

24-25: Satisfactory Academic Progress (SAP) Policy for ALL aid: Federal, State and Institutional

Federal and State regulations require students who are receiving Title IV (federal) and Washington State financial aid to make deliberate and measurable progress toward their degree to continue to receive federal funds. This requirement is referred to as Satisfactory Academic Progress or SAP.

At Seattle Pacific University, SAP standards apply to students receiving assistance from all aid programs including (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, Federal Direct Subsidized/Unsubsidized Loans, Federal Direct PLUS Loans, Federal TEACH Grant), Washington State funds, and SPU institutional aid. Students receiving financial aid must:

- **Maintain a minimum cumulative grade point average (GPA), and**
- **Complete their degree within the maximum Time frame allowed, and**
- **Maintain progress towards completing their degree at a minimum cumulative pace.**

Evaluation Period

Federal, State and Institutional Aid: are reviewed annually for Satisfactory Academic Progress; this is reviewed upon the end of 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.

Requirements

Satisfactory Academic Progress applies to all students during their entire attendance at Seattle Pacific University, this policy is applied for federal, state and institutional 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.

Grade Point Average (Qualitative)

- Undergraduate Students: Students must have a cumulative GPA of 2.0, which is evaluated annually.

- Graduate Students: Students must have a cumulative GPA of 3.0, which is evaluated annually.
- Seminary Students: Students must have a cumulative GPA of 2.5, which is evaluated annually.

Pace (Quantitative)

Regulations require students are maintaining progress towards their degree completion at a rate of 67%. This completion rate is determined by dividing total the number of credits a student has earned by the total number of credits a student has attempted at the end of each academic year.

Financial Aid recipients who have a completion of less than 67% 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 their completion is greater than 67%.

Example: Total Credits Earned 35 / Total Credits Attempted 45 = 77% Completion Rate

Maximum Time Frame

Regulations require an established maximum time frame for degree completion. The Maximum time frame is 150% of the published length of the program. This calculation will include any transfer credits. Students who are unable to graduate within the 150% time frame lose eligibility for financial aid when the hours needed to graduate, and the hours attempted exceed the 150% limit.

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.

A Washington College Grant recipient may receive the grant for a maximum of 18 quarters, 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 18 quarters, 12 semesters, or the equivalent combination of the two at a full-time rate of enrollment.

Treatment of Grades and Courses

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 count towards the total of earned credits. This will be included in the Pace evaluation including 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 Financial Aid Specialist of the grade change and ask for a recalculation of their eligibility. If a grade has been changed from a non-credit grade to a 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.

Satisfactory Academic Status & Financial Aid Eligibility

Satisfactory

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

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 unless they are placed on an academic plan.

Financial Aid Probation

Students who submit an appeal and are approved by the Student Financial Services (SFS) Committee are placed on a Probationary status. Students on financial aid probation may receive aid for the probationary quarter. After the probationary quarter is over, students are re-evaluated for Satisfactory Academic Progress. Students on Probation may be required to follow an academic plan, created with their Academic Advisor. If the academic plan requirements are met, students may continue to receive financial aid. Failure to meet the requirements will result in a suspension status and they will lose eligibility for financial aid.

Re-Establishing Financial Aid Eligibility

Students may re-establish eligibility for financial aid in one of the following ways:

- Students may submit a Satisfactory Academic Progress appeal, see **Appeal Process** below.
- The student takes classes and pays for tuition and other charges as applicable without receiving financial aid and does well enough in the coursework to satisfy SAP requirements at the end of the subsequent quarter(s). Once they start meeting SAP requirements again, their financial aid will be reinstated.

Appeal Process

Students who wish to appeal must submit the [SAP Appeal Form](#)

Students have the right to appeal their SAP suspension to re-establish their eligibility for financial aid if they have extenuating circumstances that hindered their satisfactory academic progress. Extenuating circumstances may include: injury, illness, death of a relative, or other special circumstances.

Students who are placed on a 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.

Appeal Decision

- **Appeal Approvals:** If a Satisfactory Academic Progress Appeal is approved by the SFS Committee, 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 payment options. The student's status will remain in Suspension.

Appeal Deadlines

In order for an appeal to be granted for a term, all required steps including the final signed SAP plan must be submitted to Student Financial Services no later than the specified deadlines below:

- Fall 2024: five (5) days after the final SAP plan is emailed, if not received funds will not disburse.
- Winter 2024: five (5) days after the final SAP plan is emailed, if not received funds will not disburse.
- Spring 2025: five (5) days after the final SAP plan is emailed, if not received funds will not disburse.
- Summer 2025: five (5) days after the final SAP plan is emailed, if not received funds will not disburse.

Financial Aid Probation is Not the Same as Academic Probation

Please note that the SAP policy applies to financial aid eligibility and is separate from the academic standards required by the University for continued enrollment. However, if a student is academically suspended, the student is also considered to have failed SAP. Students must appeal their academic suspension before appealing their financial aid standing.

Enrollment Status

Enrollment Status	Undergraduate	Graduate
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