



# Satisfactory Academic Progress Policy

To be eligible for Title IV Funds, students must make Satisfactory Academic Progress (SAP). Seattle Pacific has established a policy for monitoring student progress using the required measurements. The SPU policy is based on the Federal Student Aid requirements. Students receiving financial aid must meet:

1. Maintain a minimum cumulative grade point average (GPA) and
2. Complete their degree within the maximum timeframe allowed and
3. Maintain progress towards completing their degree at a minimum cumulative pace.

## Evaluation Periods

Federal and Institutional Aid are reviewed for Satisfactory Academic Progress annually; this is reviewed at the each of the payment period which is spring quarter. Students receive an email notification if they are placed on SAP Suspension. The notification will provide the students with information on the SAP policy and how to re-establish eligibility.

Washington State Aid is reviewed at the end of each quarter for Satisfactory Academic Progress. Students receive an email notification if they are placed on SAP Suspension or Warning (State Aid Only). The notification will provide the students with information on the SAP policy and information regarding how to re-establish eligibility.

## Requirements:

Satisfactory Academic Progress applies to all students during their entire attendance at Seattle Pacific University, this policy is applied for both federal and institutional aid. Washington State Aid has its own SAP requirements, please see section on Washington State Aid. SAP requirements are the same for all students receiving financial assistance regardless of their level of enrollment or program of study, unless stated differently. It is very important to understand each of these requirements and how they can affect eligibility for financial assistance. Students must make Satisfactory Progress for financial aid purposes. If a student does not meet the requirements, it will result in a Satisfactory Academic Progress Suspension. That suspension may be appealed as explained in the Appeals section.

1. Grade Point Average (Qualitative)  
Regulations require students must maintain a minimum GPA that would ensure the complete of their degree. This is referred to as a Qualitative measurement.
  - a. Undergraduate Students are required to maintain a cumulative 2.0 GPA by their 6th quarter of attendance.
  - b. Graduate Students are required to maintain a cumulative 3.0 GPA, which is evaluated each academic year. Seminary Students have a requirements of a 2.5



cumulative GPA.

## 2. Maximum Time Frame

Regulations require an established maximum timeframe for degree completion. The Maximum time frame is 150% of the published length of the program. This calculation will include any transfer credits.

- a. Attempting 150% of the minimum number of credits required for the degree.
- b. The policy for graduate degrees per the Graduate Catalog states, "All courses applied toward graduate degrees must be taken within the sixth-year period immediately preceding the granting of the degree. Doctoral programs length is noted in the specific program." Based on this policy, SPU will measure maximum time frame for graduate students to receive financial aid as six years.

## 3. Pace (Quantitative)

Regulations require students are maintaining progress towards their degree completion at a rate of 70%. This completion rate is determined by dividing the number of credits a student has earned by the number of credits a student has attempted at the end of each academic year.

- *Financial Aid recipients who complete less than 70% of all attempted credits will be ineligible to receive continued financial assistance and placed on suspension. The student will be ineligible for further assistance until enough credits have been completed to bring the student back into compliance.*
- Example: Credits Earned 35 /Credits Attempted 45 = 77% Completion Rate

Satisfactory Academic Progress Policy takes the following into consideration for the GPA and Pace requirements:

- **Transfer Credits** Accepted transfer credits count as attempted and earned credits towards a student's degree when evaluating Pace.
- **Coursework**
  - **Completed (Earned) credits** are defined as coursework that has received a grade of A, B, C, D, or "P" at the end of the academic term.
  - **Non-Credit Grades** of E, W, G, N, or I do not receive any credit; These will count towards the total of attempted credits, but they do not towards the total of earned credits. This will be included in the Pace evaluation, this includes Incomplete (I) and Withdrawals (W).
  - **Incomplete Grade Changes:** If a student has a grade change after being placed on SAP, it is the student's responsibility to notify their SFS Counselor of the grade change and ask for a recalculation of their eligibility. If a grade has been changed from a Non-Credit grade to Credit grade, the credit would now be counted as earned.
- **Repeat Coursework:** A student may repeat a course for credit twice. Repeat credits are counted the same as other courses. Once a course is repeated, the first attempt will show as



*attempted hours but not earned hours. The second attempt will reflect as attempted and earned. This is reflected in the Max Time Frame and Pace calculation.*

## Enrollment Status

Enrollment Status is defined as:

<b>Enrollment Status</b>	<b>Undergraduate</b>	<b>Graduate</b>
Full-time	12 or more credits	6 or more credits
$\frac{3}{4}$ Time	9-11 credits	4-5 credits
$\frac{1}{2}$ time	6-8 credits	3 credits
Less than half time	1-5 credits	1-2 credits

## Satisfactory Academic Progress Policy > Washington State Aid:

Washington State Aid progress is evaluated at the end of each quarter. If a student does not meet the Washington State Aid requirements, it will result in a Satisfactory Academic Progress Suspension for the Washington State Aid funding only. Federal and Institutional aid will be reviewed and notified separately.

### WA State Aid Requirements:

1. Complete 50% of number of credits attempted each term during which the grant is received.
2. Students must progress satisfactorily according to the same Max Time Frame as Federal Aid.
3. A Washington College Grant recipient may receive the grant for a maximum of 15 quarters, 10 semesters, or the equivalent combination of the quarters and semesters at a full-time rate of enrollment. This includes combined usage under the apprenticeship program option and academic programs. College Bound Scholarship (CBS) recipients may receive CBS funds for a maximum of 12 quarters, 8 semesters, or the equivalent combination of the two at a full-time rate of enrollment.
4. The number of credits, which must be satisfactorily completed quarterly, will be based on the student's enrollment status:

Enrollment Status	Credits
Full-time	12 or more
$\frac{3}{4}$ time	9-11 credits
$\frac{1}{2}$ time	6-8 credits



## Satisfactory Academic Progress Statuses:

### Satisfactory Status:

Students who meet the requirements are making Satisfactory Academic Progress, which is Satisfactory Status.

### Warning Status (Used for Washington State Aid SAP Only):

Students receiving state aid who do not meet the Quarterly Grade Point requirement during the Summer, Fall, Winter, or Spring Satisfactory Academic Progress can be placed on a Warning Status. Warning Status allows students one quarter to continue to receive their state aid and during that quarter the student must improve their academic standing to a satisfactory status

### Financial Aid Probation:

Students who submitted an appeal were approved are placed in a Probationary status. Students on financial aid probation may receive aid for the probationary quarter. After the probationary quarter, students are re-evaluated for Satisfactory Academic Progress and and/or the requirements of their academic plan. Students must meet the requirements, failure to do so will result in a suspension status and a loss of eligibility for financial assistance.

### Suspension:

Students who do not meet the requirements have not met Satisfactory Academic Progress. Students will be placed on financial aid suspension and will not be eligible to receive financial assistance.

## Options for Reinstatement of Aid

1. Students may submit a Satisfactory Academic Progress appeal, see Appeals.
2. Students may complete one quarter successfully without financial assistance. After completion of one quarter the students must contact their SFS Counselor to ask for their SAP to be re-evaluated. Once SAP has been re-evaluated if the student is now eligible the financial assistance will be re-instated.



## Student Academic Progress Appeal

Students have the right to appeal their SAP suspension to establish their eligibility for financial aid if they experience extenuating circumstances which resulted in their not making satisfactory academic progress. Extenuating circumstance may include (injury, illness, death of a relative, or other special circumstances).

Students who are placed on SAP Suspension are provided Appeal Instructions by email with their original Suspension notification. Students should explain the unusual circumstances that affected their academic progress and what has changed in their situation to make it possible for them to be successful in their academic future and meet future SAP requirements. All SAP Appeals are reviewed by SFS Appeal Committee.

- Appeal Approvals: If a Satisfactory Academic Progress Appeal is approved the student is placed on a [probationary status](#). The student will be notified through email and placed on an academic plan (if required), financial aid will be reinstated, and their academic progress will be reviewed quarterly until they meet the SAP requirements again.
- Appeal Denials: If a Satisfactory Academic Progress Appeal is denied the student will be notified through email and provided alternative options for re-instatement of aid. The student's status will remain as Suspension.

## Academic Dismissal from SPU

- A student who is academically dismissed may not receive further Title IV assistance.
- If an academically dismissed student is re-instated, they must be in compliance with 80% of attempted credits earned (includes transfer credits) and/or a cumulative GPA of 2.00 (cumulative) or above or be approved to be placed on probation before they can again receive Title IV assistance.