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” and making satisfactory progress toward their degree. This policy is reviewed on an annual basis. Should the policy change students will be notified.

This progress is based on the following criteria:

♦ The numbers of credit hours for which students register and complete each 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 3.0 and,

♦ Successfully complete at least 67% of the credits they enroll for each semester.

2. 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 3.0 or higher.
b. **Maximum Time Frame Limits for receipt of financial assistance** - While graduate students have seven years to complete their graduate program, receipt of financial aid during that seven year period will terminate once graduation requirements have been satisfied.

c. **Credit Completion Requirements**

<table>
<thead>
<tr>
<th>ENROLLMENT STATUS</th>
<th>MINIMUM PER TERM</th>
<th>MINIMUM PER YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL TIME</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>¾ TIME</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>½ TIME</td>
<td>4</td>
<td>8</td>
</tr>
</tbody>
</table>

**d. Repeated Courses** - courses may be repeated one time if the program allows repeated class work (depends on graduate program criteria). The better grades will be used for GPA purposes. All credits attempted will count toward the total allowable credits.

e. **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. All credits attempted, transferred and taken at PLU will count toward the total allowable credits.

f. **Satisfactory Course Completion** – Grades that are considered satisfactory are: A & B A 3.0 GPA must be maintained in a PLU Graduate Program.

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 a second consecutive semester. Probation status means denial of financial aid.

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

5. **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.

6. **Probation Period – Denial of Financial Aid**. The semester after a “Warning Semester” (the second consecutive semester when the student fails to make satisfactory progress) 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.

7. **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.

8. **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.

9. **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.

10. **To regain compliance in SAP** when a student is placed on Probation/Denied Appeal - a student must complete a full time term (8 credit hours minimum) while earning at least a 3.0 GPA and completing all classes attempted without the benefit of financial aid
**State Work Study Academic Progress Requirements:**

To retain WA State Work study eligibility, awardees must earn the required number of hours based on the number of credits for which they registered as outlined below:

<table>
<thead>
<tr>
<th>Enrollment:</th>
<th>Credits Required</th>
<th>SAP Warning Status</th>
<th>SAP Denial Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (8+ credits)</td>
<td>8 credits</td>
<td>4-7 credits</td>
<td>&lt; 4 credits</td>
</tr>
<tr>
<td>3/4 time (6-7 credits)</td>
<td>6 credits</td>
<td>4 - 7 credits</td>
<td>&lt; 3 credits</td>
</tr>
<tr>
<td>½ time (4 - 5 credits)</td>
<td>4 credits</td>
<td>2 -3 credits</td>
<td>&lt; 2 credits</td>
</tr>
<tr>
<td>&lt; 1/2 time (1-3 credits)</td>
<td>100% of credits</td>
<td>1 –2 credits</td>
<td>0 credits</td>
</tr>
</tbody>
</table>

Students may receive continue their employment in the State Work Study program during the one semester Warning Status period. Failure to satisfactorily complete 100% of the Credits Required (listed above) during the warning semester will result in denial of further eligibility for the State Work Study program will no longer be eligible of employer reimbursement (which may result in the student’s termination from employment).