

## Satisfactory Academic Progress Policy Gonzaga University Financial Aid

Satisfactory Academic Progress (SAP) is a policy required by Federal and State financial aid regulations for all students receiving financial aid at Gonzaga. The policy is intended to ensure students are progressing towards completion of a degree. Students at Gonzaga who are receiving federal, state, or institutional aid must be in good academic standing, as defined by this policy, to be eligible for aid. The SAP policy for Washington State programs is included at the end of this document.

Gonzaga's financial aid office evaluates SAP three times per academic year, at the end of the fall, spring, and summer terms. Students who have not met SAP standards will be notified of their standing at the end of each term via their ZagMail account. Entering or continuing students who have previously attended Gonzaga without receiving financial aid must be in compliance with the policy if/when they apply for aid to continue at Gonzaga.

The following policy contains the academic standards adopted by Gonzaga University's financial aid office and supersedes prior policy.

### SATISFACTORY ACADEMIC PROGRESS IS DEFINED BY THREE MEASURES:

- **Quantitative:** Students must complete the required number of credits, based on enrollment at the beginning of a term, each semester. All attempted courses count in this calculation, including "W" (withdrawal), "V" (faculty initiated drop), "NS" (not satisfactory), "I" (incomplete), and "F" (failing).
  - o **Undergraduate students:** a course is considered acceptably completed if the student earns a "D" or better. Full-time students (12+ credits) must earn at least 12 credits to remain in good standing. Three-quarters time students (9-11 credits) must earn at least 9 credits. Half-time students (6-8 credits) must earn at least 6 credits. Less than half time students (3 or less credits) must earn all attempted credits.
  - o **Graduate and Law students** should check with their department for passing criteria. Full time students (6+ credits) must earn at least 6 credits. Half-time students (3-5 credits) must earn at least 3 credits. Less than half time students (2.9 or less credits) must earn all attempted credits.
- **Qualitative:** Students must maintain a 2.0 cumulative grade point average, checked at the end of each term.
  - o **Undergraduate Students:** Gonzaga's academic policies dictate that undergraduate students must have at least a 2.0 to graduate. Undergraduate students who do not have at least a 2.0 at the midpoint of their program will have their aid suspended for future terms until their grade point average rises above a 2.0.
  - o **Graduate Students** must maintain the required grade cumulative point average for graduation in their program of study, as defined in the most current [Graduate Catalogue](#).
  - o **Law Students** must have at least a 2.2 grade point average at the end of their first academic year. More information on academic requirements can be found in the [Law Student Handbook](#).
- **Maximum Length of Eligibility:** A student's eligibility for aid is capped at 150% of the credits required to complete his/her degree. Some types of aid have lesser time frames or lifetime maximums that may be reached before a student has earned 150% of the credits required to complete a degree.
  - o **Undergraduate Students** entering as freshmen are limited to 8 semesters (an average of 16 credits per semester, not including summer term) of Gonzaga funded grants and scholarships, as defined in the [Gonzaga Guarantee](#). Federal and state aid is limited to 12 (an average of 11 credits per semester, not including summer term) semesters. Transfer students are limited to a prorated time frame based on transferrable credits.
  - o **Graduate and Law Students** maximum period of enrollment is defined and monitored by the program's department.

## SATISFACTORY ACADEMIC PROGRESS STATUSES:

- **Good Standing:** Students are considered in “good standing” if they meet all academic requirements defined in this policy. Students in “good standing” are *not* notified at the end of each semester.
- **Warning:** A “warning” status will be assigned to students who do not meet the SAP standards for the first time. (Students in “warning” status are still eligible for financial aid, with the upcoming semester treated as a probationary period. Students must meet the SAP standards for the upcoming term to avoid having their financial aid suspended. “Warning” status cannot be appealed.)
- **Suspension:** Students are considered in “suspended” status if they failed to meet SAP requirements for two consecutive semesters or if they did not complete any of the courses they attempted. Students who withdraw or do not pass any of their attempted courses will be automatically suspended. In this status, students are not eligible for financial aid for the upcoming term. A student in this status may appeal to have their aid reinstated. Information on how to appeal a suspension is listed below.
- **Probation:** Students who appeal a suspension and have it approved are considered in “probation” status. The terms of this status are similar to “warning” status and are eligible for aid. Students must meet all SAP standards for the upcoming term to avoid having their aid suspended again.

## APPEAL PROCESS

Students who have been placed in “suspended” status have the option of appealing their status to the financial aid office. Appeals must be submitted to the financial aid office in writing and should include an explanation of why the student failed to meet SAP standards and outline actions that will be taken to meet standards for future terms. Students will be notified the outcome of their appeal via their ZagMail account.

If the appeal is approved, the student’s SAP status will be updated to “Probation”.

Students who chose not to appeal or have their appeal denied have the option of attending at their own expense. At the end of the term, students should submit an appeal that outlines their plan for success for future terms. In most cases, students who attend at their own expense will be eligible to have their aid reinstated after successfully completing the semester (i.e., meeting SAP standards). Students in this situation should contact the financial aid office for counseling.

## GRADE CHANGES

The financial aid office is not notified of all grade changes and does not routinely check for updated grades. Therefore, students should notify the financial aid office in event of a grade change that could impact their SAP standing.

## COURSE REPETITIONS

Students are allowed to repeat a course one time and the most recent grade is considered for SAP purposes. Students should refer to the [registrar’s policy](#) for more information:

*An undergraduate student can repeat any course with another course of the same designation, in an effort to improve the GPA. The original course and grade will remain recorded on the student’s transcript but will not be counted into the student’s GPA. The cumulative credits and GPA will be adjusted to reflect the last credits and grade earned. Courses for which a student received a grade carry no quality point value, such as **W**, (**X** prior to 1996), and **AU** may be re-taken in subsequent semesters; these grades are not included in the course repeat policy jurisdiction. (<http://www.gonzaga.edu/campus-resources/offices-and-services-a-z/registrar/AcademicProgressPoliciesandProcedures.asp#CourseRepeatPolicy>)*

## WASHINGTON STATE PROGRAMS SATISFACTORY ACADEMIC PROGRESS POLICY

Students receiving the Washington State Need Grant, State Work Study, or other state aid are required to complete at least 50% of the courses they attempt. Failure to do so will result in the cancelation of state aid for upcoming terms. Students who have their state aid suspended may appeal the decision using the instructions above.