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- 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 (maximum time frame for program completion) and pace.

Washburn University SAP Guidelines:

Students who have attended other universities and have not met our SAP guidelines will be put on SAP warning 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 have variable criteria based upon the award year your initial scholarship was received. Contact the Financial Aid Office for an individual determination.

Quantitative Measure: Pace and Program Completion

Program Completion: Maximum number of credit hours attempted may not exceed 150% 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 186 attempted credit hours (124x1.50=186). Students are required to turn in an academic completion plan at 125% as defined below under Credit Hour Limitation.

Program Pace: Students must maintain pace to completion of greater than 67%. Program pace is measured by calculating the published length of an academic program divided by the published length of an academic program times 150% (e.g. 124/124*150% = 67%). A student’s pace is calculated as cumulative hours earned divided by cumulative hours attempted. For example, if a student has earned 60 hours and attempted 100 hours, pace is 60% (60/100) and the student would not have met pace and would be placed on financial aid warning for the following semester. On the other hand, if a student earned 80 hours and attempted 100 hours, pace is 80% (80/100) and the student would meet the pace requirement.

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 a Certificate-------------------90 credits
- Law JD-----------------------------113 credits
- Law JD/MBA-------------------------135 credits
- Law JD/Social Work-------------------135 credits

Students appealing because the maximum number of credit hours attempted was reached; will need to meet with an academic advisor and submit an “academic completion plan” signed by the student and their advisor. This plan must reflect how the student intends to reach degree completion on a course by course, semester by semester basis; however, this does not mean that financial aid will automatically be reinstated. You are required to follow your academic completion plan prepared by your advisor for each remaining semester to reach your planned graduation requirements successfully.
Students working on an Associates Degree are considered first and second year undergraduate students (Freshman & Sophomores) for financial aid purposes. Students working on a certificate are classified as freshman 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. Only students who have been fully accepted into a graduate program offered by Washburn University are eligible for graduate level awards.

Note: Audit courses are not counted as hours completed for financial aid purposes and will not receive Title IV aid.

### 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, a “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.
- **Warning:** Failure to maintain satisfactory academic progress will result in one semester of automatic warning status. Students will continue to receive financial aid during the warning semester, and do not need to appeal this status.
- **Continued Warning:** Students with a cumulative GPA under 2.00 may be continued on warning for the following semester(s) by meeting University academic plan standards of a semester cumulative GPA of 2.25 and maintaining program pace. 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 an academic plan must be submitted for consideration.
- **Denied:** If SAP standards are not met during the warning semester(s), financial aid will be denied the next semester a student attends. 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 Students 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 online forms. (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 the summer sessions.

### What Happens Next?

After providing the Financial Aid Office with a reinstatement of financial aid request, the student will be notified in writing and updated on my.washburn.edu 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 Academic Advising located in 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 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 and may leave a balance on your student account. 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, successfully complete 6 credit hours and pay tuition and fee charges from their own resources. Students should contact the Financial Aid Office to complete a review of their student account and grades to determine if financial aid can be re-established for the next semester the student attends.

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Washburn University assures equal educational and employment opportunity to qualified individuals without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status or sexual orientation/gender identity. Direct questions or concerns to Equal Opportunity Director, Morgan Hall 202, (785)670 -1556, edirector@washburn.edu