



## 2024-2025 Satisfactory Academic Progress (SAP) Policy for Graduates

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 graduate students:

### Satisfactory Academic Progress Standards

<b>GPA - Qualitative Standard</b>	Maintain the minimum WOU GPA that your program requires for good standing (most programs require a 3.00 GPA)
<b>Pace - Quantitative Standard</b>	Earn credit in 66.67% of all courses you take as a graduate student (WOU and other institutions)
<b>Maximum Timeframe Standard</b>	Earn your degree within 150% of the number of credits required to complete your degree (e.g. if your program requires 45 credits, you must earn your degree in 67 or fewer attempted credits)
All periods of the student's enrollment, even periods in which the student did not receive Title IV funds, are counted. <b>If you do not meet these standards, you are ineligible to receive federal and state aid.</b>	

### Satisfactory Academic Progress Monitoring Periods

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

### Course Outcomes Affecting Your SAP Status

- **Incompletes:** Courses in which you receive an "Incomplete" are attempted credits and are used in calculating your pace of completion. They are excluded from your WOU cumulative GPA calculation. Courses with an 'I' grade when later converted to an A, B, C, D, or F grade will be factored in the student's SAP at the next evaluation period.
- **Withdrawals:** Courses in which you receive a "W" on your transcript (i.e., you withdrew from the course after the term's drop date) are attempted credits and are used in calculating your pace of completion. They are excluded from your WOU cumulative GPA calculation.
- **Repetitions:** Repeated courses are attempted credits with each repetition and are used in calculating your pace of completion. Repeated courses may be taken for credit as long as the course applies toward your degree completion requirements.
- **Transfer Credits:** Any credits you earned at another institution that WOU accepts as earned credit may be taken into consideration in calculating your Maximum Timeframe. However, all transfer credits whether they apply to your program or not will be used for determining your pace calculation and included in both your earned and attempted hours.
- **Change of Major:** when a student changes majors/programs, we will count the previously taken credits that are applicable to the new major/program and use them to determine the SAP progress.

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

#### WOU Financial Aid Office

Welcome Center 140, 345 Monmouth Ave N • Monmouth, OR 97361 • Tel: 503-838-8475 • Fax: 503-838-8200 • [wou.edu/finaid](http://wou.edu/finaid) • [finaid@wou.edu](mailto:finaid@wou.edu)

## Satisfactory Academic Progress Appeal Process

If you encounter circumstances that prevent you from making any of the SAP standards listed above, you may submit an appeal to our office. Your appeal must detail the extraordinary circumstances, beyond your control, which interfered with your ability to academically perform. These circumstances must be **documented and remedied**.

Your appeal should include:

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

For GPA (Qualitative) or Pace (Quantitative):	For Excessive Credit Hours (Max. Timeframe):
<p>A. A detailed explanation of the circumstances that prevented you from meeting our Satisfactory Academic Progress Standards.</p> <p>B. A detailed explanation of what has changed that will allow you to meet our Satisfactory Academic Progress Standards by the next evaluation.</p>	<p>A. An explanation of why you have attempted so many credit hours without earning your degree.</p> <p>B. A Course Plan for Maximum Timeframe form with the remaining courses required for you to graduate. The forms must be signed by your assigned academic advisor.</p>

## Approved Outcomes

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

**PROBATION for one term.** The terms of your individual probation will vary, but generally it 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. See below for more information.

**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. If you meet the terms of your Probation and Action Plan (i.e., completing a certain number of credits each term, or retaking certain courses, or meeting a certain GPA requirement each term), you will be approved for the next term on Action Plan. You will be monitored on a term-by-term basis until you fully meet SAP standards. If you do not meet the terms of your Probation or Action Plan, you are ineligible to receive aid until you meet all SAP standards. See below for more information.

**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. If you meet the terms of your Action Plan each term (i.e., completing a certain number of credits each term, or retaking certain courses, or meeting a certain GPA requirement each term), you will be approved for another term on Action Plan until you return to good standing. You will be monitored on a term-by-term basis until you fully meet SAP standards. If you do not meet the terms of your Action Plan, you are ineligible to receive aid until you meet all SAP standards. See below for more information.

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## Failed Probation or Failed Action Plan

You will be ineligible for federal aid until you meet all SAP standards. You can do one of the following to get reinstated.

1. Submit a new SAP appeal detailing the extenuating circumstances that were beyond your control, and which interfered with your ability to academically perform. Second appeals that cite the same reason as a previous appeal will not be approved, unless you can provide information about what has changed that will allow you to make satisfactory progress at the next evaluation.
2. Apply for a private loan to help cover your expenses while you work to get back into good standing.
3. Taking courses at a different college that when accepted by WOU will get you back into good standing.

You will be notified of the outcome of your SAP appeal in writing via your WOU e-mail account.

You may appeal no more than twice for the same reason (with additional documentation) or **three times in total**.

## SAP Appeal Deadline

SAP appeals must be **submitted and approved two weeks prior to the start of the term** for which you are requesting federal aid. Appeals submitted after the term deadline will be evaluated for the beginning of the following term.

One exception to the deadline is for students who must appeal to the Academic Suspension Committee (ASC). Once ASC approves the appeal, and if it is for the current term, they may appeal for reinstatement of federal aid after the term has begun. This appeal should be submitted by Monday of week 2 of the term.

## Academic Leave of Absence

Graduate students in good standing may request an Academic Leave of Absence to suspend their program of study for a good cause (i.e. illness, temporary departure for employment, family issues, financial need, or personal circumstances). Students must submit an Academic Leave of Absence form indicating which term(s) they intend to be on leave. Students may request more than one leave, but combined leaves cannot exceed six terms. The request must be reviewed and approved by the Program Coordinator and Director of Graduate Studies. Students who are granted Academic Leave of Absence may not use university resources or faculty time. A leave of absence does not waive or extend the time limit for completion of a graduate program.



## 2024-2025 Financial Aid Eligibility for Graduates

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 based on enrolling in full-time credits each term. For graduate students, 9 credits are considered full-time. Your aid 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"><li>Federal TEACH Grant</li></ul>	At least 1 credit	9+ credits = 100% of award 7–8 credits = 75% of award 5–6 credits = 50% of award 1–4 credits = 25% of award
<ul style="list-style-type: none"><li>Federal Direct Unsubsidized Loan</li></ul>	At least 5 credits	No proration; full amount of loan awarded, subject to annual loan limits.
<ul style="list-style-type: none"><li>Graduate PLUS Loan (PLUS)</li></ul>	At least 5 credits	No proration; full amount of awarded loan up to cost of attendance minus other financial aid received.

### **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 from all courses at any point in the term, your financial aid could be retroactively canceled—in full or in part—based on the date you withdraw. 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 participate *through* the 60% point in the term have earned 100% of their aid for the term. Students who withdraw from all courses prior to the 61% point in the term will have a portion of their aid canceled and returned to the federal program and an owing balance may occur on your student account.

### **Unofficial Withdrawals**

An unofficial withdrawal may be determined by administration and for circumstances such as illness, accident, grievous personal loss, or other circumstances beyond the student's control.

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## **Repeated Coursework**

If you are repeating a course for which you received a W 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, S, or P), you may receive financial aid for the repetition of that course only **once**. If a student chooses to repeat a course to improve their grade, only the most recent grade and credits will be used to calculate the student's GPA, even if the earlier grade was higher. Please see the online [catalog](#) for the most current academic regulations.

## **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 4th year of undergraduate studies (as defined by earning 180 credits or more) but you are admitted as a first year Graduate student—this is considered conflicting information that would need to be resolved prior to awarding any financial aid. Another example of conflicting information is if you have outside resources or other financial assistance that has not been reported to Financial Aid.

## **Satisfactory Academic Progress**

You must make satisfactory progress toward your degree to receive financial aid. See full details on our SAP policy above.

Please note that Satisfactory Academic Progress Standards for financial aid eligibility purposes are 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/>.