



## Satisfactory Progress Requirements for Maintaining Eligibility

As a financial aid recipient, you must remain in good academic standing with the University, as well as make satisfactory academic progress toward your declared program.

### Satisfactory Progress

To remain eligible for financial assistance a student is expected to meet qualitative and quantitative academic requirements.

1. *Federal Aid Program Requirements:*
  - Qualitative: the student is expected to maintain a minimum cumulative GPA.
  - Quantitative: the student must complete a minimum 67% percent of all attempted credits, and the student must complete their program within 150% of the published length of the declared degree.
  
2. *State Aid Program Requirements:*
  - Qualitative: the student is expected to maintain a minimum cumulative GPA.
  - Quantitative: the student is expected to successfully complete 100% of their attempted credits, but may continue to be considered for state funding if they successfully complete at least 50% but not 100% of their attempted credits, as long as the student is not in a warning status. The student must also complete their program within 125% of the published length of the declared degree.

### State Need-Based Awards

Students considered for state need based aid programs must be legal residents of Washington State and be pursuing their first undergraduate degree. Enrollment for state need-based aid programs is defined differently than with federal student aid. The minimum satisfactory progress for full-time is 12 credits per term,  $\frac{3}{4}$  time is 9 credits per term,  $\frac{1}{2}$  time is 6 credits per term, and less-than-half time is 3 credits per term. A Washington College Grant (WCG) recipient is allowed to receive up to 15 full-time equivalent quarters (or its equivalent in semester hours) of WCG funds.

Enrollment for Federal Aid		Enrollment for State Aid	
Enrollment	Federal	Enrollment	State
10 credits	Full time	12 credits	Full time
8-9 credits	$\frac{3}{4}$ time	9-11 credits	$\frac{3}{4}$ time
5-7 credits	$\frac{1}{2}$ time	6-8 credits	$\frac{1}{2}$ time
< 5 credits	< $\frac{1}{2}$ time	3-5 credits	< $\frac{1}{2}$ time

### Monitoring Periods

The satisfactory progress evaluation period is monitored quarterly at the end of each term, and applies to all students (current, past, or first-time financial aid applicants). Students who completely withdraw from a quarter, unofficially withdraw from a quarter, fail all of their courses in a quarter, or are administratively withdrawn from a quarter will have their progress evaluated before future aid is awarded and/or may owe a repayment of their financial aid.

### **Minimum Grade Point Average**

A financial aid recipient must be in good academic standing at the University. At the completion of the second year (sophomore standing) the student must have a minimum cumulative 2.0 GPA to remain eligible for federal financial aid assistance. All other undergraduate and post-baccalaureate students must maintain at least a 2.0 cumulative GPA. Graduate and doctoral students must maintain at least a 3.0 cumulative GPA.

### **Minimum Credit Requirement**

Undergraduate and post-baccalaureate students must successfully complete at least 67 percent of all attempted CityU credits to be eligible for federal financial aid. Undergraduate students receiving state need-based aid are expected to successfully complete 100% of their attempted credits, and may remain eligible if they successfully complete at least 50% but not 100% of their attempted credits if not already in a warning status. Graduate and Doctoral students must successfully complete at least 67 percent of all attempted CityU credits. The calculated percentage will be rounded up to the nearest full-credit hour. Completed credits are defined as coursework that has earned at least a 0.7 for undergraduate and post-baccalaureate students (ENG 102 requires minimum of 2.0 GPA), at least 2.0 for graduate students, and 2.5 for doctoral students. Grades that are calculated as attempted but not completed are I, K, N, R, T, UW, V, W, X, Y, and Z. Students who elect to take a course as P/NP must earn a P grade to pass. The NP grade is not a successful grade.

### **Financial Aid Warning**

A student who fails to make satisfactory progress as outlined above will be placed on a warning status. The student will have the next term of enrollment to bring their progress back to good standing while being considered for financial aid funding. If the student fails to align their progress for the term in warning status, the student will lose their financial aid eligibility. Financial Aid Warning status applies only to students who were making progress in the prior quarter of enrollment, and not on probation status.

### **Maximum Time Frame**

Federal financial aid will be awarded for a maximum of 150% of the published length of the declared program. State aid program will be awarded for up to a maximum of 125% of the published length of the declared program. Each accepted transfer credit will be considered both an attempted and completed credit. The calculated percentage will be rounded up to the nearest full-credit hour. For example, graduate programs with published length of 60 credits cannot exceed 90 attempted credits (both transfer and CityU credits). Graduate programs with published length of 45 credits cannot exceed 68 attempted credits (both transfer and CityU credits). Undergraduate programs with published length of 180 credits cannot exceed 270 attempted credits for federal aid, and 225 attempted credits for state aid (both transfer and CityU credits).

### **Notification**

You are responsible for being aware of this satisfactory academic progress policy as referenced in the financial aid award acceptance notification. If you should become ineligible for financial aid due to lack of satisfactory progress, as a courtesy the Financial Aid Office may notify you. However, it is your responsibility to monitor your own progress.

### **Consequences of Unsatisfactory Progress**

A student who fails to maintain satisfactory academic progress as outlined in this policy statement (minimum GPA, completed credit requirements, and complete his or her degree within the maximum time frame) will be deemed ineligible for any further financial aid funding.

### **Appeals for Reinstatement of Eligibility**

Students with special circumstances may appeal to request reinstatement of their financial aid eligibility. Written appeals due to extenuating circumstances (death of a relative, illness or injury of the student, or other special circumstances) should be submitted to the Financial Aid Office. Documentation for an initial appeal is not required, but is encouraged. However, documentation may be requested in order to complete the processing of your appeal. The Satisfactory Progress Appeal may be obtained from the Student Center or on our website. There are no appeals to be considered for state aid programs beyond the maximum time frame of 225 attempted credits for undergraduate students, though an appeal to be considered for federal aid beyond the maximum time frame *will* be considered.

### **Results of Appeals (Probation)**

Appeals will be approved only if the student will be able to meet the satisfactory progress criteria after the next quarter; or the Financial Aid Office has approved an academic plan with the student that, if followed, will ensure the student is able to make satisfactory progress. Students with an approved appeal will be on financial aid probation; students on probation may receive aid for one probationary quarter. After the probationary quarter, students must meet the satisfactory progress standards or the requirements of their academic plan. Failure to do so will mean the student is ineligible for further financial aid.

### **Changes in Program of Study**

Students who do not graduate from a program of study, and begin a new program of study may have all of their attempted and completed credits from the previous program(s) count in their evaluation of SAP. If a student graduates from one program of study and begins an advanced degree program, the calculations will include only credits from the prior degree program that transfer toward the new degree program.