



2018-19 Satisfactory Academic Progress (SAP) Policy for Undergraduates

If you receive financial aid, the U.S. Department of Education requires us to monitor whether you are making reasonable progress toward your degree. Within the guidelines provided by the U.S. Department of Education, Western Oregon University has established the following Satisfactory Academic Progress (SAP) Policy for undergraduate students:

Satisfactory Academic Progress Standards

Qualitative Standard	Maintain a 2.0 cumulative WOU GPA
Quantitative Standard	Earn credit in 66.67% of all the college courses you attend (WOU and transfer credits)
Maximum Timeframe Standard	Earn your degree within 270 attempted credits; once you have attempted 225 credits, you are required to submit an appeal to receive further aid

If you do not meet these standards, you are ineligible to receive federal, state, and institutional aid.

Satisfactory Academic Progress Monitoring Periods

We will check your compliance with our SAP standards at the end of every spring term.

Course Outcomes Affecting Your SAP Status

- **Incompletes:** Courses in which you receive an "Incomplete" are considered to be attempted credits and are used in calculating your pace of completion. They are excluded from your WOU cumulative GPA calculation.
- **Withdrawals:** Courses in which you receive a "W" on your transcript (i.e. you withdrew from the course after the term's Census Date) are considered to be attempted credits and are used in calculating your pace of completion. They are excluded from your WOU cumulative GPA calculation.
- **Repetitions:** Repeated courses are considered to be attempted credits with each repetition and are used in calculating your pace of completion. The most recent grade you received in the course is used to calculate your WOU cumulative GPA.
- **Remedial Courses:** Any remedial courses (sub-100 level) courses are counted as part of your GPA and your attempted credits.
- **Transfer Credits:** Any credits you earned at another institution that WOU accepts as earned credit—whether it applies to your program of study or not—are used in calculating your Maximum Timeframe.

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

WOU Financial Aid Office

345 Monmouth Ave N • Monmouth, OR 97361 • Tel: 503-838-8475 • Fax: 503-838-8200 • wou.edu/finaid • finaid@wou.edu

Satisfactory Academic Progress Appeal Process

If you encountered circumstances that prevented you from making any of the three SAP standards listed above, you may submit an appeal to our office. That appeal must give us details of circumstances that are extraordinary, beyond your control, interfered with your ability to perform academically, documented, *and* remedied.

Your appeal should include:

- 1) The Satisfactory Academic Progress Appeal Form
- 2) Documentation of your circumstance (e.g. medical records).
- 3)

<i>If you have a GPA (Qualitative) or Pace (Quantitative) deficiency:</i>	<i>If you have attempted excessive credit hours (Maximum Timeframe):</i>
<ol style="list-style-type: none"> a) A detailed explanation of the circumstances that prevented you from meeting our Satisfactory Academic Progress Standards. b) A detailed explanation of what has changed that will allow you to meet our Satisfactory Academic Progress Standards by the next spring term. 	<ol style="list-style-type: none"> a) An explanation of why you have attempted so many credit hours without earning your degree. b) A Course Plan for Maximum Timeframe form with your remaining courses required to graduate and have it signed by your assigned academic advisor.

If your appeal is approved, you will receive one of the following outcomes, depending on your individual circumstance:

- 1) **PROBATION for one term.** The terms of your individual probation will vary, but generally will include a minimum GPA requirement for that term's courses and a minimum number of credits you must pass. If you meet the terms of your probationary period, you will be eligible for aid and we will not monitor you until our next regular period of SAP evaluation (end of spring term). If you do not meet the terms of your probationary period, you are ineligible to receive aid until you meet all SAP standards.
- 2) **PROBATION for one term and an ACTION PLAN.** You will have one probationary term, with certain GPA and course-completion minimum requirements, and then you will have certain standards you must meet in future terms of enrollment. You will be monitored on a term-by-term basis until you are fully meeting SAP standards.
- 3) **ACTION PLAN.** You may be assigned to adhere to an action plan to continue to receive aid if you cannot reasonably expect to be making SAP again by the next evaluation period (end of spring term), or if your Maximum Timeframe appeal has an approved course plan of longer than one academic term remaining.

You will be notified of the outcome of your SAP appeal in writing via your WOU e-mail account. Your appeal should reflect college-level writing and should be edited for clarity and mechanics. Second appeals that cite the same reasons as the first appeal will not be approved.

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Financial Aid Eligibility

Your eligibility for federal, state, and institutional aid is based in part on the following considerations. Other considerations may apply. These are the most common items that impact your eligibility. For more information on aid eligibility, visit <https://studentaid.ed.gov/sa/eligibility>.

Enrollment Level

Every student is offered financial aid with the assumption that they will be enrolled as a full time student. For undergraduate students, 12 credits is considered full time. Your aid will not disburse to you unless you are enrolled full time, or unless you notify us that you will be a less-than-full-time student. Your aid amount may be adjusted based on your less-than-full-time enrollment level. Here is a summary of types of aid and their required enrollment levels:

Type of Aid	Enrollment Level	Amount Proration
<ul style="list-style-type: none"> Federal Pell Grant Federal TEACH Grant 	At least 1 credit	12+ credits = 100% of award 9 – 11 credits = 75% of award 6 – 8 credits = 50% of award 1 – 5 credits = 25% of award
Oregon Opportunity Grant	At least 6 credits <i>*Note: the Office of Student Access and Completion sets eligibility criteria for this award; see their website for more information</i>	12+ credits = 100% of award 6 – 11 credits = 50% of award Less than 6 cr = not eligible
<ul style="list-style-type: none"> Federal Direct Subsidized Loan for Undergraduates Federal Direct Unsubsidized Loan for Undergraduates Parent PLUS Loan 	At least half time (6 credits)	No proration; full amount of awarded loan up to cost of attendance <i>*Graduating seniors' loans are prorated in their last year based on enrollment level; ask the Financial Aid Office for more details</i>
<ul style="list-style-type: none"> Federal Work Study Federal Supplemental Educational Opportunity Grant 	At least 6 credits	No proration; total aid may not exceed Cost of Attendance
WOU Tuition Remissions <i>(including, but not limited to, WOU Grant, Presidential Scholarship, and Diversity Commitment Scholarship)</i>	Full time enrollment	Total awards of remission may not exceed actual tuition and fees charged

Census Date

Your eligibility for all types of federal, state, and institutional aid is based on your enrollment level as of the Census Date of every term. The Financial Aid Census Date at WOU is always the second Friday of each academic term. Your enrollment level at 5pm on that date will be the enrollment level upon which we base your financial aid for that term, regardless of whether you add or drop courses after that date.

Complete Withdrawals

If you completely withdraw (complete the official withdrawal process with the Registrar's Office) at any point in the term, your financial aid could be retroactively canceled—in full or in part—based on the date you begin the official withdrawal

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process. Being granted a Medical Withdrawal does not change your financial aid eligibility; withdrawals for any reason are treated equally for financial aid purposes. Students who did not participate *beyond* the 60% point in the term have not earned all their aid and a portion will be canceled.

Unofficial Withdrawals

You are considered to have unofficially withdrawn from a term if you do not earn any credits in that term and you did not complete the official withdrawal process through the Registrar's Office. Unofficial withdrawals (zero earned credits) can result from any combination of the following grades: W, X, F or NC. Unofficial withdrawals are treated as complete withdrawals and are subject to having your aid retroactively canceled based on the date you last academically participated in all your courses. You will be required to prove that you academically participated *beyond* the 60% point in the term in order to earn all your aid for that term

F, X, W, and NC Grades

If you are a Federal Pell Grant recipient, we evaluate your completed courses at the end of each term to verify that you "earned" the level of enrollment of Pell Grant you received. This means that if you received a full-time Pell Grant payment, you must earn 12 credits for that term; three-quarter-time Pell Grant payment in a term means you must earn 9 credits, etc. If you receive an F, X, W, or NC grade for a course and your earned credits for a term do not equal the enrollment level at which you were awarded the Pell Grant, you must prove that you participated in the class that you did not earn credit for in order to keep the full amount of Pell Grant you received. To prove participation in a class in order to keep your full Pell Grant amount for that term, complete our Documentation of Attendance form found in our Document Library.

Repeated Coursework

If you are repeating a course for which you received an F, X, W or NC as a grade, you may receive financial aid for the repetition of that course. If you are repeating a course for which you received credit (A, B, C, D, or P), you may receive financial aid for the repetition of that course only *once*.

Conflicting Information

Federal law requires us to resolve any conflicting information that we have. For instance, if you report on your FAFSA that you will be in your 3rd year of undergraduate studies (as defined by earning 90 credits or more) but you have only earned 85 credits—even if you have attended for 2 years and will be entering your 3rd year of study—this is considered conflicting information. We would change your grade level from what you reported on your FAFSA and your actual grade level would determine your aid eligibility. Another example of conflicting information is if your parents report that they are married on the FAFSA but their tax filing status is Single or Head of Household. This is considered to be conflicting information. We would reach out to you for more information and may require you to amend your taxes to accurately reflect your parents' marital status before we package you for aid.

Satisfactory Academic Progress

You must make satisfactory progress toward your degree to receive financial aid. For full details on our SAP policy, visit our website under our Documents Library and look for:

Satisfactory Academic Progress Policy for UG students

Please note that Satisfactory Academic Progress Standards for financial aid eligibility purposes is different than WOU's Academic Standing. Please see Academic Advising's informational page on Academic Standing more information: <http://www.wou.edu/advising/academic-standing/>.

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