

Washburn University



Financial Aid Office • Morgan Hall • Room 267 • 1700 College • Topeka, KS 66621
 Phone: (785) 231-1151 • Fax (785) 231-1079 • 1 800 524-8447 www.washburn.edu/financial-aid

What Is Satisfactory Academic Progress Or SAP?

Federal Guidelines:

Federal regulations require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV Federal Financial Aid which includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work Study, Federal Perkins Loan, Federal Stafford Loan (subsidized and unsubsidized), and PLUS Loan (Parent Loan for Undergraduate Students). SAP standards are also required for all State of Kansas programs including the Kansas Comprehensive Grant, all Washburn University scholarships, and some alternative/private loans.

More Federal Guidelines:

A school's satisfactory academic progress policy for students receiving financial aid must be at least as strict as the university policy used for students who do not receive financial aid. The SAP policy must be applied consistently to all financial aid recipients such as full-time or part-time, and graduate (including law students) or undergraduate students. The SAP policy must include both a qualitative measure (cumulative grade point average) and a quantitative measure (completion of at least 75% of total cumulative hours attempted and maximum time frame for program completion).

Washburn University SAP Guidelines:

- Students who have attended other universities and have not met our SAP guidelines will be put on SAP probation during their first semester at Washburn University.

The Washburn University SAP policy considers all course work transferred to Washburn University from other institutions, and relates to all semesters (fall,

spring, and summer sessions) -not just those in which financial aid was received.

- Students who are admitted to Washburn University through the "Academic Fresh Start" policy are considered as failing to meet SAP standards, and must go through the appeal process by completing the Reinstatement Form.
- Finally, students who are academically suspended from Washburn University, will lose their financial aid eligibility.

Qualitative Measure: Cumulative Grade Point Average

- Cumulative grade point average of 2.00 for undergraduates, a cumulative GPA of 3.00 for graduate students, and a cumulative GPA of 2.00 for law students. (This is the standard for all Washburn University students- even those not receiving financial aid.) Recipients receiving Washburn General Academic Scholarships and certain State of KS Scholarships must have at least a cumulative GPA of 3.00 on a 4.00 scale.

Quantitative Measure: Credit Hours and Program Completion

- **CREDIT HOURS:** Students who receive financial aid anytime during a semester must complete at least 75% of their attempted credit hours when enrolled in 12 credit hours or less, or they will be placed on financial aid probation for the following semester. For example: If a full-time student attempts 12 credit hours and accepted full-time financial aid, but only completes 9 credit hours, the student will have met their 75% completion standard ($12 \times .75 = 9$ credit hours). On the other hand, if a student attempts 12 credit hours and accepts full-time financial aid and completes only 8 credit hours, the student will be placed on financial aid probation for the following semester.

- **PROGRAM COMPLETION:** Maximum number of credit hours attempted may not exceed 125% of the published length of the student's program. For instance, if the published length of an academic program is 124 credit hours, then the maximum number of credit hours established by Washburn University must not exceed 155 attempted credit hours ($124 \times 1.25 = 155$).

Credit Hour Limitations:

Students must not exceed the following credit limits (transfer credits are included for the first undergraduate degree).

First Bachelor's.....	155 credits
Second Bachelor's	193 credits
Teaching Certificate.....	193 credits
Double Degree.....	193 credits
Post Baccalaureate working on Associates Degree	205 credits
Post Baccalaureate working on Certificate Program	200 credits
Associate Degree	78 credits
Associate Degree working on Certificate Program	122 credits
Certificate Program	45 credits
Graduate Degree	45 credits
Graduate Degree/Psychology	75 credits
Graduate Degree/Social Work	88 credits
Graduate Degree working on Certificate Program	90 credits
Law JD	113 credits

Students who are appealing because the maximum number of credit hours attempted was reached, will need to meet with an academic advisor and submit a "degree completion plan" signed by the student and their advisor. This plan must reflect how a student intends to reach degree completion on a semester by semester basis. However, this does not mean that financial aid will automatically be reinstated.

Students working on an Associate Degree are considered first and second year undergraduate students (Freshmen & Sophomores) for financial aid purposes. Students working on a certificate are classified as freshmen undergraduate students. Students working on a second bachelor's degree are undergraduate students, but are not eligible for Pell Grants and FSEOG (grant) Title IV funds. Graduate students are only students who have been fully accepted into the graduate programs offered by Washburn University.

NOTE: Audit courses are not counted as hours completed for financial aid purposes

Adding And Withdrawing Classes/Pass-Fail Options:

Adding and withdrawing from classes during a term could negatively impact a student's credit hour completion for satisfactory academic progress. Please Note: The University Pell Grant census date only allows adjustment up or down during the first two weeks of the semester.

Pass/Fail classes are accepted as enrolled hours for financial aid purposes. A "Fail" will be recorded as not passing or "F" and is included in hours attempted, thus being figured in the cumulative grade point average. On the other hand, receiving a "Pass" will count as credit hours completed and is not figured in the cumulative grade point average.

Receiving "F", "I", or "W" Grades:

Courses which receive a grade of "F", incomplete "I", or withdrawn "W" are not considered as completed hours for financial aid purposes. However, an incomplete that becomes a satisfactory grade is counted in the cumulative GPA and as completed hours for financial aid eligibility. Fall incompletes must be made up before the end of the Spring semester and Spring and Summer incompletes must be made up before the end of the Fall semester; otherwise, an "F" grade will be recorded for undergraduate students. To be considered for SAP approval, incompletes must be changed to a satisfactory grade. Graduate students do not have a deadline for completion of incompletes, except for graduate nursing and psychology.

How Does Satisfactory Academic Progress Work?

Once grades are posted by the Registrar's Office, a grade review will determine the satisfactory academic progress status of students receiving financial aid. This is done

at the end of each Fall and Spring semester, and summer session. Students may check their SAP status on My.Washburn.edu under the Financial Aid Menu. The SAP measures are:

- **SATISFACTORY PROGRESS:** Students are making progress and meet all standards of the Washburn University SAP policy.
- **PROBATION:** Failure to maintain satisfactory academic progress will result in one semester of automatic probationary status. Students will continue to receive financial aid during the probationary semester, and do not need to appeal this status.
- **CONTINUED PROBATION:** Students with a cumulative GPA under 2.00 may be continued on probation for the following semester(s) by meeting University standards of a semester cumulative GPA of 2.25 and completing 75% of attempted hours during the probationary semester. Students do not need to appeal this status.
- **MAXIMUM HOURS:** Students have exceeded 125% of the published length of their academic program of study. Students may appeal and a degree plan must be submitted for consideration.
- **DENIED:** If SAP standards are not met during the probationary semester(s), financial aid will be denied the following semester. Students may appeal.

Can Students Appeal Reinstatement Of Financial Aid?

- Before students may appeal for reinstatement of financial aid eligibility, a Free Application for Federal Student Aid (FAFSA) **must** be on file for the semester funds are requested.
- Students begin by submitting a **Reinstatement Form** to the Financial Aid Office explaining any extenuating circumstances that prohibited satisfactory academic progress. **Reinstatement Forms** are available in our office and on our web page at www.washburn.edu/financial-aid under Quick Links. (Examples may be serious illness or a death in the family.) The Financial Aid Committee will review all reinstatement requests and also takes into consideration any excessive withdrawals or non-completion of original hours in previous semesters.

- SAP reinstatement requests will **not** be accepted after the first week of classes for the fall/spring semesters and after June 1 for summer sessions.
- If financial aid eligibility is denied by the Financial Aid Committee, students may appeal to the Dean of Enrollment Management. **This decision is final.**

What Happens Next?

After providing the Financial Aid Office with a reinstatement of financial aid eligibility, the student will be notified in writing of the Financial Aid Committee's decision. If the reinstatement request is approved, financial aid is reinstated providing funds are available. In addition, students may be encouraged to work with the Center for Learning and Student Success (CLASS,) Morgan Hall, Room 122 for assistance in improving their academic performance.

What Happens If A Student Withdraws From Washburn?

Each student who plans to withdraw from classes is encouraged to go through the formal withdrawal process that begins with the University Registrar's Office or on the web self serve at My.Washburn.edu. Washburn University Title IV refund/repayment policies will be followed when a student withdraws for any reason during the term in which the student received financial aid. The Title IV refund/repayment policies could require a student to make a repayment of all or a percentage of the financial aid received. A copy of the complete Title IV refund/repayment policy is available in the Financial Aid Office or at www.washburn.edu/financial-aid under Policies.

Can A Student Continue To Attend Classes Without Financial Aid?

Students who have lost their financial aid eligibility but are not academically suspended from the University, may enroll and pay tuition and fee charges from their own resources.

Revised 12/15/04