



## 2015-16 Satisfactory Academic Progress Policy (SAP) for Undergraduates

These policies apply to undergraduate students who receive federal, state and/or some institutional financial aid at WOU. Private student loan lenders, private scholarship donors and WOU scholarships may have different academic or other eligibility requirements.

Students receiving financial aid are required to maintain quantitative and qualitative requirements, make pace (progress) in your academic progression and graduate within a reasonable amount of time. Quantitative and qualitative requirements are defined as successfully passing the number of credit hours for which your financial aid is based. Federal regulations define pace as completing at least 66.67% of their attempted credit hours. Federal regulations define a reasonable amount of time as 150% of the program length. At WOU, students can earn an undergraduate degree with 180 credit hours. Therefore, the maximum allowable timeframe to complete that program as per federal regulations is 150% or 270 attempted credit hours.

The minimum SAP requirements are, maintaining pace by completing 66.67% or more of your classes (see #1 below) and maintaining a cumulative grade point average of 2.0 or higher (see #2 below). You must register for the number of credit hours for which your aid is based, AND you must attend your classes to remain eligible for the aid that was disbursed to you. The best way to document your class attendance is by passing your classes. If you do not earn a passing grade, you may have to document that you attended that class. Letter grades of F, W, NC, I, X, RP and AU do not apply toward the satisfactory completion of the courses.

### Annual SAP review

Satisfactory Academic Progress will be evaluated on an annual basis at the end of each spring term and again, separately for summer term.

### Satisfactory Academic Progress Requirements

#### 1. Making pace (all undergraduates)

Federal regulations require students to complete 66.67% or more of their attempted credit hours. Transfer credit hours are included in the attempted credit hours for this calculation. Students who do not meet this standard will be ineligible for financial aid. Pace is calculated by dividing cumulative earned credit hours by cumulative attempted credit hours. See example below:

	Attempted hours	Earned hours	Pace: earned hrs/attempted hrs
<b>Institution (WOU):</b>	60	36	
<b>Transfer:</b>	8	8	
<b>Overall:</b>	68	44	64.71%

In the above example, this student is not making pace because he/she is completing only 64.71% of his/her attempted credit hours.

**2. Students with less than a 2.0 GPA**

All students must have a WOU GPA of 2.0 or higher. Students who do not have a minimum 2.0 WOU GPA will be ineligible for financial aid. New transfer students must have a minimum 2.0 transfer GPA. After the first WOU term, transfer students' 2.0 GPA requirement is based on the WOU GPA only.

**3. Nearing maximum credit hours (excessive hours)**

Because WOU students can earn a degree with 180 credit hours, students who have 220 attempted credit hours or more will be considered ineligible for financial aid. Transfer credit hours will be included in the attempted credit hours.

**4. Failure to comply with previous appeal requirements**

Students who do not meet conditions from prior appeal decisions will be considered ineligible for financial aid.

## **Special considerations**

### **Post Baccalaureate**

Your program length will be based on 90 credits hours to complete your Post Baccalaureate degree. If additional time is required to complete, a written appeal must be submitted.

### **Census Date Enrollment level—census date for financial aid**

Your financial aid enrollment eligibility will be determined at the end of the second week of each term. If adding or dropping credit hours places you above or below the enrollment level for which your aid was based, your aid will be adjusted at the census date to your revised enrollment level.

### **Treatment of incompletes, withdrawals, repeated coursework and transfer credit hours**

Incompletes, withdrawals, repeated coursework and transfer credit hours are included in the student's attempted credit hours.

### **Repeated coursework**

As per the federal regulations, a student may retake a course for which he/she received a failing grade. He/she may retake a course one time for a course in which he/she received a passing grade. A grade of I, W, RP, or X is not considered a passing grade and the student may receive financial aid to retake a class for which he/she received one of those grades. This will be reviewed throughout the year and students' aid packages will be adjusted as necessary.

### **WOU academically suspended students**

Undergraduate students who are academically suspended must be readmitted to WOU before their financial aid will be disbursed.

### **X, F, NC grades and dropped classes**

If a student receives all unearned grades (X, F, NC or drops class(es)), he/she may be required to repay some or all of his/her financial aid. If a student does not attend any classes, he/she will be required to repay all aid disbursed during that term. If the student receives some unearned grades or has dropped classes in addition to other grades, he/she may be required to document his/her class attendance.

If the student is asked to document his/her class attendance, his/her professor(s) can provide written documentation via email to [finaid@wou.edu](mailto:finaid@wou.edu) (or a paper copy on WOU letterhead) of the student's class attendance. The WOU Financial Aid Office will provide written instructions on how and when class documentation must be submitted.

### **Zero credit hours earned**

The Financial Aid Office will assume that students who complete zero credit hours (excluding students who receive all I grades) did not complete the entire term and these students will be considered as "unofficially withdrawn." The student will be considered as unofficially withdrawn as of the 50% point of the term and may need to repay some or all of his/her financial aid.

If the student is asked to document his/her class attendance, his/her professor(s) can provide written documentation (either hard copy on WOU letterhead or via email to [finaid@wou.edu](mailto:finaid@wou.edu)) of the student's class attendance. The WOU Financial Aid Office will provide written instructions on how and when class documentation must be submitted.

### **WOU renewable scholarships**

WOU renewable scholarships will be monitored separately from financial aid and generally require students to complete at least 36 credit hours each school year.

### **Federal TEACH Grant**

The Federal TEACH Grant has additional academic requirements and generally requires students to maintain a 3.25 WOU GPA.

## **Appeal Process**

Undergraduate students who are not meeting SAP standards are considered ineligible for financial aid (federal, state, and institutional) and must submit an appeal to regain eligibility for future financial aid. Private student loan lenders, private scholarship donors and WOU departments awarding scholarships may allow a student who is not meeting the WOU SAP requirements to receive those specific funds.

A student will be notified (usually via email to their WOU email address) if he/she is not meeting satisfactory academic standards and is no longer eligible for financial aid. The student may appeal his/her financial aid ineligibility either via email or on paper. Factors for the basis of an appeal may include the death of a relative, an injury or illness of the student or other special circumstances.

The SAP appeal must include the following information:

1. Students' full name, WOU identification number and mailing address.
2. Statement detailing the reason(s) for not meeting satisfactory academic progress standards. (Supporting documentation may be submitted.)
3. Explanation of what has changed so satisfactory academic progress standards will be met in the future and what plan is in place to ensure success.
4. Students with excessive credit hours must explain why he/she has accumulated so many credit hours without attaining a degree and when he/she will complete his/her degree requirements. The student must submit with the appeal a completed Academic Plan for Financial Aid (available at the Financial Aid Office or from the documents section of the Financial Aid Office web page). In addition, a student's on-line degree evaluation may be reviewed in making a determination on an appeal. Students need to be sure their online degree evaluation is current. To review the on-line degree evaluation, the student must access his/her Wolf Web account, for degree evaluation and requirements.

Western Oregon University has many resources to help students succeed. Students should refer to the “Services for Student Success” document on the Financial Aid Office webpage ([www.wou.edu/financialaid](http://www.wou.edu/financialaid)) under “Resources.”

The student’s appeal will be reviewed by the Director, Assistant Director and/or Counselors. The appeal decision by the financial aid administrator is final and cannot be appealed to another individual, group or U.S. Department of Education.

### **Regaining financial aid eligibility**

Ineligible students who appeal will be informed in writing of the appeal decision. The appeal decision will state whether or not the student is eligible for financial aid and/or what the student must do to regain financial aid eligibility if applicable.

If the appeal is approved, the student may have requirements that are more stringent than the general financial aid policies for regular, eligible students. Some requirements may include but are not limited to, increasing their WOU GPA, completing each term with a specific minimum GPA, completing a minimum number of credit hours and/or aid may be approved for a limited number of terms.

If the appeal is denied, the student may have conditions to meet before eligibility may be regained. Some conditions may include but are not limited to, increasing their WOU GPA, completing each term with a specific minimum GPA, completing a minimum number of credit hours either at WOU without financial aid or at another institution.

It may be determined that a student has not made satisfactory academic progress and would not be able to meet the 66.67% pace requirement and/or graduate within 150% of the program requirements. If that is the case, the student would no longer be eligible for financial aid at WOU.

This document is available in alternative formats. Please give reasonable notice to the Financial Aid Office.

#### **WOU Financial Aid Office**

345 North Monmouth Avenue • Monmouth, OR 97361 • Tel: 503-838-8475 • Fax: 503-838-8200 • [wou.edu/financialaid](http://wou.edu/financialaid) • [finaid@wou.edu](mailto:finaid@wou.edu)