

Satisfactory Academic Progress Policy

Last Revised: September 25, 2007

I. Purpose and Scope

The following policy governs the revocation (removal) and (re)awarding of federal, state, and/or institutional financial aid in circumstances where the student has, by virtue of their academic record, failed to make sustained progress towards degree completion in a manner deemed satisfactory to the institution. Commonly referred to as "SAP" (Satisfactory Academic Progress), this policy defines SAP, the process by which aid is revoked, and the process by which individuals may appeal SAP decisions. This policy applies to all matriculated students of the University.

II. Definition of "Satisfactory Academic Progress" (SAP)

What is Satisfactory Academic Progress?

Gonzaga University is required to monitor the academic progress of all of its students who are receiving some form of State or Federal financial aid. This is to ensure that financial aid funding is going to students who are actively pursuing a degree and are making progress toward that degree.

"Satisfactory Academic Progress" (SAP) is defined as:

- A. Attaining, and sustaining, a minimum cumulative grade point average of 2.00 over at least two consecutive terms.
- B. Satisfactorily completing a minimum number of credit hours based on level, enrollment status, and time frame to completion (see table below).
- C. Making satisfactory progress, as determined by the Appeals Committee of the Financial Aid Office, towards an undergraduate, graduate, or professional degree. This standard is defined, in part, by the published guidelines contained in the University Catalogue.

What are the Minimum Requirements to Maintain Satisfactory Academic Progress?

The minimum requirements are dependent upon your enrollment status. The chart below outlines the minimum you can get by with; however, we do encourage you to do as well as possible. If you receive either federal aid, state aid, or both, then the following chart applies to you. Progress is monitored at the end of each term. If you only attended one semester, then the minimum credits to be completed are reduced by half.

Federal/State Aid Recipients

Student Type	Minimum Credits per semester	Minimum Cumulative GPA	Time Frame to Complete Program
Full Time Undergrad	12 semester hours	2.0	10 semesters
3/4 Time Undergrad	9 semester hours	2.0	15 semesters
1/2 Time Undergrad	6 semester hours	2.0	20 semesters
Full Time Graduate	6 semester hours*	2.0	determined by grad school
1/2 Time Graduate	3 semester hours*	2.0	determined by grad school
Full Time Doctoral	6 semester hours*	2.0	determined by grad school
1/2 Time Doctoral	3 semester hours*	2.0	determined by grad school
Full Time Law	10 semester hours	2.0	determined by law school
1/2 Time Law	5 semester hours	2.0	determined by law school

* Note: Graduate students receiving IP (In-Progress) grades will be given one academic year in which to complete their work. During that time, these students will be placed on financial aid probation. The probationary status will be removed when the work is completed or progress in a subsequent term is demonstrated. The probationary status will convert to financial aid suspension for those students not completing their academic work within the next SAP screening period.

What Can Cause Me to Not Make Academic Progress?

The most common reasons students don't make academic progress are:

- ◆ *withdrawing from classes*
- ◆ *getting poor grades*
- ◆ *not completing a class*
- ◆ *receiving a 'V' grade*

In addition, temporary situations can sometimes make a student not make academic progress. This can happen if not all of a student's grades have been posted or they are taking an incomplete or in-Progress grade. The student is considered not to be making progress until the grade is actually posted.

III. Revocation of Financial Aid (Federal, State, or Institutional)

What Happens If I Don't Make Academic Progress?

*When you don't make academic progress there is a two-tiered status progression your case goes through. If you had previously been making satisfactory academic progress, then you are placed on **probation**. If you were previously on probation then you are placed on **suspension**.*

Recipients who withdraw, have all unofficial withdrawal grades (V) or drop all classes in any term will automatically have their aid denied/suspended. Students with suspended aid may proceed with the appeal process identified in Section V.

What Does Probation or Suspension Mean?

Probation means that the semester following the term in which progress was not demonstrated, you must make satisfactory academic progress. When you are on probation status, you do not have any aid removed from your award, but your aid is in jeopardy should you not make progress during the following semester.

*Suspension means that your financial aid is actually canceled. When this occurs, you are not eligible for aid until your suspended status is cleared. [It is possible to have your state aid canceled, but for your federal aid to only be in probation status.]**

Federal and state guidelines require that financial aid administrators revoke (remove) aid previously offered to a student once it has been determined that a student is not making SAP as defined in the definition above (section 11). This will be done in the following manner.

- A. In the period 30 days following the posting of final grades for the semester most recently completed, the SAP Coordinator will review the status of each student who fails to attain any of the standards listed in Section 11, above. At that time, it will be determined which students will be placed on probation, or have their financial aid suspended.
- B. All students who are either (a) being placed on probation, or (b) for whom aid is being revoked, will be notified of this fact, by letter, within 30 days of the beginning of the semester in which the revoked aid was to have been awarded. By necessity, this will be the semester immediately following the semester in which the student failed to attain SAP.
- C. Students who have had their aid revoked under SAP have ninety (90) days from the beginning of the semester to appeal the decision of the SAP committee. Appeals are filed using the procedure contained in section IV, below.

How Do I Get Off of Probation or Suspension?

The first, and most common, way to get off of probationary status is to make satisfactory academic progress the following semester. This is automatically monitored, and you do not receive notice that you are no longer on probation. The second way to remove your probationary status is completing an incomplete or in-progress grade from the semester in question. Once you receive notification that the grade has been posted by the Registrar's office, please contact the financial aid office so we can reevaluate your status.

Suspended status is more difficult to change. As with probationary status, if you change a grade or complete credits previously reported as incomplete or in-progress, and you would now be considered to be making progress. Then we can reevaluate your status of their aid. Students with suspended status must submit a written appeal for reinstatement of aid.

IV. Washington State Need Grant, Educational Opportunity Grant, and State Work Study Academic Progress Requirements

- A. Students receiving Washington State Need Grant (WSNG), Educational Opportunity Grant (EOG), and State Work Study (SWS) funds will be monitored at the end of each semester or enrollment period (including summer sessions). Students are required to maintain a minimum 2.0 grade point average (gpa) and complete at least 12 credits (for the full-time grant), 9 credits (for the 3/4 time grant) and 6 credits (for the half-time grant) per semester in order to receive the WSNG. The same credit/gpa requirements apply to Washington SWS and EOG funds, except the funds are not prorated based upon the student's enrollment status.
- B. Graduate and Professional (Law) students participating in Washington SWS are also subject to specific enrollment criteria. Graduate students must complete at least three (3) credits/semester (1/2 time) with a minimum 2.0 cumulative gpa and professional (Law) students must complete at least four (4) credits/semester (1/2 time) with a minimum 2.0 cumulative gpa in order to receive Washington SWS funds.
- C. Process and Impact of Probation/Denial

The definitions below are taken from the Washington State Need Grant Operations Manual 1999/2000:

"Satisfactory progress" is defined as the student's successful completion of a minimum number of credits for each term in which the WSNG is received.

"Probation" is defined as completion of at least one-half (50%), but less than all (100%) of the minimum number of credits for which the aid was calculated and disbursed.

"Denial" is defined as completion of less than one-half (50%) of the minimum number of credits for which the aid was disbursed. A student may also be denied a further State Need Grant if he/she fails to fulfill any other conditions of the institution's satisfactory progress policy.

1. A student failing to make satisfactory academic progress is allowed one (1) probationary semester. A letter will be sent to the student (as cited above) indicating that they must complete the required amount of credits with a minimum 2.0 cumulative gpa during this probationary period or they will be ineligible for WSNG and SWS for the following term. If they do not achieve satisfactory academic progress during this semester, they are no longer eligible to receive WSNG or SWS funds. A letter will be sent to the student notifying him/her of the suspension. However, if a student completes less than six (6) credit hours while receiving the WSNG and/or SWS funds, they are not eligible during the next semester and must go through appeals process to retain the funds.

2. Recipients; who withdraw from the University will automatically have their grant or work denied/suspended. Students with suspended WSNG, EOG, and/or SWS may proceed with the appeal process identified in section V.

3. Students receiving SWS and/or EOG are subject to the same academic progress terms as those receiving WSNG. Students not enrolled during summer, but who are using their SWS eligibility, are not required to maintain the minimum half-time enrollment status, as long as he/she was awarded accordingly and a State Work Study Resource is assessed for the following academic year.

V. The Appeals Process

What Happens During the Appeals Process?

A SAP Appeals Committee reviews appeals for removal from suspended status. Multiple factors are taken into account in the decision to reinstate or deny the student's financial aid. After the Appeal Committee has met, the student is notified of the decision in writing.

- A. The student who wishes to appeal the revocation or discontinuation of their financial aid under SAP may do so by submitting a formal letter to the SAP Appeals Committee. The letter must be typewritten and must include the date upon which it was written as well as the signature of the student. The letter should also include the Student Identification number and a current address and telephone number for communication.

The letter should present any information the student feels is relevant for consideration of reinstatement of their funding. In the event that information relates to medical condition(s), family issues (e.g., death of a parent or sibling), or other specific events, it is helpful to provide additional official documentation of this with the letter. This may include letters of support from individuals of the student's choosing.

- B. The SAP Appeals Committee is made up of five (5) professionals selected from within the Financial Aid office. The Committee reviews the appeal letter and any additional information, and having done so will render a decision. This decision will be communicated in writing to the student.

- C. In the event that the student wishes to dispute the findings of the SAP Committee, he or she may appeal this decision to the Dean of Student Financial Services. The Dean does not sit on the Financial Aid Appeals Committee and does not review appeals prior to the point at which the Committee renders its decision. The student may appeal to the Dean either in person, or in writing. The decision of the Dean in the event of a Committee appeal is final.

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