

SATISFACTORY ACADEMIC PROGRESS (SAP) MANUAL

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Chapter 1

Overview

1.1 Introduction

When students accept financial aid, they also accept responsibility for making Satisfactory Academic Progress (note: the abbreviation SAP will be used interchangeably throughout the document). This progress is based on the number of credits students enroll in per semester, their term and cumulative grade point average(s) as well as the length of enrollment at Washington State University in addition to any transfer courses accepted by the university.

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

Federal regulations stipulate that a student's SAP is monitored even if they are not receiving federal student aid.

Students who are reinstated to the University by the Center for Advising and Career Development (CACD) are still required to submit an appeal and a copy of their reinstatement conditions to our office or submit a signed copy of their 3R Satisfactory Academic Progress report form.

Please note: If a student has been reinstated by CACD, it does not mean that the student's appeal with the Office of Financial Aid and Scholarships will be approved.

If you have any questions or concerns regarding the requirements as described in this manual, contact the Office of Financial Aid and Scholarships.

1.2 What is SAP?

Federal and state financial aid regulations require that recipients of federal and state aid make Satisfactory Academic Progress toward the completion of a degree. Therefore, Washington State University student aid recipients, in addition to meeting other financial aid eligibility criteria, must be in good academic standing and making satisfactory progress in their degree program. The SAP policy must be as strict as, or stricter, than the university's academic progress policy. The SAP policy is reviewed on an annual basis and if policy changes are made, they will then be updated.

Chapter 2

Undergraduates

2.1 Introduction

Students applying for financial assistance must be in compliance with the SAP Policies as a condition of initial or continuing eligibility.

- Financial aid will be denied to students who fail to maintain progress under the SAP Policy.
- At the end of each term, a review will be made to ensure compliance with the grade point average (GPA), maximum time frame limit, and minimum credit hour requirements of the policy.
- First-time or returning aid applicants who have previously attended WSU must also be in compliance with the policy even though aid has not been received during periods of prior attendance.

2.2 Notification

- Letters of deficiency will be sent at the end of each term to notify those students who failed to meet the SAP standards. Information will also be updated on <http://www.my.wsu.edu>
- Depending upon the severity of the deficiency, financial aid may be withheld.

- Deficiency notifications are based on information that is subject to change or correction. Therefore, it is the responsibility of students who have been notified of a deficiency to document any corrections to information (such as grade changes, consortium credits, etc.) used to determine their status.
- Also, because of the limited amount of time between terms, a complete review of all aid recipients' status may not be possible before the beginning of the next term.

Any aid released to a student who is subsequently determined to be ineligible under the rules for SAP will be returned and the student will be billed.

2.3 General Policies

2.3.1 Academic Deficiency Rule 43

Courses which have been omitted from the transcript record under Academic Deficiency Rule 43 (<http://registrar.wsu.edu/Registrar/Apps/AcadRegs.ASPX>) are not automatically disregarded for purposes of determining financial aid satisfactory progress.

2.3.2 Maximum Time Frame Limits

All terms, including summer, in which a student is enrolled count toward the maximum time frame and minimum credit hours completed requirement, even if the student completely withdraws from the University. Terms of enrollment in which no aid is received will count towards the maximum time frame limit. This includes transfer credit hours for which no aid was received as well as Running Start credits, Advanced Placement (AP), or IB credits.

2.3.3 Remedial Courses

Not more than 3 remedial courses may be taken in one academic year. Examples of remedial courses are Math 90, Math 91, and Math 99.

2.3.4 Repeat Courses

Courses count once in the calculation of minimum hours completed. Therefore, a repeat of an “A”, “B”, “C”, “D”, “Pass”, or “S” will not count as additional credits unless otherwise noted in the WSU Time Schedule. Students repeating a course in which an “I” or “X” was previously received will not be funded.

2.3.5 DDP Courses

Distance Degree Program courses must be completed in the term enrolled and will be treated the same as regular credit hours for determining a student’s satisfactory academic progress status.

2.3.6 Satisfactory Course Completion

	Course Grades
Satisfactory completion	“A”, “B”, “C”, “D”, “Pass”, “S”
Unsatisfactory completion	“F”, “W”, “X”, “I”

2.3.7 Audited Courses

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.

2.3.8 Endorsements/Minors

Students working only on endorsements or minors are not eligible for funding.

2.4 Credit Hour Completion Requirements

2.4.1 Full-Time Enrollment

Students who are enrolled in 12 or more credit hours are considered to be full-time. To maintain Satisfactory Academic Progress, a full-time student must complete a minimum of 12 credits.

2.4.2 Less than Full-Time Enrollment

Students who are enrolled in less than a full-time basis must complete minimum credits according to the following schedule.

Credits Enrolled	Credits that Must be Completed
9–11 Credits	Must Complete a minimum of 9 credits
6–8 Credits	Must Complete a minimum of 6 credits
5 or Less Credits	Must Complete all credits attempted

2.4.3 Evaluation Period

Evaluation of credit hour requirements is performed at the end of each term of enrollment.

2.4.4 Not for Credit Courses

Not for credit courses (for example, Math 91, Math 92, Math 99, Math 100, Math 101, and English 103) will count toward minimum credit hours completed (not for credit and remedial courses will only be counted for one academic year). Remedial credits are monitored by the SAP system.

2.4.5 Probation/Denial

If you fail to make satisfactory academic progress during any term, you will be placed on probation or have your aid denied. The following criteria for determining your status are used.

Probationary Status

Probationary status occurs when students fail to complete the minimum number of hours required, based on their individual enrollment. Students are allowed one probationary term to complete the minimum credit hours that are needed in order to get back into compliance.

Credits enrolled in	Placed on probation if completed only
6 credits	3–5 credits
7 credits	3–5 credits
8 credits	3–5 credits
9 credits	4–8 credits
10 credits	4–8 credits
11 credits	4–8 credits
12 credits or more	6–11 credits

2.4.6 Denial of Financial Aid Funds

Denial of financial aid funds occurs when students fail to complete the minimum number of hours required during a probationary term or students fail to complete at least 50% of the minimum number of hours required based on individual enrollment.

2.5 G.P.A. Deficiency Regulations

2.5.1 Requirements

Academic standing policies require that all students maintain a 2.0 cumulative/term G.P.A.

2.5.2 Probation

After any term of enrollment, students below a 2.0 cumulative/term G.P.A. for the first time will receive a probationary notice (Form 3R) that must be signed and returned.

2.5.3 Denial

- After any two terms of enrollment with a cumulative/term G.P.A. below 2.0, the student will be denied further financial aid until the student brings themselves back into compliance with a 2.0 or better term and cumulative G.P.A.
- Transfer students must meet the minimum cumulative/term 2.0 G.P.A. requirement for all terms.

2.6 Maximum Time Frame Limits

2.6.1 Overview

Students not completing their degrees within the maximum time limit, as described in the following outline, are not considered 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.

1. All terms of enrollment at WSU as well as any transfer credit hours count toward the maximum time frame limit.
2. Terms in which no aid is received will count if the student is enrolled after the first day of classes.
3. If it is determined that the student has completed the requirements for a degree, regardless of whether the student has applied to receive the degree, the student will no longer be eligible for financial aid for that degree.
4. If it is determined that a student has achieved 150% of the program requirements for a bachelor's degree they are no longer eligible for financial aid.
 - (a) Example: 120 credits is considered standard time for completing your first degree. A student is considered to be at the 150% threshold once they reach 180 credits. This is regardless of:
 - How many times a student changes majors;
 - How many transfer credits, AP credits, or Running Start credits a student has earned;
 - Whether or not a student is pursuing a double degree, double major, or minor;

This does not include a student who has finished and graduated with one bachelor degree and is pursuing a second. The requirements for this situation are outlined under the Post-Baccalaureate section of this manual.

2.6.2 Full-Time Enrollment

Undergraduates will be allowed a maximum of 12 full-time terms (six years) in which to complete a degree. Aid will be denied to students who have not completed their degree within the maximum time frame limits set forth in the SAP Policy.

2.6.3 Less Than Full-Time Enrollment

Terms in which enrollment is less than full-time (12 hours) will be counted as the equivalent of three-quarter (i.e. .75 MTF Semester), half (i.e. .5 MTF Semester), or less than half of a full-time term for enrollment breakdown.

2.6.4 Transfer Credit

Credit hours transferred from other institutions will affect the maximum time frame described in this policy (i.e. 15 transfer credits are considered equivalent to 1 maximum time frame term.)

2.6.5 Summer Session Enrollment

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

2.6.6 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 State Higher Education Coordinating Board (HECB) monitors the number of terms each student receives the State Need Grant at each college or university the student has attended.

Chapter 3

Post-Baccalaureate Students

3.1 Overview

The Satisfactory Academic Progress standards for Post-Baccalaureate or Second-Degree seeking students (classified by the University as 5B) and students pursuing their Teaching Certificate (classified by the University as 5C) 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 Credit Hour Requirements

Post-baccalaureate students have the same minimum credit hour requirements as undergraduate students. However, as post-baccalaureate students typically receive limited types of aid – it rarely represents an issue. If you are receiving financial aid and wish to take less than full-time, you should contact the Office of Financial Aid and Scholarships for more information.

3.3 Grade Point Average Deficiencies

Students enrolled for the purpose of earning a second bachelor's degree (Classification 5B) or a Teaching Certification (Classification 5C) must maintain a cumulative/term Grade Point Average (G.P.A.) of at least 2.0 for all terms of enrollment.

3.4 Maximum Time Frame Limit Requirements

3.4.1 Terms

Students who have earned an undergraduate degree and who are pursuing a second undergraduate degree (Classification 5B) must complete their degree within three years (6 full-time terms). Teacher certification (Classification 5C) students must complete certification within 2 years (4 full-time terms).

3.4.2 Less than Full-Time

Terms in which enrollment is less than full-time will be counted as three-quarter or half of a full-time term.

3.4.3 Denial

Students who exceed the Maximum Time Frame limits will be denied financial aid. This maximum time frame calculation is based on all terms of enrollment as a second-degree or certification student, whether or not aid is received during any of the terms.

Chapter 4

Graduate/ Professional Students

4.1 Overview

The Washington State University's Satisfactory Academic Progress (SAP) policy only monitors the maximum time frame component. The following section will discuss in detail those requirements that must be met for continued financial aid.

4.2 Grade Point Average & Minimum Credit Hour Requirements

The Satisfactory Academic Progress policy does not monitor the Grade Point Average (G.P.A.) nor minimum credit hours for graduate and professional students. Students should refer to their academic department guidelines for their individual credit and grade expectations.

Please keep in mind that graduate students must be enrolled in at least half-time status (i.e. 5 credits) in order to be eligible for financial aid funding during the academic year. During summer sessions, students must enroll in a minimum of 3 credits. This is a federal guideline, not a Satisfactory Academic Progress guideline.

4.3 Graduate Student Maximum Time Frame Limits

Maximum Time Frame is the only restriction placed on Professional and Graduate students. The requirements outlined below must be met to continue receiving financial aid.

4.3.1 Master's Degree Candidates

Terms

Master's degree candidates have a maximum time frame limit of three years (6 full-time terms).

Less Than Full-Time

Terms in which enrollment is less than 10 hours will be counted as one-half of a full-time term.

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.
- Enrollment for summer credit hours is also calculated in to the maximum time limit for receiving a master's degree.
- Master's students are allowed a maximum of three years (6 full-time terms) to complete all of their master's level coursework. Additional semesters are not allowed for subsequent master's programs.

4.3.2 Doctoral Degree Candidates who have a Master's Degree

Terms

Students in a doctoral degree program who have a master's degree must complete their degrees within five years (10 full-time terms).

Less Than Full-Time

Terms in which enrollment is less than 10 hours will be counted as one-half of a full-time term.

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.

4.3.3 Doctoral Degree Candidates who do not have a Master's Degree

Terms

Doctoral degree students who have not earned a master's degree must complete their degree within eight years (16 full-time terms).

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.

4.3.4 MBA Students

Terms

Master's degree candidates have a maximum time frame limit of three years (6 full-time terms).

Less Than Full-Time

Terms in which enrollment is less than 10 hours will be counted as one-half of a full-time term.

Time Limit

- The maximum time frame calculation is based on all terms of enrollment as a MBA student whether or not aid was received in each term.
- Enrollment for summer credit hours is also calculated in to the maximum time limit for receiving a MBA.
- MBA students are allowed a maximum of three years (6 full-time terms) to complete all of their MBA coursework. Additional semesters are not allowed for subsequent MBA programs.

4.3.5 Pharmacy and Veterinary Medicine Students**Terms**

Pharmacy and Veterinary Medicine students must complete their degree within five years (10 full-time terms).

Time Limit

The maximum time limit calculations are based on all terms of enrollment as a pharmacy or veterinary medicine student whether or not aid is received during any of the terms.

4.4 Graduate Certificate Students**4.4.1 Graduate Certificate Specific Rules**

Graduate Certificate programs eligible for federal financial aid funding are:

- Agribusiness
- Constraints Management
- Construction Project Management
- Engineering and Technology Management
- Engineering Nanotechnology

- Exercise Science
- Global Justice and Security Studies
- Interdisciplinary Environmental Biogeochemistry
- Manufacturing Leadership
- Optoelectronics
- Project Management
- Protein Biotechnology
- Public Service Leadership
- Reproductive Biology
- School Psychology
- Six Sigma Quality Management
- Supply Chain Management
- Sustainable Agriculture
- Systems Engineering Management

Chapter 5

SAP Appeal Process

5.1 Overview

You have the right to appeal the denial of financial aid. *Appeals will not be reviewed for any student who is not a FAFSA filer and is seeking a loan from a private lender.* A list of private lenders who do not monitor academic progress is available on our website (<http://www.finaid.wsu.edu>).

1. The appeal must be submitted no later than the midpoint of the term for which you are enrolled or it may be denied. Exceptions to this rule may be made on a case by case basis – given sufficient reason and documentation.
2. Appeals will not be reviewed until all requested information has been received.
3. All infractions must be appealed to the Financial Aid Satisfactory Academic Progress Appeals Committee. Students who fail two or more SAP contracts must file an online written appeal (<http://finaid.wsu.edu/sap.html>) and will be contacted to schedule an interview with the SAP committee.
4. Students who have failed 3 or more SAP contracts are not eligible to file an appeal until they are in compliance with the SAP policy. Only under extreme circumstances will an appeal be accepted for review. Examples of these circumstances are: a death of an immediate family member or a medical emergency such as a surgery or the hospitalization of the student or immediate family member.

5.2 Appeal Instructions

Your appeal will need to contain several items. They are listed below. These are to be submitted according to the instructions enumerated in the following section.

5.2.1 Letter of Explanation

1. You'll need to explain the circumstances surrounding your deficiency. How were these factors out of your control?
2. You'll need to explain the steps that you have taken to resolve these issues and explain how your situation has changed to allow you to satisfy the requirements as set forth by the university's Satisfactory Academic Progress standards.
3. You'll need to list the classes that you are enrolled in or if you are not enrolled, you will need to list the courses which you plan to take.
4. You'll also need to give your anticipated graduation date.

5.2.2 Submit Supporting Documentation

You'll need to provide documentation for each factor noted as influencing your academics. **Please note that providing documentation does not guarantee your appeal will be approved.**

1. If the reason for the appeal is due to a medical condition, you must supply a letter from your health care provider stating whether or not they feel you are well enough to return to your academic program. *Do not, under any circumstances, submit your medical records as documentation.*
2. If the reason is due to exceeding the maximum time frame limit as set forth in the university's satisfactory academic progress policy, you must submit documentation from your academic adviser confirming your graduation date. If you are seeking two majors, documentation must come from both advisors.

5.2.3 Submitting your Appeal

- The Satisfactory Academic Progress (SAP) appeal process is completed online. The appeal is located at <http://finaid.wsu.edu/sap.html>. You can complete this form entirely online or you can complete the form as an editable portable document format (PDF). This form will need to be completed in a PDF reader, printed, and delivered to our office (i.e. mail, fax, scanned and emailed, or in-person).
- Your appeal must be submitted no later than the midpoint of the term for which you are currently enrolled. Exceptions to this rule may be made on a case by case basis.
- Appeals will not be reviewed until all requested information has been received.
- The Satisfactory Academic Progress Committee will notify you by email or letter if any additional information is required. You must provide your email address in your appeal.
- Appeals that are handwritten or completed outside of the forms available on the website will not be reviewed.

5.2.4 Appeal Process/Results

Review

The SAP Committee will review your appeal for reinstatement of aid. The committee will review your individual situation, assessing your current and previous academic performance as well as any documentation submitted to determine whether there is *significant justification to warrant an amendment to the existing SAP Policy for your individual circumstance*.

It is important to understand that students submitting appeals have had their financial aid denied. The appeal process is a request for an exception to the SAP policy. Not all circumstances will warrant an exception to the policy.

Notification

You will be notified by mail or email of the committee's decision. You can also check your to-do list on myWSU (<http://www.my.wsu.edu>) as it will

reflect a change in your status as well.

If your Appeal is Approved

- If your appeal is approved, you will be sent a contract stating the conditions you must meet by the end of the term to retain eligibility.
- You must sign and return the contract.
- Your financial aid will be held until the signed contract is returned.
- If the contract is not returned within two weeks and your aid has already been delivered, the aid will be cancelled and a bill will be created.

Appeal Denied

- If your appeal is not approved, you will not receive financial aid until you have met the SAP requirements as listed.
- You may have one opportunity to schedule an appointment directly with the SAP Appeals Committee to discuss any additional information or documentation you may have in regards to your appeal. Those students who must meet with the SAP Appeals Committee for failing two or more contracts will only have that one opportunity to present their case.
- All decisions of the SAP Committee are FINAL.

Regaining Eligibility

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

1. The student has brought themselves back into compliance with the SAP policy by funding themselves.
2. The student has made sufficient academic progress on their own by funding themselves to warrant another review by the SAP committee.

Other Policies

- If a student meets with the SAP committee and the resulting decision is a denial, that decision is final. There is no mechanism to re-appeal and once a student has interviewed with the SAP committee, no further appeals will be reviewed for that term.
- If a student completes the online written appeal process and their financial aid is denied, they may submit documentation detailing extenuating circumstances that *were not addressed* in the original written appeal. At the SAP committee's discretion, the student may be granted an interview to further discuss their situation.

Chapter 6

Other Academic Policies

6.1 University Reinstatement

6.1.1 Rules 38, 39

- Students who are deficient under Rule 38 or 39 (as listed in the University's General Catalog) must also have approval for reinstatement certified by the Center for Advising and Career Development (CACD).
- Please note: Reinstatement by the Center for Advising and Career Development (CACD) is not the same as reinstatement from the Office of Student Financial Aid.

6.1.2 Notification

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

6.2 More Information

For further details regarding the University Academic and Reinstatement Policies, please contact the Center for Advising and Career Development or the current University Catalog.