The Satisfactory Academic Progress Policy (SAP) printed in the Academic Policies section of the City University of Seattle (CityU) catalog, applies to all CityU students. Every student should read and understand this policy.

Students receiving financial aid must also meet the Satisfactory Academic Progress requirements for Federal Student Aid Programs. CityU financial aid SAP policies described in this document are based on Federal Student Aid Program regulations effective July 1, 2011.

Due to allowable differences between the general enrollment policy and the Federal Student Aid Programs policy, some students may lose eligibility for financial aid funding while remaining eligible to enroll in courses as a self-pay student.

The Financial Aid Office is responsible for monitoring student eligibility for federal, state, and local financial aid programs available to CityU of Seattle students. This responsibility includes review of student academic records as needed to ensure that financial aid recipients are making “Satisfactory Academic Progress” toward completion of their degree requirements.

Financial Aid Office staff members measure all students’ SAP status annually during the FAFSA review and financial aid awarding process. Cumulative GPA and attempted credit hour information as of the students most recently completed term of enrollment are reviewed. Additionally, students who withdraw from all classes prior to the end of the term are reviewed at the time of withdraw because establishing a pattern of withdraw from all classes used to determine aid eligibility raises concern about the student’s ability to complete their program before expiration of their financial aid eligibility maximum timeframes.

To remain in Good Standing for Financial Aid:
1. Graduate students must sustain a 3.0 cumulative GPA throughout enrollment;
2. Undergraduates must sustain a 2.0 cumulative GPA throughout enrollment; and
3. All students must complete 66% or more of their attempted credits throughout enrollment.

The GPA markers are based on CityU requirements for graduation as expected by Federal Regulations. The 66% “pace of progress” requirement is based on Federal regulations stating that undergraduate students may receive aid until they have attempted 150% of the number of credits required for their degree. The same policy applies to CityU graduate students.

Students who are not in Good Standing at the time of their annual SAP review, and students who establish a pattern of withdrawing from all classes used to determine their aid eligibility, are placed into Financial Aid Suspension status.

When students are suspended from financial aid eligibility:

1. All anticipated financial aid disbursements scheduled to take place after the date of determination are placed on hold.
2. Student accounts within CityU are updated to indicate that no financial aid funds will be available to pay for future term registrations.

3. Students are notified of their Suspension Status and are provided opportunity to file a Petition for Reinstatement based on extenuating circumstances.

4. Students may receive no more than two Petition approvals throughout their enrollment at City University of Seattle.

5. For students in Probation status after a Petition is approved:
   a. Financial aid for future terms is not released until all grades for all attempted credits from the Probation period are officially reported to the Registrar’s Office and reviewed by the Financial Aid Office.
   b. Prior to the date when course grades are posted, the classes are considered to be “Incomplete” for financial aid SAP reporting requirements.
   c. Students in Probation status who choose to begin enrollment in a subsequent term prior to having all grades posted are considered “self-pay” students until all grades are posted and the Probation status review is completed.
   d. The Financial Aid Office is in no way responsible for the timeliness of grade postings by City University of Seattle faculty. We do not engage in any communication with faculty suggesting that we have any authority whatsoever to require that they post grades on an ad-hoc basis due to requests by students to have SAP reviews completed.

DEFINITIONS:

Financial Aid Good Standing – Undergraduates must sustain a 2.0 cumulative GPA and graduate students must sustain a 3.0 cumulative GPA, and all students must complete 66% or more of their cumulative attempted credits throughout enrollment to be considered in “Good Standing” for financial aid academic progress. Students in good standing receive uninterrupted delivery of funds throughout enrollment.

Financial Aid Suspension – Students who do not meet both the cumulative GPA and credit completion rate requirements at the time of their annual SAP review are placed into Suspension status.
   1. Financial aid for future terms of enrollment is placed on hold or canceled;
   2. Financial Aid Indicators, which are used to indicate that financial aid funds are available to pay future term tuition and fees, are removed and the student is considered to be “self-pay”;
   3. Students may file a Petition for Reinstatement after being suspended.

Students who withdraw from 100% of all classes during any term may also be placed on Suspension for future terms.
Financial Aid Probation – If a suspended student files a Petition and reinstatement is approved, the student will be placed into Probation status. The Probation period lasts until their cumulative GPA and credit completion return to Good Standing. Students in Probation status:
1. Remain eligible to receive future term aid disbursements;
2. Will be returned to Suspension status if they do not complete all attempted credits and meet their enrollment level GPA standard (Undergrad 2.0, Graduate 3.0) on a quarter-by-quarter basis.

QUALITATIVE ACADEMIC REQUIREMENTS:
All students must be in good academic standing as stated in the CityU Catalog, Academic Policies section. Graduate Students must sustain a 3.0 cumulative Grade Point Average and Undergraduates must sustain a 2.0 cumulative Grade Point Average (on a 4.0 scale) within their current program of study to remain in Good Standing for financial aid.

Letter grades of A-D and P will count as credits passed. Letter grades of NP (No Pass), I (Incomplete), W (Withdrawal), UW (Unofficial Withdrawal), Y (Course Extension), H (Grade Not in yet) and Z (Course Interruption) do not count as credits passed.

QUANTITATIVE ACADEMIC REQUIREMENTS: Students are considered to be full time, three-quarter time, half-time or less than half time on the following basis:

Graduate Students
Full Time = 6 quarter credits or more
¾ Time = 5 quarter credits
½ Time = 3 or 4 quarter credits
Less than ½ Time = < 3 quarter credits

Undergraduate Students
Full time = 10 quarter credits or more
¾ Time = 8 & 9 quarter credits
½ Time = 5 – 7 quarter credits
Less than ½ Time = < 5 quarter credits

Students must sustain a 66% or higher credit hour completion rate based on their cumulative attempted credits within their current academic program to remain in Good Standing. All attempted credits are considered during this review, regardless of whether the student passed, failed, or withdrew from the class.

The 66% requirement is derived from concepts outlined in the Maximum Credits of Eligibility section of this document.

MAXIMUM CREDITS OF ELIGIBILITY (a.k.a. “Maximum Timeframe for Aid”)
Students may receive financial aid toward attempting 150% of the number of credit hours required for their academic program. Transfer credits accepted toward the completion of the program are included in the total credits monitored. In addition, federal regulations require CityU to include all credits attempted as part of the 150% credit limit. The following schedule outlines the 150 percent credits attempted limitation based on CityU degree type:
Associate Degree  
Required credits = 90  
Maximum credits attempted = 135  

Bachelor Degree  
Required credits = 180  
Maximum credits attempted = 270  

Graduate Degree (Program requirements vary, listed below are two examples)  
If Required credits = 45  
Then maximum credits attempted = 68  

If Required credits = 56  
Then maximum credits attempted = 84  
The following grade designations of attempted credits are included in the Maximum Allowable Credits Attempted.  

P/NP - Pass and No Pass  
I - Incomplete  
W - Withdrawal, unless the withdrawal occurs prior to the class start date  
UW - Unofficial Withdrawal  
H - Grades Held Until receipt of grade from instructor  
Y - Course extension  
Z - Course interruption  
A, B, C, D, F - Letter grades  

Financial aid will be disbursed for the quarter during which the student attempts the maximum number of credits. Financial aid will not be disbursed after the total credits (150%) have been attempted.  

TRANSFER-IN CREDITS ACCEPTED BY CITYU are counted toward the completion requirements of the student’s program of study and will be deducted from the total credits necessary to complete the degree.  

Transfer-in credit example: CityU Bachelor’s Degree programs require 180 credits for graduation. Students may receive financial toward a maximum of 270 attempted credits (180 required credits x 150%). If 65 transfer credits are accepted toward the program:

1. An additional 115 credits are needed to complete the degree (180 required minus 65 transfer credits).

2. The student must complete the program within 205 attempted CityU credits. (270 maximum eligible credits minus 65 transfer credits).
100% WITHDRAWALS
If a student receiving financial aid withdraws officially or unofficially from all classes during any quarter (term), the student is immediately reviewed for suspension from financial aid eligibility as indicated in the Financial Aid Suspension definition above.

SUSPENSION IMPACTS AND ELIGIBILITY APPEALS
Students are notified when they are placed into Suspension status. Being placed on Suspension status has serious impacts to financial aid eligibility!

1. Suspension status is effective immediately: All undisbursed aid for future terms is placed on hold and any indicators that financial aid is available to pay toward future course registrations are removed from the student’s account.

2. Impact on Terms “In-Progress”: If the Suspension determination is made after the student has started classes and received their scheduled disbursements for a subsequent term, the student’s Suspension will not interrupt enrollment for the term that is in-progress and the student will not be expected to repay aid for the term that is in-progress.

3. Impact on Future Terms: Suspension status prevents undisbursed aid for future terms from being disbursed and the ability to file a Petition for Reinstatement is in no way an indication that any Petition will be approved. Therefore Students choosing to file a Petition for Reinstatement are considered to be “self-pay” and should not plan to receive financial aid unless they are notified that their Petition has been reviewed and approved.

4. Impact on Terms Starting and Ending within Suspension Period: Students remain ineligible for funding that may have otherwise been available during enrollment terms that begin and end fully within the timeframe when the student is in Suspended status. Approvals are not “retro-active” in any way.

5. Petitions for Reinstatement: Suspended students who feel that extenuating circumstances impacted their ability to succeed in class may file a Financial Aid Petition for Reinstatement.
   a. Students may receive approval for a maximum of two Petitions for Reinstatement throughout enrollment at CityU.
   b. Petitions should be in a “word processing” format such as a Microsoft Word document, and they should be signed by the student.
   c. Petition must include our Petition for Reinstatement cover page which includes academic advisor review and signature expectation.
   d. Students are expected to include documentation such as medical appointment confirmations or military deployment papers to support the statements being made.
6. Approval of Petitions: Students with approved Petitions will be placed into Probation status as described in the definitions section above until returning to Good Standing. Students who do not meet the terms of their Probationary Period will be returned to Suspended status.

RE-ESTABLISHING ELIGIBILITY FOR AID
Any student failing to meet the minimum requirements may be considered eligible or reinstated for financial aid by any of the following procedures (NOTE: Students may appeal any item of the Satisfactory Progress Requirements):

A. File a Satisfactory Progress Petition as described in the Suspension Impacts and Eligibility Appeals section of this document. If approved, aid eligibility is continued.

B. Return to Good Standing as a “Self-Pay” Student: A suspended student who has not exhausted their maximum number of financial aid eligible credits can request reinstatement by providing documentation to show they have returned to Good Standing through attendance at CityU without financial aid eligibility.

C. Successfully Complete Courses Transferrable to CityU from Another College: Similar to the description of the CityU “Self-Pay” resolution, the student must document that they have completed all attempted credits with the required GPA for their enrollment level, and that those credits will transfer in toward their CityU degree requirements.

D. Report Updated / Improved Grades to Financial Aid: A student who has their grades changed by their instructor and/or satisfies incompletes may request an updated SAP review. It is a student responsibility to notify the Financial Aid Office when they believe that updated grades are available to review for this purpose.

CHANGE OF DEGREE OR MAJOR
Having a change of degree program or academic major does not by itself result in a return to “Good Standing” for financial aid Satisfactory Academic Progress reviews.
   a. Change of major to a more suitable academic program may be provided as rationale within a Petition for Reinstatement after the student is notified they have been placed on Financial Aid Suspension.
   b. Students in “Good Standing” who begin enrollment toward receipt of an additional degree or major will receive notice when their total attempted credits exceeds the standard “Maximum Credits of Eligibility”.
   c. Students changing degree programs or academic majors must document the actual number of credits required to complete their new program upon request of the Financial Aid Office, so that we may ensure the student is funded in a compliant manner, including documentation of any student-specific Maximum Credits of Eligibility.

REPEATED COURSES
Students may receive financial aid toward repeated classes at CityU with the following considerations:
   a. Prior Attempt = Fail: Repeated coursework for failed classes will count toward financial aid eligibility provided that the student is in Good Standing or that the class is
required as part of a student’s individual performance plan while on Financial Aid Probation.

b. Prior Attempt = Pass: Once a class is passed with a grade that meets graduation requirements, it can only count toward financial aid eligibility one additional time throughout the student’s enrollment.

c. GPA Calculations: Financial Aid makes no effort to calculate actual or estimated GPA or attempted credit hour completion rate (“Pace of Progress”) outcomes in consideration of repeated courses. Our consideration is that any requests for use of “most recent” or “best grade” which have been approved for the student will be reflected in the data provided within our normal academic progress reports.

FINANCIAL AID OFFERS
Students who are in Suspended status may have an Award Letter sent to them with a financial aid offer. However, no financial aid will be disbursed until the student is informed that a submitted Petition has been approved. Students choosing to remain enrolled during their Petition review timeframe are considered to be suspended from financial aid and are charged for enrollment as a self-pay student.

Students approved for Probation after petitioning will not have their financial aid retroactively disbursed for previous quarters attended that were fully within the suspension period.

WILLIAM D. FORD DIRECT LENDING PROGRAM: STAFFORD AND PLUS LOANS
Eligibility for the program is determined at the time of application and also at the time funds are disbursed. Students on financial aid suspension do not qualify for Stafford or Plus loans until eligibility has been reinstated. The student must be eligible for the loan at the time the loan funds are available to disburse to the student’s account.

Graduate student borrowers must complete a minimum of three credits each quarter and undergraduate student borrowers must complete a minimum of five credits each quarter or the next quarter’s loan funds must be returned to the US Department of Education.

WORK STUDY
Students who are suspended from financial aid and are working on the Federal College Work Study program will not be allowed to continue working under this program.