.1 Introduction | 5 |
| 1.2 What is Satisfactory Academic Progress (SAP)? | 5 |
| 1.2.1 Evaluation Period | 6 |
| 1.2.2 Endorsements and Certificates..... | 6 |
| 1.3 Notification | 6 |
| Chapter 2 Undergraduates Eligibility Requirements | 6 |
| 2.1 Cumulative GPA Requirements..... | 6 |
| 2.1.1 Academic Regulations for Cumulative Grade Point Average (GPA) | 6 |
| You are required to achieve a minimum cumulative GPA to be considered making Satisfactory Academic Progress..... | 6 |
| 2.2 Credit Hour/Pace to Degree (term) Completion Requirements..... | 7 |
| 2.2.1 Pace To Degree – Term and Cumulative Requirements | 7 |
| 2.2.1.1 Warning..... | 7 |
| 2.2.1.2 Disqualification | 7 |
| 2.2.2 Pace to Degree –Requirement Examples..... | 7 |
| | 8 |
| 2.2.4 Enrollment..... | 8 |
| 2.2.5 Not-for-Credit Courses..... | 8 |
| • Not-for-credit and remedial courses will only be counted for one academic year. Remedial credits are monitored by the SAP system..... | 8 |
| • No more than three remedial courses may be taken in one academic year. Examples of remedial classes are Math 90, Math 91, and Math 99. | 8 |
| 2.2.6 Academic Deficiency Rule 43 | 8 |
| 2.2.7 Repeat Courses | 9 |
| 2.2.8 Audited Courses..... | 10 |
| 2.3 Maximum Time Frame Requirements | 10 |
| 2.3.1 Maximum Time Frame (MTF) | 10 |
| 2.3.2 Attempted Hours and 125% Rule | 11 |
| 2.3.4 Washington State Aid | 11 |
| 2.3.5 Washington State Need Grant..... | 12 |

| | | |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 2.4 | Summer Session Enrollment | 12 |
| 2.5 | Denial of Financial Aid Funds/Successful Appeal..... | 12 |
| Chapter 3 | Post-Baccalaureate Students | 13 |
| 3.1 | Overview | 13 |
| 3.2 | Post-Baccalaureate Credit Hour Requirements..... | 13 |
| 3.3 | Post-Baccalaureate Grade Point Average (GPA) Deficiencies..... | 13 |
| 3.4 | Post-Baccalaureate Pace to Degree..... | 13 |
| 3.4.1 | Pace To Degree –Requirements..... | 13 |
| 3.4.1.1 | Warning..... | 13 |
| 3.4.1.2 | Disqualification | 13 |
| 3.4.2 | Pace to Degree –Requirement Examples..... | 13 |
| 3.5 | Post-Baccalaureate Maximum Time Frame Requirements | 14 |
| 3.5.1 | Maximum Time Frame | 14 |
| Chapter 4 | Graduate/ Professional Students | 16 |
| 4.1 | Overview..... | 16 |
| 4.2 | Credit Hour Requirements | 16 |
| 4.3 | Grade Point Average Requirements | 16 |
| 4.4 | Pace To Degree | 16 |
| 4.4.1 | Pace to Degree –Requirements | 16 |
| 4.4.1.1 | Warning..... | 17 |
| 4.4.1.2 | Disqualification | 17 |
| 4.4.2 | Pace to Degree –Requirement Examples..... | 17 |
| 4.4.3 | Satisfactory Course Completion..... | 18 |
| • | Course Grades Satisfactory completion: “A”, “B”, “C”, “D”, “Pass”, and “S” | 18 |
| • | Unsatisfactory completion: “F”, “W”, “I”, “X”, “Z” and “Fail” | 18 |
| • | Unsatisfactory completion grades are considered as not making satisfactory academic progress..... | 18 |
| 4.4.4 | Audited Courses | 18 |
| 4.5 | Audited courses do not count towards the release of a student’s financial aid nor in the calculation of completed credit hours for SAP purposes. Maximum Time Frame Limits..... | 18 |
| 4.5.1 | Master’s Degree Candidates..... | 18 |
| 4.5.2 | Doctoral Degree Candidates | 19 |

| | | |
|-----------|---------------------------------------------------------------------------------|----|
| 4.5.3 | Pharmacy, Veterinary Medicine and BUSN Students | 19 |
| 4.6 | Graduate Certificate..... | 19 |
| Chapter 5 | SAP Appeal Process | 20 |
| 5.1 | Overview | 20 |
| 5.2 | Review of an appeal is not a guarantee of approval and a new academic plan..... | 20 |
| 5.3 | Appeal Instructions | 20 |
| 5.3.1 | Letter of Explanation..... | 20 |
| 5.3.2 | Submit Supporting Documentation | 20 |
| 5.3.3 | Submitting an Appeal..... | 21 |
| 5.4 | Appeal Process/Results..... | 21 |
| 5.4.1 | Review | 21 |
| 5.4.2 | Notification | 21 |
| 5.4.3 | Appeal Approval..... | 21 |
| 5.4.4 | Appeal Denied..... | 22 |
| 5.4.5 | Regaining Eligibility | 22 |
| 5.4.6 | Other Policies | 22 |
| Chapter 6 | Other Academic Policies..... | 22 |
| 6.1 | University Reinstatement | 22 |
| 6.1.1 | Rules 38, 39..... | 22 |
| 6.1.2 | Notification | 23 |

Chapter 1 Overview (for all students)

1.1 Introduction

Satisfactory Academic Progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial aid. Federal and state regulations require the University to establish, publish and apply standards to monitor your progress toward the completion of your degree program (certificate programs are not eligible for financial aid). This progress is based on the number of attempted credits you enroll in per semester, your cumulative grade point average, as well as the length of enrollment at Washington State University and any courses taken at another institution (see 1.3 and 2.4 if you have further questions). If you fail to meet these standards, you can be placed on financial aid warning or disqualification.

Please read all of this information carefully. You are responsible for understanding these requirements:

- Federal regulations require that our office monitor your academic progress each term (regardless if you have received financial aid or not) and notify you of any deficiencies that could jeopardize your future aid.
- If you are academically reinstated to the University, you are still required to submit an appeal if you wish to be considered for financial aid.
 - Please note: If you have been academically reinstated by the University, it does not mean that your appeal with Student Financial Services will be approved.

If you have any questions or concerns regarding the requirements as described in this handbook, contact the Office of Student Financial Services at sapappeal@wsu.edu or (509) 335-9711.

1.2 What is Satisfactory Academic Progress (SAP)?

Federal and state financial aid regulations require that you make Satisfactory Academic Progress toward the completion of your degree. Therefore, in addition to meeting other financial aid eligibility criteria, you must be in good academic standing and make satisfactory progress in your degree program.

Student Financial Services annually reviews the SAP policy and recommends any necessary changes. If policy changes are made, they will be reflected in an updated version of this handbook, our website and any printed pieces of information we distribute on this topic.

You must meet the academic performance standards outlined in this SAP policy handbook as a condition of initial or continuing eligibility for financial assistance.

- Financial aid will be denied if you fail to maintain progress under these SAP policies: Cumulative GPA, Pace to Degree- Term, Pace to Degree- Cumulative, Maximum Time Frame (MTF), and reinstatement (if applicable) to the university.
- Failure to uphold the SAP guidelines may result in denial and/or cancelling of financial aid funds.

- If you are a first-time WSU aid applicant who has previously attended WSU or another institution you must be in compliance with the SAP policy, even if you did not receive aid during previous enrollment periods.

1.2.1 Evaluation Period

At the end of each term (fall, spring, and summer), a review will be made to ensure compliance with the GPA, MTF limit, and PTD requirements of the policy.

1.2.2 Endorsements and Certificates

If you are working only on endorsements and or a certificate you are not eligible for funding.

1.3 Notification

- At the end of each term, if you fail to meet the SAP standards you will have a notice of deficiency whether warning or disqualification sent to your WSU email. If an appeal is requested of you, you will also receive a to-do list item posted on your myWSU portal.
- Depending upon the severity of the deficiency, your financial aid may be withheld.
- Deficiency notifications are based on information that is subject to change or correction. Therefore, it is your responsibility to inform SFS of any corrections to information (such as grade changes, consortium credits, study abroad credits, etc.) used to determine your status.
- Because of the limited time between terms, a complete review of your status and appeal may not be possible before the beginning of the next term. This may mean that your financial aid is delayed.
- In some occurrences if financial aid is released to you and you are determined to be ineligible under the rules for SAP, aid will be canceled and you will be notified through your WSU email.

Chapter 2 Undergraduates Eligibility Requirements

2.1 Cumulative GPA Requirements

2.1.1 Academic Regulations for Cumulative Grade Point Average (GPA)

You are required to achieve a minimum cumulative GPA to be considered making Satisfactory Academic Progress.

- Undergraduate GPA Requirements: Federal and State policy regulations require that you maintain a 2.0 cumulative GPA after completing your first two terms of enrollment.
- Warning Status: After any term of enrollment, if you achieve a cumulative GPA below 2.0, for the first time, you will receive a warning notice.
- Denial of Financial Aid Funds: Denial of financial aid funds occurs when you achieve a cumulative GPA below a 2.0 for any two consecutive semesters.

2.1.2 Academic Deficiency Rule 39

Undergraduate students are dismissed from the University after their third semester (excluding summer session) in which the cumulative grade point average is below 2.0 (this does not have to be consecutive).

Individuals who are dismissed from the University may not enroll in courses at WSU, including on-line and branch campus courses, for two full academic semesters and may not receive any financial aid. Dismissed individuals will also not be able to seek status as a 'non-degree seeking student.

2.2 Credit Hour/Pace to Degree (term) Completion Requirements

To be eligible for financial aid, a student must complete at least 67% of your attempted credits by term and overall. Attempted credits include:

- All credits for courses in which a student is formally enrolled as the financial aid census date or the term of the student's academic plan.
- All credits that a student drops or adds at any point after the financial aid census date.
- All credits for which the student enrolled but subsequently withdrew from after the census date or failed
- Transfer credits from another school that are accepted by WSU

2.2.1 Pace To Degree – Term and Cumulative Requirements

If you drop below the 67% completion rate and are above 50%, you will be placed on a “warning” status and have one term to bring your completion rate above 67% before losing your eligibility for aid.

If you are still below the term 67% completion rate at the end of the second term, you will be SAP disqualified and your financial aid will be suspended. You may regain your eligibility for aid if you successfully appeal or complete a term on your own and are no longer in disqualification status.

2.2.1.1 Warning

Warning status occurs when you fail to complete all attempted hours. You are allowed one warning term to complete the attempted credit hours that are needed in order to get back into compliance.

2.2.1.2 Disqualification

Disqualification of financial aid funds occurs when you fail to complete the attempted number of hours during a warning term or you fail to complete at least 50% of the attempted hours required based on individual enrollment. If you successfully appeal and are placed on an academic plan then you are considered to be in a probation status.

2.2.2 Pace to Degree –Requirement Examples

Example 1:

- In one term a student attempts 18 credit hours and completes 10 credit hours. Since the student completed 55% of the credit hours attempted, they will be placed on a warning status for their next term of enrollment.
- In the next term the student attempts 15 credit hours and completes 9 credit hours. For that term again the student only completed 60% therefore they are in disqualification for the term as they did not get themselves back into compliance.

Example 2:

- A student who has attempted a total of 59 credits after two years of enrollment and has completed 40 credits meets the required completion rate of 67% ($40/59 = 67\%$) therefore meeting the standard and is eligible for aid.

Example 3:

- A student attempts 15 credit hours and completes 6 credit hours. Since the student completed 40% of attempted credit hours, they are placed in a disqualification status and will need to appeal. The student appeals and it is approved for 15 credit hours.
- The following term the student attempts the 15 credit hours but only completes 12. Although the student completed 80% they did not meet the terms of their plan and therefore will need to file another appeal.

Example 4:

- A student attempts 18 credit hours and completes 10. Since the student completed 55% of the credit hours attempted, they will be placed on a warning status for their next term of enrollment.
- In the next term the student attempts 15 credit hours but only completes 6. In this case the student is not only in a disqualification for the latest term of enrollment ($6/15=40\%$), but for cumulative pace to degree ($16/33= 48\%$).

2.2.3 Satisfactory Course Completion

- Course Grades Satisfactory completion *"A", "B", "C", "D", "Pass", and "S"*
- Unsatisfactory completion *"F", "W", "X", "I", "Z" and "U"*
- Unsatisfactory completion grades are not considered as satisfactory academic progress.

2.2.4 Enrollment

To maintain Satisfactory Academic Progress, you must complete all attempted credit hours to which you enroll in or are at risk of being placed on financial aid warning or disqualification.

2.2.5 Not-for-Credit Courses

- Not-for-credit courses (for example, Math 91, Math 92, Math 99, and English 103) will count toward minimum credit course completed for SAP.
- Not-for-credit and remedial courses will only be counted for one academic year. Remedial credits are monitored by the SAP system.
- No more than three remedial courses may be taken in one academic year. Examples of remedial classes are Math 90, Math 91, and Math 99.

2.2.6 Academic Deficiency Rule 43

Rule 43. Academic Forgiveness Policy

- If you were dismissed under any academic deficiency rule and have not been enrolled at WSU for four or more years, you may request at that time that you apply for readmission and reinstatement that all previous WSU work be disregarded.
- Once you are officially enrolled following the first day of the term, your transcript will be marked to indicate that the previous work is not considered as credit earned.
- After the subsequent completion of 15 semester hours of course work with a cumulative grade point average of 2.0 or higher at WSU, you may petition to restore credits earned in courses graded C or better. If approved, only the courses and credit, not grades or grade points, will be restored.

Courses which have been omitted from the transcript record under Academic Deficiency Rule 43 are disregarded for purposes of determining financial aid satisfactory progress.

- While your previous course work may be removed from your transcript, your SAP status will still be based on your past progress. Credit hours that were marked as “not earned” per Rule 43 will still be included in Maximum Time Frame, Cumulative GPA, and Pace To Degree SAP calculations.

Requests for academic reinstatement and petitions for credit restoration for former WSU students will be considered by the Review Board in the Academic Success and Career Center on the Pullman campus, WSU Online or designated office for other than the Pullman campus.

2.2.7 Repeat Courses

Federal Student Aid (FSA) Policy

- "A student may be repeatedly paid for repeatedly failing the same course (normally the SAP policy still applies to such cases). If a student withdraws before completing the course that they are being paid Title IV funds for retaking, then that is not counted as their one allowed retake for that course. However, if a student passed a class once and then is repaid for retaking it and fails the second time, that failure counts as their paid retake and the student may not be paid for retaking the class a third time. If your school has a policy that requires students to retake all of the coursework for the term in which a student fails a course, any courses retaken that were previously passed in this case will not be eligible for Title IV aid." (*FSA Handbook, last modified summer 2013. Section 3 - 28*)

Policy Interpretation:

- When a student repeatedly fails a course, they can attempt it as many times as they want and still receive financial aid funding for the course.
- If the student receives an F *after* receiving a passing grade, then the student cannot attempt the class a third time and receive funding for it. The F grade counts as their last funded attempt. However, the same is not true if the student withdraws from the class, (see situation two below).
- Basically ... Per Federal regulation, financial aid may not be used to pay for more than one repeats of a previously passed course.

Example 1: A student passed a course and they are taking it again for a better grade.

- A student takes Math 105 and they receive a passing grade (A through D). They want to take the course again to improve their grade so they attempt it a second time and receive a passing

grade or they fail the course. They will NOT be eligible to receive financial aid funding for this course if they choose to attempt it a third time.

- If they attempt it a third time the credit hours for that course will and cannot not be included when determining their financial aid eligibility for the semester.

Example 2: *If a student fails a course the first time and then withdraws from the same course during their second attempt, they may attempt it a third time and still receive financial aid funding for the course.*

- A student takes Math 105 and they receive a passing grade (A through D). They want to take the course again to improve their grade, so they attempt it a second time and end up withdrawing from the course. They will be eligible to receive financial aid funding for this course if they choose to attempt it a third time.
- If a student attempts a course for a third time, the credit hours for that course will be included when determining their financial aid eligibility for the semester.

Example 3: *A student may fail a course repeatedly and receive financial aid funding for it repeatedly as long as they have not previously received a passing grade in the course.*

- A student takes Math 105 and they fail the course. They want to take the course again to improve their grade. The student is allowed to do so provided that they never received a passing grade in the course. They attempt it a second time and fail it again. They will be eligible to receive financial aid funding for this course if they choose to attempt it a third time or more (provided that they have not previously passed the course).
- If they attempt it a third time the credit hours for that course will be included when determining their financial aid eligibility for the semester.

2.2.8 Audited Courses

No university credit will be allowed for auditing courses, nor may students apply for or take special examinations for university credit in courses which they have audited. Students may not take challenge examinations in courses they have audited. Thus, audited courses do not count toward the release of your financial aid or in the calculation of completed credit hours (pace to degree) for your SAP purposes.

2.3 Maximum Time Frame Requirements

2.3.1 Maximum Time Frame (MTF)

Students not completing their degrees within the maximum time limit required for their primary degree program are considered *not* to be making satisfactory academic progress toward their degree. Double degrees or majors will *not* justify exceeding the maximum time frame limit. Additionally, a change of major or other outside factors are not considered justification for exceeding these limits.

- All terms of enrollment at WSU, as well as any credits taken at another university, count toward the maximum time limit.
- If a student has completed all the requirements for their degree, regardless of whether they have applied for graduation or not, they will no longer be eligible for financial aid for that degree.

- Transfer-credits count towards the MTF.
- If a student enrolls in summer session, then that session counts toward the maximum time frame, grade point average, and credit hour requirements.

2.3.2 Attempted Hours and 125% Rule

From Washington State Regulations, a student will be allowed a maximum of **150** attempted credits (in less a different amount has been approved and accepted and put into policy based on program length) in which to complete their first bachelor's degree or 125% (120 credits is considered the standard time frame for completing a first bachelor's degree- so a student technically has an additional 30 credits before a financial aid disqualification). Therefore, a student is considered to be at the 125% threshold once they reach 150 credits and will be put in a financial aid disqualification status. This is monitored on a term by term basis.

- Terms of enrollment in which no aid is received will count towards the maximum time frame limit. This includes any courses taken at another institution for which no aid was received, as well as summer credits, Running Start credits, Advanced Placement (AP), or IB credits.
- If it is determined that the student has completed the requirements for a degree, regardless of whether they have applied to receive the degree, they will no longer be eligible for financial aid for that degree and will need to appeal.
- The 125% rule is applied regardless of how many times a student has changed their major or how many majors they are pursuing at the time.

| Program of Study | Maximum Time Frame to Complete Degree or Certification |
|----------------------------------------|--------------------------------------------------------|
| 1 st Bachelor's Degree | 150 attempted credit hours |
| 2 nd Bachelor's Degree (5B) | 90 attempted credit hours |

If a student in a maximum time frame deficiency submits an appeal and the appeal is approved per professional judgment, the academic plan terms will only allow funding for the classes that required based on the students primary degree adviser statement. Therefore if the adviser states that the student only needs to take 1-5 credit hours for the completion of your degree, you may take credit hours you do not need for the completion of your degree in addition to the class you are required to take. However you will not be eligible for additional funding for those courses.

Example: A student is expected to graduate in the fall term but they only have 6 credits that they need to complete in order to graduate but wish to take 12 credits. Thus, the student can take the 12 credits, however they would only be eligible for financial aid funding for the 6 credits they need in order to graduate.

2.3.4 Washington State Aid

An otherwise eligible student may receive Washington state financial aid for a maximum of 125% of the associated program degree requirements or 150 credits.

2.3.5 Washington State Need Grant

An otherwise eligible student may receive a Washington State Need Grant for a maximum of five years (ten full-time equivalent terms). The Washington Student Achievement Council (WSAC) monitors the number of terms each student receives the State Need Grant at each college or university the student has attended and is not appealable.

2.4 Summer Session Enrollment

Enrollment in summer session will count toward the maximum time frame, pace to degree, cumulative grade point average, and term credit hour requirements.

2.5 Denial of Financial Aid Funds/Successful Appeal

If a student successfully appeals and is placed on an academic plan, they are considered to be in a probation status.

Chapter 3 Post-Baccalaureate Students

3.1 Overview

The Satisfactory Academic Progress standards for Post-Baccalaureate or Second-Degree seeking students are similar to that of an undergraduate student but there are some key differences. The following sections will outline the requirements to ensure Post-Baccalaureate students maintain Satisfactory Academic Progress compliance.

3.2 Post-Baccalaureate Credit Hour Requirements

Post-baccalaureate students have the same minimum credit hour requirements as undergraduate students. If you are receiving financial aid and wish to enroll less than full-time, you should contact Student Financial Services for more information.

3.3 Post-Baccalaureate Grade Point Average (GPA) Deficiencies

If a student is enrolled for the purpose of earning a second bachelor's degree they must maintain a cumulative GPA of at least 2.0 for all terms of enrollment.

3.4 Post-Baccalaureate Pace to Degree

3.4.1 Pace To Degree –Requirements

If a student drops below the 67% completion rate and are above 50%, they will be placed on a “warning” status and have one term to bring your completion rate above 67% before losing your eligibility for aid.

If the student is still below the term 67% completion rate at the end of the term they will be SAP disqualified and your financial aid will be suspended. The student then may regain eligibility for aid if they successfully appeal or complete a term on their own and are no longer in disqualification status.

3.4.1.1 Warning

Warning status occurs when a student fails to complete all attempted hours. Students are allowed one warning term to complete the attempted credit hours that are needed in order to get back into compliance.

3.4.1.2 Disqualification

Disqualification of financial aid funds occurs when a student fails to complete the attempted number of hours during a warning term or you fail to complete at least 50% of the attempted hours required based on individual enrollment. If the student successfully appeals and is placed on an academic plan then that student is considered to be in a probation status.

3.4.2 Pace to Degree –Requirement Examples

Example 1:

- In one term a student attempts 18 credit hours and completes 10 credit hours. Since the student completed 55% of the credit hours attempted, they will be placed on a warning status for their next term of enrollment.
- In the next term the student attempts 15 credit hours and completes 9 credit hours. For that term again the student only completed 60% therefore they are in disqualification for the term as they did not get themselves back into compliance.

Example 2:

- A student who has attempted a total of 59 credits and has completed 40 credits meets the required completion rate of 67% ($40/59 = 67\%$) therefore meeting the standard and is eligible for aid.

Example 3:

- A student attempts 15 credit hours and completes 6 credit hours. Since the student completed 40% of attempted credit hours, they are placed in a disqualification status and will need to appeal. The student appeals and it is approved for 15 credit hours.
- The following term the student attempts the 15 credit hours but only completes 12. Although the student completed 80% they did not meet the terms of their plan and therefore will need to file another appeal.

Example 4:

- A student attempts 18 credit hours and completes 10. Since the student completed 55% of the credit hours attempted, they will be placed on a warning status for their next term of enrollment.
- In the next term the student attempts 15 credit hours but only completes 6. In this case the student is not only in a disqualification for the latest term of enrollment ($6/15=40\%$), but for cumulative pace to degree ($16/33= 48\%$).
- Since you completed only 50% of the credit hours attempted you will be placed on warning status for your next term of enrollment.
- In your next term you attempt 15 credit hours and complete and earn 12 credit hours. You have only completed 64% of your attempted credit hours ($21/33 = 64\%$) and therefore you would be placed in disqualification and no longer qualify for aid.

3.5 Post-Baccalaureate Maximum Time Frame Requirements

3.5.1 Maximum Time Frame

If a student has earned an undergraduate degree and is pursuing a second undergraduate degree or they must complete their degree within **90** additional attempted credit hours beyond their first degree.

- This maximum time frame calculation is based on all attempted credits as a second-degree whether or not aid is received during any of the terms.

3.6 Denial of Financial Aid Funds/Successful Appeal

- If a student is not on pace to complete their second degree or they exceed the maximum time frame limits the student will be denied financial aid and will need to appeal.
- If you successfully appeal and are placed on an academic plan (contract), you are considered to be on a probation status.

Chapter 4 Graduate/ Professional Students

4.1 Overview

The Washington State University's Satisfactory Academic Progress (SAP) policy monitors the pace to degree, cumulative GPA and maximum time frame component. The following sections will discuss in detail those requirements that must be met for continued financial aid.

4.2 Credit Hour Requirements

- Please keep in mind that graduate and professional students must be enrolled in at least half-time status in order to be eligible for financial aid funding during the academic year. These are federal guidelines, not WSU SAP guidelines.
 - The halftime status will vary according to the program. For example, half time enrollment for:
 - i. Graduate = 5 credits
 - ii. Professional (Pharmacy/ Veterinary Medicine) = 5 credits
 - iii. BUSN:
 1. OMBA= 3 credits
 2. MBA= 5 credits
- During summer sessions, students must enroll in a minimum of 3 credits to be financial aid eligible.

4.3 Grade Point Average Requirements

The SAP policy for GPA follows the Graduate School policies below.

- Per Graduate Catalog: ***“Students must earn at least a 3.00 GPA for ALL coursework. All program courses with grades less than a 3.0 must be repeated. Any graduate student who fails to maintain a 3.00 cumulative will be dropped. They may be permitted to re-enroll if the chair makes a special recommendation in concurrence with the Dean of the Graduate School”.***

4.4 Pace To Degree

4.4.1 Pace to Degree –Requirements

If a student drops below the 67% completion rate and are above 50%, they will be placed on a “warning” status and have one term to bring your completion rate above 67% before losing your eligibility for aid.

If the student is still below the term 67% completion rate at the end of the term they will be SAP disqualified and your financial aid will be suspended. The student then may regain eligibility for aid if they successfully appeal or complete a term on their own and are no longer in disqualification status.

4.4.1.1 Warning

Warning status occurs when a student fails to complete all attempted hours. Students are allowed one warning term to complete the attempted credit hours that are needed in order to get back into compliance.

4.4.1.2 Disqualification

Disqualification of financial aid funds occurs when a student fails to complete the attempted number of hours during a warning term or you fail to complete at least 50% of the attempted hours required based on individual enrollment. If the student successfully appeals and is placed on an academic plan then that student is considered to be in a probation status.

4.4.2 Pace to Degree –Requirement Examples

Example 1:

- In one term a student attempts 18 credit hours and completes 10 credit hours. Since the student completed 55% of the credit hours attempted, they will be placed on a warning status for their next term of enrollment.
- In the next term the student attempts 15 credit hours and completes 9 credit hours. For that term again the student only completed 60% therefore they are in disqualification for the term as they did not get themselves back into compliance.

Example 2:

- A student who has attempted a total of 59 credits and has completed 40 credits meets the required completion rate of 67% ($40/59 = 67\%$) therefore meeting the standard and is eligible for aid.

Example 3:

- A student attempts 15 credit hours and completes 6 credit hours. Since the student completed 40% of attempted credit hours, they are placed in a disqualification status and will need to appeal. The student appeals and it is approved for 15 credit hours.
- The following term the student attempts the 15 credit hours but only completes 12. Although the student completed 80% they did not meet the terms of their plan and therefore will need to file another appeal.

Example 4:

- A student attempts 18 credit hours and completes 10. Since the student completed 55% of the credit hours attempted, they will be placed on a warning status for their next term of enrollment.
- In the next term the student attempts 15 credit hours but only completes 6. In this case the student is not only in a disqualification for the latest term of enrollment ($6/15=40\%$), but for cumulative pace to degree ($16/33= 48\%$).
- Since you completed only 50% of the credit hours attempted you will be placed on warning status for your next term of enrollment.

- In your next term you attempt 15 credit hours and complete and earn 12 credit hours. You have only completed 64% of your attempted credit hours ($21/33 = 64\%$) and therefore you would be placed on suspension and no longer qualify for aid.

4.4.3 Satisfactory Course Completion

- Course Grades Satisfactory completion: "A", "B", "C", "D", "Pass", and "S"
- Unsatisfactory completion: "F", "W", "I", "X", "Z" and "Fail"
- Unsatisfactory completion grades are considered as not making satisfactory academic progress.

4.4.4 Audited Courses

4.5 Audited courses do not count towards the release of a student's financial aid nor in the calculation of completed credit hours for SAP purposes. Maximum Time Frame Limits

- Maximum Time Frame restrictions placed on Professional and Graduate students are outlined below and must be met to continue receiving financial aid.
- Depending on how the credit hours fall based on the maximum attempted units a student will receive a warning and/or denial communication.
 - The warning communication is sent when a student is within 15 credit hours of the maximum attempted units.
 - A student receives the denial/disqualification when they have reached and/or exceeded the maximum attempted limits and must submit an appeal to request further funding in order to complete their degree.

4.5.1 Master's Degree Candidates

Terms:

On average, master's degree candidates have a maximum time frame limit of **72** attempted credit hours. The exact number is based on the degree requirements posted in the course catalog.

- If a student in a maximum time frame deficiency and appeals and that appeal is approved per professional judgment, but the adviser states that the student only needs to take 5 credit hours for the completion of their degree, the student may take credit hours that they do not need for the completion of your degree, however they are not eligible for funding for those additional credits.

Time Limit:

- The maximum time frame calculation is based on all terms of enrollment as a master's degree student whether or not aid was received in each term; this also includes summer credit hours.
- A student must appeal if requesting for additional semesters for subsequent master's programs.

4.5.2 Doctoral Degree Candidates

Terms:

The average time frame a student has to complete their doctoral degree varies widely depending on the program. The exact number is based on the degree requirements posted in the course catalog.

Time Limit:

- The maximum time frame limit calculation is based on all terms of enrollment as a doctoral degree student whether or not aid is received during any of the terms; this also includes summer credit hours.
- A student must appeal if requesting for additional semesters for subsequent PhD programs.

4.5.3 Pharmacy, Veterinary Medicine and BUSN Students

Terms:

- The average time frame a student has to complete the Pharmacy, Veterinary medicine or BUSN programs varies widely depending on the specific program. For example the amounts of credits range in BUSN from 44-72 depending on the specific program.
- The exact number is based on the degree requirements posted in the course catalog.

Time Limit:

- The maximum time frame calculations are based on all terms of enrollment as a pharmacy, veterinary medicine, or BUSN student whether or not aid is received during any of the terms; this also includes summer credit hours.

4.6 Graduate Certificate

Graduate Certificate programs are not eligible for federal financial aid.

Chapter 5 SAP Appeal Process

5.1 Overview

You have the right to appeal the disqualification of financial aid.

- All infractions must be submitted to the Student Financial Services SAP Appeals Committee. A student who fails to make satisfactory academic progress will not be eligible for financial aid and must file an online appeal to be considered for future aid. The student will need to go to submitSFSdocs.wsu.edu to submit their appeal. Filing an appeal is not a guarantee of approval of financial aid.
- As a general rule, if a student has failed two or more academic plans they are not eligible to file an appeal until they are in compliance with the SAP policy by paying for and successfully completing coursework. Only under extreme circumstances beyond your control will an appeal be accepted for review from a student in this situation.
- The academic plan overrides all SAP statuses, even if you have brought yourself into good SAP Status.

5.2 Review of an appeal is not a guarantee of approval and a new academic plan

5.3 Appeal Instructions

An appeal will need to contain the items listed below.

5.3.1 Letter of Explanation

- The student will need to explain the circumstances that led to their academic deficiencies and what they will do to ensure adherence to the SAP requirements moving forward.
- The student will also need to explain the steps that they have taken to resolve their issues and how their situation has changed to allow them to satisfy the requirements as set forth by the university's SAP standards.
- It is also requested that the student provide the total amount of credit hours that they are enrolled in. If the student is unable to enroll they must explain why they are unable to enroll.
- If a student's deficiency is related to the maximum time frame rule, they will also need to give your anticipated graduation date and have their advisor submit supporting documentation that confirms the student's graduation date, as well as the courses and credit hours that are required to graduate.

5.3.2 Submit Supporting Documentation

Students may be requested to provide documentation for each factor noted as influencing their academics. Please note that providing documentation does not guarantee your appeal will be approved.

- If the reason for the appeal is due to a medical condition, a student may be asked to supply a letter from their health care provider stating whether or not they feel that the student is well enough to return to their academic program.

- If the reason for a student's deficiency is due to exceeding the maximum time frame limit as set forth in the university's (SAP) policy, they must submit documentation from their academic adviser confirming their anticipated graduation date, as well as the courses and credits required to graduate. If a student is seeking two majors, documentation must come from both advisors. (Submitting this documentation does not guarantee that the will be approved.) If this letter is not provided with the appeal, the SAP committee will request it.

5.3.3 Submitting an Appeal

The SAP appeal process is completed entirely online through submisfsdocs.wsu.edu.

- During the academic year, the appeal must be submitted no later than the 30th day of term for which the student is enrolled. The appeal request will be canceled off a student's to-do list after the deadline. If a student wishes to still appeal they must contact the sap committee at sapappeal@wsu.edu or a financial aid counselor to have the request re-initiated. If approved to re-submit the student will have to explain in their appeal why they missed the deadline.
- Appeals will not be reviewed until all requested information has been received.
- Appeals for summer have a deadline to be submitted no later than four weeks from the end of summer term.
- The SAP Committee will notify students by WSU email if any additional information is required.

5.4 Appeal Process/Results

5.4.1 Review

The SAP Committee will review a student's appeal for reinstatement of aid.

- The committee will review each student's individual situation, assessing their current and previous academic performance, as well as any documentation submitted to determine whether there is significant justification to warrant an exception to the existing SAP Policy for your individual circumstance.
- It is important to understand that students submitting appeals have had their financial aid denied.
- It is also important to remember that the appeal process is a request for an exception to the SAP policy. Not all circumstances will warrant an exception to the SAP policy.

5.4.2 Notification

- Students are notified by WSU email of the committee's decision. Students can also check their to-do list on their MYWSU as it will reflect a change in their status as well.

5.4.3 Appeal Approval

- If a student's appeal is approved, they will be sent an academic plan stating the conditions you must meet by the end of the term to retain eligibility. This will be sent to their WSU email.
- For summer, in the instance where a student's aid has already been delivered, if the academic plan is not returned within two weeks, their aid will be cancelled and a bill will be created.
- A student's financial aid will be held until the signed academic plan is returned.
- Academic plans received after the end of the term in which they were written are no longer valid.

- When a student who was eligible for financial aid at the beginning of the term and has not had all aid disbursed and they then become deficient at the end of the term:
 - This student has to file a SAP appeal in order to receive any future financial aid. If the student files an appeal and it is approved, the student will be eligible to receive any of the financial aid that had not disbursed in the prior term (as long as it is within the same academic year, some limits apply).

5.4.4 Appeal Denied

- If a student's appeal is not approved, they will not receive financial aid funding.

5.4.5 Regaining Eligibility

A student may file a new appeal after one of the following has occurred:

- The student has brought themselves back into compliance with the SAP policy by funding themselves.
- The student has made sufficient academic progress by attending another institution.

5.4.6 Other Policies

- If a student has completed the online appeal process, their financial aid is denied, and they have extenuating circumstances that were not addressed in the original written appeal, they may submit documentation detailing these circumstances to sapappeal@wsu.edu. This is not a guarantee approval of your approval.
- Rerunning the SAP process: If a student has had a grade change or a late grade submitted and they wish to have their SAP recalculated, they will need to send an email to sapappeal@wsu.edu and the change will be reviewed and your SAP status updated. Unless the SAP committee asks for it specifically, the student does not need to have their instructor submit a reason for the change.
- Intersessions: Students choosing to take intersession classes will have those courses tied to either fall or summer depending upon which intersession they are attending. Once the grade(s) for the intersession courses have been posted, the SAP statuses for these students will be recalculated under fall or summer.

Chapter 6 Other Academic Policies

6.1 University Reinstatement

6.1.1 Rules 38, 39

If a student is deficient under Rule 39 (as listed in the University's General Catalog), they must also have approval for reinstatement certified by the Academic Success and Career Center (ASCC) or their local campus. For further details regarding the University Academic and Reinstatement Policies, please contact the Academic Success and Career Center (ASCC) and/or review the current University Catalog.

- Please note: Reinstatement by the Academic Success and Career Center, or your local campus, does not constitute reinstatement by Student Financial Services. If you have been reinstated after a Rule

38 or 39 suspensions, you will be denied financial aid under the SAP policy, and must file a SAP appeal in order to be considered for financial aid.

6.1.2 Notification

You may be requested to submit a copy of your reinstatement conditions to the Office of Student Financial Services along with your SAP Appeal.

If you have further questions regarding Satisfactory Academic Progress, feel free to contact the SAP committee at sapappeal@wsu.edu.