



Satisfactory Academic Progress Policy

Financial Aid is made available to provide students assistance in obtaining a degree or certificate. To ensure financial aid is utilized for these purposes, federal regulations require the Financial Aid Office to monitor the academic progress of all financial aid recipients. To maintain eligibility for financial aid, students must demonstrate progress toward degree or certificate completion by meeting the guidelines of Washburn University’s Satisfactory Academic Progress (SAP) policy, as outlined below. A comprehensive official evaluation of all SAP criteria is performed at the end of each semester, prior to disbursement of financial aid for the next semester.

Satisfactory Academic Progress is measured on three main criteria:

Cumulative GPA

Students must maintain a cumulative grade point average consistent with academic standing. Note: GPA requirements may vary for scholarship recipients.

Law Students	Undergraduates	Graduates
2.0	(Based on attempted credit hours)	3.0
	0-29 1.8	
	30-59 1.9	
	60+ 2.0	

PACE

(Percent of Attempted Credit Hours Earned)

Students must successfully complete at least 67% of their total attempted credit hours.

To determine the rate at which a student is academically progressing, PACE is calculated by dividing the cumulative number of credit hours earned by the cumulative number of credit hours attempted. Grades of “F”, “I”, “NC”, and “W”, are considered credit hours attempted but not earned. Each time a course is repeated, it is included in attempted hours.

Maximum Hours

Given that lifetime grant eligibility and/or aggregate loan limits have not been met, financial aid is available up to 150% of the published length of a student’s academic program of study. The Financial Aid Office requires a Degree Completion Plan to be submitted when a student reaches 125% of the published program length, as defined by the credit hours indicated below. All attempted credit hours are used to determine Maximum Hours.

125% of Published Program Lengths

(Based on attempted credit hours)

1 st Bachelor’s Degree.....	155 hours	2 nd Bachelor’s Degree.....	193 hours
Double Degree.....	193 hours	Associate’s Degree.....	78 hours
Certificate Program.....	45 hours	Graduate Degree.....	45 hours
Psychology Graduate Degree.....	75 hours	Social Work Graduate Degree.....	88 hours
Law JD.....	113 hours	Law JD/MBA.....	135 hours
Law JD/Social Work.....	135 hours	Graduate Degree working on Certificate.....	90 hours
Teaching Certificate.....	193 hours	Associate’s Degree working on Certificate.....	123 hours
Post-Baccalaureate working on Associate’s Degree....	205 hours	Post-Baccalaureate working on Certificate Program....	200 hours



Satisfactory Academic Progress Frequently Asked Questions:

- **What happens if I don't meet the minimum criteria of Satisfactory Academic Progress?**

Should you fail to meet the minimum criteria of Satisfactory Academic Progress in cumulative GPA or PACE, you will be placed on Financial Aid Warning for one semester. While on Financial Aid Warning, you will remain eligible to receive financial aid while you work to improve your academic performance. If you are unable to increase your cumulative GPA or PACE to SAP standards by the next semester, you will lose financial aid eligibility. If you are denied financial aid due to not meeting SAP standards after a Financial Aid Warning semester you will have the opportunity to appeal through a Reinstatement Request and/or an Academic Plan. Appropriate supporting documentation will be required for Reinstatement Requests. (Note: Reinstatement Requests will not be accepted after the first week of classes for the fall and spring semesters, or after June 1 for the summer semester.) If approved by the Financial Aid Committee, you will qualify to receive financial aid for the next semester on Financial Aid Probation but will be subject to specific measures for continuing eligibility.

If you exceed 125% of the published length of your program of study, your financial aid will be on hold until you submit a Degree Completion Plan reflecting a semester by semester listing of the remaining classes required for degree completion. Your Degree Completion Plan will be taken into consideration for financial aid reinstatement by the Financial Aid Committee.

- **Are transfer hours counted in Satisfactory Academic Progress?**

Yes, Washburn University considers all coursework transferred from other institutions in Satisfactory Academic Progress. Based on your academic history, if you are not meeting SAP standards upon entering Washburn University, you will be placed on Financial Aid Warning for your first semester.

Students admitted to Washburn University through "Academic Fresh Start" are still held to Satisfactory Academic Progress standards. All transfer hours, regardless of Academic Fresh Start must be included in your SAP review. If you are not meeting SAP, you will be required to submit a Reinstatement Request to be reconsidered for financial aid eligibility.

- **Why are attempted and earned hours used for SAP different from what is on my academic transcript?**

Classes are considered to be earned credit hours when passed with a grade of "D" or above.

Any class for which you receive a grade of "F", "I", "NC" or withdrawn "W", will be counted as attempted but not earned credit hours.

Each time a course is repeated, it is included in attempted hours.

Remedial classes are included in the determination of all Satisfactory Academic Progress criteria.

Note: Audit classes are not eligible for financial aid and thus are not factored into Satisfactory Academic Progress.

- **Can I continue to attend classes if I am denied financial aid?**

As long as you are academically eligible, you may continue to attend classes without financial aid. To be reconsidered for financial aid in a future semester, you must show academic progress by successfully completing a semester of at least six credit hours with a cumulative GPA consistent with Satisfactory Academic Progress standards, or a semester GPA of 2.25, paid by the use of your own funds. If, after meeting these conditions, you are not meeting the minimum standards of all SAP criteria, a Reinstatement Request and/or Academic Plan would also be required for reconsideration of financial aid eligibility.

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu.