



# PACIFIC LUTHERAN UNIVERSITY

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) MANUAL

### 1. Introduction

When students accept financial aid at Pacific Lutheran University (PLU), they also accept the responsibility for maintaining Satisfactory Academic Progress (SAP). The policy at PLU is to allow students to continue to receive financial assistance as long as they are in “good standing”. To do otherwise could cause a severe hardship on students who devote their efforts to achieving satisfactory progress.

#### **This progress is based on the following criteria:**

- ◆ The numbers of credit hours students enroll in per semester,
- ◆ Term and cumulative grade point average,
- ◆ Length of enrollment at PLU and,
- ◆ Any transfer courses accepted by PLU.

#### **To maintain Satisfactory Academic Progress at PLU:**

- ◆ Students must maintain a cumulative grade point average of at least a 2.0 and,
- ◆ Successfully complete 67% of the classes they enroll for each semester.

*128 (credits needed to graduate) ÷ 192(maximum credits allowed to receive aid) = 67%*

Students applying for financial aid must be in compliance with the SAP policies as a condition of eligibility.

- a. Financial aid will be denied to students who fail to maintain progress under the PLU SAP policy.
- b. At the end of each term, a review will be made to check compliance with cumulative grade point average (GPA), maximum time frame limit, and minimum credit hour completion requirements.
- c. Entering students or continuing students applying for aid, who have previously attended PLU must also be in compliance with the SAP policy even if they have not received aid during periods of prior enrollment.

## **2. What is SAP?**

Satisfactory Academic Progress (SAP) Policy is a requirement set by Federal and Washington State financial aid regulations that requires students to make Satisfactory Academic Progress toward the completion of a degree. Students at PLU receiving federal, state or university aid, in addition to meeting other financial aid eligibility requirements, must be in good academic standing and be making satisfactory progress in their degree program. This policy is reviewed on a yearly basis. Should the policy change students will be notified.

Note: The SAP policy for Washington State Programs is attached at the end of this document.

## **3. Notification**

- a. Letters will be sent after grades are posted at the end of each semester to notify students who failed to meet the SAP standards.
- b. A “Warning” status will be assigned to students failing to meet the standards for the first time.
- c. A “Probation” status will be assigned to students failing to meet the standards for the second semester following a “Warning” status term.
- d. Probation status means denial of financial aid.
- e. A student in a Probation Status may appeal for reinstatement of eligibility (placed in Probation Status with an approved appeal). Appeal instructions will be sent within the context of the notification letter.

**4. General Policies –**

a. **Grade Point Average-** All students enrolled at PLU are expected to stay in good academic standing. Good standing requires a cumulative grade point average (GPA) of 2.0 or higher.

**b. Maximum Time Frame Limits –**

For full time undergraduate students the maximum number of credit hours that may be attempted is 192 and the maximum time-frame for completing a baccalaureate degree is six years.

$$128(\text{credits required to graduate}) \div 4 \text{ years} = 32 \text{ credits per year. } 32 \times 6 \text{ years} = 192$$

Even if a student changes his or her major or academic program, only 192 credit hours may be taken qualifying for financial aid, and the maximum time-frame of six years for receiving a degree is enforced. Some financial aid programs (e.g. most university gift aid programs) allow aid to be awarded for a maximum of four academic years for entering first year students, and two years for entering transfer students or a maximum of 153 credit hours.

For part-time undergraduate students, a minimum of 12 credit hours must be completed each academic year and achieve a degree with a maximum time-frame of ten years. (The maximum number of credits allowable is 192)

**UNDERGRADUATE NEED-BASED CREDIT COMPLETION REQUIREMENTS**

ENROLLMENT YEAR	MINIMUM PER TERM	MINIMUM PER YEAR
<b>STATUS</b>		
FULL TIME	12	24
¾ TIME	9	18
½ TIME	6	12
LESS THAN ½ TIME	ALL CREDITS ATTEMPTED	ALL CREDITS ATTEMPTED

**c. Repeated Courses-** courses may be repeated one time. The better grades will be used for GPA purposes (see PLU catalog, page 22). All credits attempted will count toward the total allowable credits of 192.

**d. Courses transferred from other schools-** courses transferred from other schools do not affect the cumulative GPA at PLU. Only PLU grades are considered at PLU (see PLU catalog page 24). All credits attempted, transferred and taken at PLU will count toward the total allowable credits of 192.

**e. Satisfactory Course Completion** – Grades that are considered satisfactory are: A, B, C, D, & P

**f. Audited Courses** - Audited courses are not funded by Financial Aid but are counted toward the total allowable credits of 192.

#### **4. Credit hour Completion Requirements**

f. **Full Time Enrollment-** 12 credit hours or more passed and completed per semester.

g. **Less than Full Time Enrollment** –

1. **3/4 time enrollment** – 9 to 11 hours passed and completed per semester.
2. **1/2 time enrollment** – 6 to 8 hours passed and completed per semester.

**5. Evaluation Period-** Evaluation of credit hour requirements is performed at the end of each semester after grades are posted.

**6. Warning Period-** The first semester in which a student does not make “Satisfactory Academic Progress” will be a “Warning Period”. The student will remain eligible for aid. A notice will be sent to the student explaining the warning period and the requirements for maintaining Satisfactory Academic Progress at PLU.

**7. Probation Period – Denial of Financial Aid.** The semester after a “Warning Semester” is the beginning of a “Probation Period”. The Probation Period will be treated in two ways.

**a. Probation with no appeal or a denied appeal** (not eligible for aid) if the student chooses not to appeal or the appeal is denied the student will not be eligible for aid.

**b. Probation with appeal** (aid reinstated due to approved appeal) The student will have the opportunity to appeal the denial of aid that comes with the Probation Period. The appeal will be reviewed at the end of each semester to monitor progress. Not all appeals will be approved.

## **8. Appeal Procedures**

- a. **An Appeal may be made one time for SAP purposes.**
- b. Appeals must be in writing to the Financial Aid Office
- c. The appeal must include an explanation of why the student failed to meet SAP and an academic plan to regain satisfactory academic standing at PLU. An academic plan is an agreement between the student, PLU Advising and the Financial Aid Office of the students plan to progress with passing grades and completed classes.

## **9. Approved Appeals –**

- a. Student will be notified via email of approval.
- b. Approved appeals are for one term unless otherwise stated.
- c. Student will be required to sign an SAP Agreement of the SAP requirements expected for the following term.
- d. The following term of enrollment must be passed and completed.
- e. If the terms of enrollment/SAP Agreement while on probation are not completed/fulfilled, aid will automatically be denied for the following terms of enrollment.

**10. Denied Appeal** – The appeal submitted by the student that is not approved by the Financial Aid Office. The student will not qualify for aid and will be responsible for paying all university costs without the benefit of financial aid. The student will receive notification of this decision by email.

**11. To regain compliance in SAP** when a student is placed on Probation/Denied Appeal - a student must complete a full time term (12 credit hours minimum) while earning at least a 2.0 GPA and completing all classes attempted without the benefit of financial aid.

## **Programs With Specific Academic Progress Requirements:**

### **Washington State Need Grant Program Requirements**

To retain Washington State Need Grant (WSNG) eligibility, recipients must earn the required number of hours based on the number of credits in which they are enrolled at the time the WSNG is disbursed. Less than half-time students (3, 4, or 5 credit hours of enrollment) must earn all credits attempted to retain WSNG eligibility. Half-time students (6, 7, or 8 credit hours of enrollment) must earn a minimum of 6 hours to retain WSNG eligibility.  $\frac{3}{4}$  time students (9, 10, or 11 credit hours of enrollment) must earn a minimum of 9 hours to retain WSNG eligibility. Full-time students (enrollment of 12 or more credit hours) must earn a minimum of 12 hours to retain WSNG eligibility. WSNG recipients who fail to satisfactorily complete the required minimum number of hours will be placed on Washington State Need Grant probation or suspension.

A WSNG recipient who fails to satisfactorily complete at least 50 percent of the minimum required credit hours for their State Need Grant enrollment status will be denied further WSNG funds. Less than half-time students who do not satisfactorily complete at least 2 credit hours will be denied further WSNG funds. Half-time students who do not satisfactorily complete at least 3 credit hours will be denied further WSNG funds. Three-quarter time students who do not satisfactorily complete at least 5 credit hours will be denied further WSNG funds. Full-time Students who do not satisfactorily complete at least 6 credit hours will be denied further WSNG funds. Students' who are denied further Washington State Need Grant funds for failure to meet the requirements must satisfactorily complete the required minimum credit hours in a subsequent semester of enrollment to re-establish eligibility.

State Need Grant Recipients who satisfactorily complete at least 50 percent of the required minimum hours for their State Need Grant enrollment status but fail to satisfactorily complete the minimum program completion requirements for which they are enrolled, will be placed on Washington State Need Grant probation. Students who are on Washington State Need Grant probation must satisfactorily complete the required minimum credit hours during the next semester of enrollment. See above for the minimum credits for less than half-time, half-time, three-quarter and full-time enrollment. Students may receive any WSNG funds for which they are otherwise eligible during the one semester probationary period. Failure to satisfactorily complete the required minimum credit hours during the probationary semester will result in denial of further eligibility for WSNG funds.

### **Washington State Work-Study Program Requirements:**

Students receiving Washington State Work-Study funds are also monitored for satisfactory progress in accord with the above WSNG satisfactory progress policy.