



SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

As a full-time student receiving financial aid, you must:

1. Maintain a **minimum cumulative and major grade point average (GPA)** and
2. Complete your degree within the **maximum time frame** allowed and
3. Maintain progress toward your degree at a **minimum cumulative pace**.

These requirements apply to your entire period of attendance at Seattle University (SU) and in some instances may include your enrollment at other institutions before transferring to SU, even though you may not have received financial aid for all the terms in which you were enrolled.

It is important for financial aid recipients to understand:

- SAP requirements and enrollment standards for financial aid purposes may not be the same as those for academic purposes. It is possible that you will be making SAP for academic purposes while at the same time not making SAP for financial aid purposes. Therefore, it is important to contact Student Financial Services (SFS) to talk with a counselor, particularly if you are considering reducing the number of credits for which you are enrolled.
- SAP for eligibility to receive federal, state and institutional aid is reviewed at the end of each Spring Quarter.
- While you will be notified at your SU e-mail address if you have not maintained SAP, it is your responsibility to monitor your own progress.
- Financial aid will be suspended for students who do not make SAP for financial aid purposes as outlined briefly above and explained in detail below.
- You may appeal against that suspension as explained in the "**Appeals**" section below.

GRADE POINT AVERAGE (GPA)

Federal regulations require that you maintain a GPA that is consistent with successful completion of your program:

- **Undergraduate students.** As an undergraduate, you are required to maintain a cumulative and major GPA of at least 2.0.
- **Graduate students.** As a graduate student, you are required to maintain a cumulative GPA of at least 3.0 or the minimum cumulative GPA required by your program, whichever is higher.
- **Transfer students.** For calculating GPA, only those courses completed at SU are used. The GPA for transfer credits does not enter the calculation.

MAXIMUM TIME FRAME

Federal regulations require that the institution establish the standard length of time that you can receive aid while pursuing a degree. This requirement is called the "maximum time frame" for aid eligibility and, for undergraduate students, includes all applicable credits earned from all institutions attended since high school.

Undergraduate students

SU has established a maximum timeframe for the receipt of financial aid as the earlier of:

1. Attempting 150% of the minimum number of credits required for a student's degree, or
2. Completing all the courses required to earn a degree, regardless of whether the student chooses to receive a diploma at that point. For instance, even though the student's intent is to earn two degrees, eligibility for financial aid ends when the coursework necessary to receive one of those degrees has been completed.

The maximum period of eligibility for federal, state and institutional aid is calculated as follows:

- **Federal aid:** 150% of the published number of credits required to earn the student's degree.
- **State Aid:**
 - Washington College Grant eligibility is limited to
 - 18 full-time quarters or equivalent enrollment at less than full-time, not to exceed
 - 150% of the published number of credits required to earn the student's degree.
 - Washington College Bound eligibility is limited to
 - 18 full-time quarters or equivalent enrollment at less than full-time, not to exceed
 - 150% of the published number of credits required to earn the student's degree.

- **Institutional gift aid** is awarded to eligible, full-time undergraduates for the number of quarters needed to complete program requirements based on the student's classification upon admission:
 - Four years (12 quarters) for undergraduate students who are admitted with fewer than 45 credits upon admission.
 - Three years (9 quarters) for undergraduate students who are admitted with more than 45 credits upon admission.

This policy applies to all institutional aid including grants and scholarships. Institutional aid is not available for extending a program to complete more than one major, minor or degree.

To complete the undergraduate program within the institutional funding period, students are encouraged to enroll for 15 credits per quarter.

Graduate Students

The maximum time frame of eligibility to receive federal financial aid is 6 years (24 quarters) as long as the minimum, cumulative GPA and pace requirements continue to be met.

PACE

Pace measures progress toward your degree within the maximum time frame and is calculated by dividing the cumulative number of credits you have completed by the cumulative number of credits you have attempted at the end of any review period. SU has established the minimum acceptable cumulative pace to be 67%.

Pace considerations:

- If you have transfer credits, all accepted credits count as both attempted and completed for the purpose of evaluating pace.
- A passing grade includes A, A-, B+, B, B-, C+, C, C-, D+, D, D-, CR and P. A passing grade for financial aid considerations may not allow progression in the major and may not be accepted to fulfill a degree requirement.
- Incomplete (I's), suspended (N's), in progress (IP's), missing grades (M's), withdrawals (W's), medical withdrawals (MW's), and administrative withdrawal (AW), failed classes (F's) count as attempted credits but not completed credits.
 - At the time incomplete, no grade, and missing grades are converted to a passing grade, they are considered in the calculation as completed credits.

- If a class is repeated, successfully completed credits count only once; but each enrollment will count as credits attempted. Additionally:
 - ♣ If you repeat a class you previously failed, you may receive financial aid for each time the class is repeated until you receive a passing grade.
 - ♣ You may only receive financial aid for one re-take of a class for which you've previously received a passing grade.
- Coursework that may not apply to the degree, such as Culture and Language Bridge courses, will be counted toward the qualitative GPA component of SAP, although will not be included in the cumulative GPA on the student's transcript. This coursework will not be counted toward SAP's pace quantitative component.
- Audit grades (Y's) and audit withdrawal grades (YW) have no impact on pace as they are not included in either attempted or earned credits.
- Credits earned by means other than by completing a college level course at another institution do not count as either attempted or completed credits.
- You must complete the minimum number of credits based on:
 1. The higher of your actual enrollment status (full-time, three-quarter-time, half-time or less than half-time) **or**
 2. The enrollment status for which you received financial aid, as noted on the "Enrollment Status" line of your award letter. For example, if you receive aid for initial enrollment of half-time (6-8 credits at the undergraduate level) but add credits later in the term resulting in full-time enrollment, your progress will be evaluated based on that full-time enrollment.

Enrollment Status	Undergraduate Students	Graduate Students
Full-time	12 credits minimum 15 credits strongly recommended	6 credits per quarter
Three-quarter-time	9 credits per quarter	4 or 5 credits per quarter
Half-time	6 credits per quarter	3 credits per quarter
Less Than Half-time	The # of credits for which you enroll	The # of credits for which you enroll

Less than full time enrollment

To be eligible for financial aid for less than full-time enrollment, federal, state and/or institutional aid may require proration based on the reduced enrollment level which may, in turn, result in a reduction in the financial aid.

Institutional Aid

Institutional aid includes aid awarded through SFS and other offices at SU which originates from the institution's general fund, departmental funds, the financial aid budget, gifts to the university, and endowed scholarship funds.

Considerations for receiving institutional aid:

- Requires that you maintain full-time enrollment during the academic year (fall, winter and spring quarters).
- Less than full-time enrollment in your final quarter to complete your degree requirements requires your aid to be pro-rated, rather than withdrawn. A minimum of 5 credits is needed to be eligible for pro-ration.
- Is NOT eligible for the Summer Quarter.

Alaska State Loan Borrowers

- **Undergraduates.** If you are an Alaska State Loan undergraduate borrower, you must enroll for at least 12 credits per quarter and achieve a cumulative GPA of at least 2.0.
- **Graduate Students.** If you are a graduate student borrower, you must enroll for a minimum of 6 credits per quarter and achieve a cumulative GPA of at least 3.0.

Appeals for reinstatement of Alaska loan eligibility are made to the Alaska Student Loan Commission.

APPEALS

If you failed to make SAP because of circumstances that prevented regular progress, such as illness or injury, a serious illness or death in your family, or other unanticipated circumstances that were beyond your control, you must appeal to request to have your aid reinstated.

The first step in the appeal process is to contact an SFS counselor by calling 206-220-8020, emailing financialservices@seattleu.edu or coming to the SFS office during walk-in appointment

hours, 10am-3pm Monday-Friday, which are posted on our website. The SFS counselor will work with you to determine the best course of action based on your specific circumstances.

If you and the counselor determine that submitting an appeal is the best next step, you will provide the following information, in writing, on the "SAP Appeal Form," provided to you by the SFS counselor:

1. An explanation of the special circumstances that prevented you from meeting SAP requirements for financial aid *and*
2. What has changed in your situation that will allow you to regain SAP in the future *and*
3. Any supplemental documentation that supports your case. In the case of maximum time frame, you must provide an action plan as described in the next paragraph.

Please contact an SFS counselor within a week of the date of the notification that you didn't meet SAP requirements for financial aid to discuss your appeal options.

The SFS counselor will review your appeal and make one of the following determinations:

1. If it appears possible and likely that you will be able to resume progress within the next quarter:
 - o You'll be placed on probation for that quarter and some or all your financial aid will be reinstated.
 - o Your progress will be monitored at the end of that quarter,
 - If you were successful, your probationary status will be lifted, and you'll again be making SAP
 - If you were not successful, your eligibility will again be suspended, and you will again have the right to appeal against that suspension.
 - Each appeal will be considered on its own merit. However, while there is no limit to the number of appeals a student may submit, repeat appeals must generally be for reasons different than those of previous appeal to be approved and will take longer to process because they will be reviewed by the appeal committee.
2. If it appears unlikely that you will be able to resume progress within the next quarter and/or your request is that your eligibility to receive institutional gift aid be extended, you will be required to work with an academic advisor to develop an academic plan that, when followed, will:

- Set the requirements you'll need to meet to ensure that you are able to meet the institution's SAP standards by a designated point within the maximum time frame, or
 - Indicate the courses required for completion of your degree in support of your request that your eligibility to receive institutional aid be extended.
 - The plan will designate, quarter by quarter, the courses, number of credits of enrollment and GPA that must be earned to regain progress.
 - Your progress will be monitored each quarter.
 - If you successfully follow your academic plan, you will continue to be eligible to receive financial aid for the following quarter.
 - If you are not able to successfully follow your academic plan, your eligibility to receive financial aid will be suspended and you will again have the right to appeal that suspension.
3. Readmitted students who were not making SAP as financial aid recipients when they left SU must resolve that deficiency under the policy in place when they re-enter.
- Readmitted students should make an appointment with an SFS counselor who will determine how the student needs to proceed using the options outlined above for continuing students.

REGAINING ELIGIBILITY TO RECEIVE FINANCIAL AID

If your aid eligibility is suspended due to lack of SAP, you may be able to regain eligibility by pursuing your education without the benefit of financial assistance from SU. This may involve taking additional classes at SU to raise your cumulative, major or minor GPA to an acceptable level or taking credits at SU or another institution to regain "pace." Please note that taking credits from another institution will require official transcripts and evaluation of transfer credit, and sometimes an application for readmission before eligibility can be restored.

Because regaining eligibility is generally difficult to do, we highly recommend that you meet with an SFS counselor to ensure that you understand what is required to regain eligibility. When you have regained SAP and are eligible to re-enroll at SU, submit a request to the SFS office to confirm that you have regained eligibility. If additional courses were taken, submit your request after your courses have been evaluated and posted to your transcript by the Office of the Registrar.