



2018-19 Satisfactory Academic Progress (SAP) Policy for Graduate Students

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 the minimum WOU GPA that your program requires for good standing (most programs require a 3.00 GPA)
Quantitative Standard	Earn credit in 66.67% of all courses you take as a graduate student (WOU and other institutions)
Maximum Timeframe Standard	Earn your degree within one and a half times the number of credits required to earn your degree (e.g. if your program requires 45 credits, you must earn your degree in 67 or fewer attempted credits)

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.

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

WOU Financial Aid Office

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

- **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.

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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