



## Satisfactory Academic Progress

### Office of Student Financial Services

Warner Pacific University is mandated by the U.S. Department of Education per Federal regulations to qualitatively (grade-based) and quantitatively (time-related) monitor the academic progress of financial aid recipients. The GPA standard is cumulative and includes all periods of enrollment, including transfer credits and periods in which the student did not receive financial assistance.

The Satisfactory Academic Progress (SAP) calculation is performed for all matriculating students attempting credits within the term. This includes students that withdraw at any time during the term. The SAP status assigned is taken into consideration should a student re-enroll.

*Standards-Undergraduate Students:* Undergraduate students must maintain at least a 2.00 cumulative and term grade point average (GPA) and earn the minimum number of credits for their enrollment status:

- Full time – at least 12 credits
- Three-quarter time – at least nine credits
- Half time – at least six credits
- Less than half time – one to five credits

*Standards-Graduate Students:* Graduate students must maintain at least a 3.00 cumulative and term grade point average (GPA), and earn the minimum number of credits for the enrollment status:

- Full time – at least six credits
- Half time – at least three credits
- Less than half time – one to two credits

In the event that a student's performance is found to be unsatisfactory, the university notifies the student of the current status and the impact of this unsatisfactory progress on financial aid eligibility. Financial assistance includes but is not limited to Federal, State, and institutional assistance including employee remit.

Note: The policies that govern financial assistance do not have any bearing on student academic standing monitored through the Office of Academic Affairs; they are separate policies.

#### **Qualitative Standard**

The GPA is computed by multiplying the credit hours by the quality points for each letter grade received; the quality points for all courses recorded are totaled and the number is divided by the total number of letter grade credits. For courses repeated by the student, all grades remain on the transcript, but only the highest grade is included in the GPA and pace calculation. Financial aid can be applied toward successfully completed courses repeated raise the grade one time only.

#### **Quantitative Standard**

Full-time undergraduate students must complete at least 12 credits per semester while attending Warner Pacific University. The quantitative measure for less than full-time enrollment is calculated as a percentage of the full-time standard. Periodic evaluations monitor the student's cumulative pace of progression toward degree completion within



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maximum timeframes. A student must earn credit for at least 67% of credits attempted to ensure that they will graduate within the maximum timeframe. Pace is calculated by dividing the cumulative number of credits earned by credits attempted. No credit designations such as “W” (withdrawal), “I” (Incomplete), or “IP” (In Progress) are considered unsatisfactory completion of a course.

#### Maximum Time Frame

Full-time matriculating students are eligible to receive financial aid for a maximum of 150 percent of the time required to complete a degree. In general, a baccalaureate degree program is 120 credits. The maximum number of credits for which a student may be eligible to receive federal financial aid is 180 (120 x 150%). All course work included in credits toward completion are considered in the calculation for time frame eligibility. Transfer credits accepted by Warner Pacific University toward the program are included in the calculation of attempted and completed credits in determining the total 150% time frame. Once it becomes apparent the student is unable to complete the program within the 150% credit limit, financial aid is suspended. Students with suspended financial aid may submit an appeal for reinstatement.

#### Unsatisfactory Academic Progress

Satisfactory academic progress, as indicated by semester and cumulative GPA, and number of credits earned, is monitored each semester by the Office of Financial Aid. Students failing to meet satisfactory academic progress standards are placed on financial aid warning and issued a letter alerting the student of the need to correct the deficiency. The warning status allows the student to maintain financial aid for one additional semester. At the end of the additional semester, if the student achieves satisfactory academic progress standards, the status is lifted. If the student does not achieve satisfactory academic progress standards at the end of the warning period, the student is placed on financial aid suspension and is denied further financial aid from Warner Pacific University until the standard is met. Students whose financial aid has been suspended may appeal for reconsideration of financial aid eligibility.

#### Appeals

A student with suspended aid may appeal for reconsideration of financial aid eligibility by providing an email or physical letter in writing to the Director of Financial Aid. The appeal must include a statement regarding the reason the student failed to make satisfactory academic progress and changes made that will allow the student to achieve satisfactory academic progress during the next evaluation period. Appeals are adjudicated by the Financial Aid Advisory Committee (FAAC). An appeal may be approved if the FAAC determines the student has addressed the issues and has created systems and support to allow satisfactory academic progress during the subsequent evaluation period. Decisions by the FAAC are final. Students will be notified in writing (posted or email) of appeal decisions. If the FAAC approves an appeal, the student is placed on financial aid probation for one semester and is eligible to receive financial aid. At the end of the probation period, if the student achieves satisfactory academic progress standards by meeting the requirements that the FAAC set forth, the status is lifted. If the student does not achieve satisfactory academic progress standards at the end of the probation period, the financial aid is suspended. Students may appeal again if aid is suspended.

Circumstances under which a student is permitted to submit an appeal letter include, but are not limited to, death of a relative, injury or illness of the student, or other special circumstances.



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#### **Re-establishing Financial Aid Satisfactory Academic Progress and Financial Aid**

A student with suspended aid may re-establish financial aid eligibility if an appeal is approved by the FAAC or by completing credits without the benefit of financial aid from Warner Pacific. For the latter, an undergraduate student must complete 12 credits in a term with a term and cumulative GPA of 2.0. Graduate students must complete six credits in a term with a term and cumulative GPA of 3.0. Following the completion of the credits, the student may submit a written appeal to the FAAC for reinstatement of financial aid.