OVERVIEW

This policy defines the minimum standards needed to receive financial aid for graduate students. **Per federal regulation, this policy applies whether or not you received aid during the term being evaluated.** The evaluation is based on all attempted hours as of the university census date (10th day of each term). Students who withdraw or drop all classes prior to the census date and do not receive aid are not subject to evaluation for that term. Students who withdraw or drop all classes prior to the census date and receive aid are subject to evaluation for that term.

This policy applies to graduate students in both quarter and semester based programs.

First-degree undergraduate and certificate students are covered under the *Satisfactory Academic Progress Policies for Undergraduate Students.*

Post-baccalaureate degree and certificate students, and provisional graduate students, are covered under the *Satisfactory Academic Progress Policy for Post-Baccalaureate Students.*

The Graduate Studies Office has an *Academic Standing Policy* that is separate and distinct from these financial aid policies. Please refer to the university catalog for details.

There are four major standards that you must meet to remain in good standing for financial aid:

- Minimum cumulative grade point average
- Minimum term credit completion
- Overall completion percentage (cumulative earned credits/cumulative attempted credits)
- Maximum time frame

These standards are described in detail below. Failure to meet any one of the four measures results in suspension of your financial aid eligibility. Warning and probation terms may apply as noted.

I) **MINIMUM CUMULATIVE GRADE POINT AVERAGE (GPA)**

Per graduate policy, you must maintain a cumulative GPA of 3.0 or higher, measured at the end of each evaluation term.

II) **MINIMUM TERM COMPLETION REQUIREMENT**

To remain in good standing on the minimum term credit completion requirement, you must complete the number of credits in the chart below. If you complete less than the credits needed for good standing you will be placed on either a warning status or on suspension as indicated.

**Warning Status** - If you are placed on warning status, you have one term under the warning status during which you must complete the number of credits specified in the table, in addition to all of the other SAP requirements (GPA, credit completion percentage, maximum timeframe). If you do not complete the number of credits required, or do not meet one or more of the other SAP requirements, you will be placed on suspension and have the option of appealing for one term of probation. Approval of your appeal is not guaranteed.

**Probation Status** - If your appeal is approved and your aid is reinstated, you have one additional term under a probation status during which you must complete the number of credits in the “Good Standing”
column in addition to all of the other SAP requirements (GPA, credit completion percentage, maximum timeframe). If you do not complete the number of credits required, or do not meet one or more of the other SAP requirements, you will be placed on denied status and lose your eligibility for aid. Students in denied status cannot submit additional appeals and must attend at their own expense until all SAP standards are met.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Credits at the End of 10th Day</th>
<th>Good Standing – Earned Credits</th>
<th>Warning – Earned Credits</th>
<th>Suspension – Earned Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>10</td>
<td>10</td>
<td>5-9</td>
<td>0-4</td>
</tr>
<tr>
<td>¾ Time</td>
<td>9</td>
<td>9</td>
<td>5-8</td>
<td>0-4</td>
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<tr>
<td>½ Time</td>
<td>8</td>
<td>8</td>
<td>4-7</td>
<td>0-3</td>
</tr>
<tr>
<td>½ Time</td>
<td>7</td>
<td>7</td>
<td>4-6</td>
<td>0-3</td>
</tr>
<tr>
<td>½ Time</td>
<td>6</td>
<td>6</td>
<td>3-5</td>
<td>0-2</td>
</tr>
<tr>
<td>½ Time</td>
<td>5</td>
<td>5</td>
<td>3-4</td>
<td>0-2</td>
</tr>
<tr>
<td>Less than ½ Time</td>
<td>4</td>
<td>4</td>
<td>2-3</td>
<td>0-1</td>
</tr>
<tr>
<td>Less than ½ Time</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>0-1</td>
</tr>
<tr>
<td>Less than ½ Time</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Less than ½ Time</td>
<td>1</td>
<td>1</td>
<td>na</td>
<td>0</td>
</tr>
</tbody>
</table>

III) OVERALL CREDIT COMPLETION PERCENTAGE

You must complete 66.7 percent of your overall attempted credits, measured at the end of each evaluation term. If you drop below a cumulative 66.7 percent completion rate you have one term of warning status to bring your percentage above 66.7 percent before losing your aid. If you are still below a cumulative 66.7 percent completion rate at the end of the warning term your financial aid will be suspended and you may appeal for one additional term of probation. Approval of your appeal is not guaranteed. Students who cannot regain the 66.7 percent completion percentage within one term of probation will not be approved and must attend at their own expense until all SAP standards are met.

IV) MAXIMUM TIME FRAME REQUIREMENT

Graduate students may receive aid for enrollment at any time during the six year matriculation period. If you are unable to complete your degree or certificate within the specified timeframe, you are responsible for any additional educational costs at your own expense (some private loans may be available).

Changes of Major/Dual Degrees/Minors: Students who change programs or pursue dual degrees are still subject to the cumulative credit limits specified above.

Special Considerations

- Failed Courses (“0.0”) – Failed courses are counted as attempted but not earned.
- Incompletes – Incompletes are counted as attempted but not earned.
- In Progress Grades (“Y” grades) – In progress grades are counted as attempted and earned and do not affect your satisfactory academic progress standing. Study abroad “Y” grades are an exception. A study abroad transcript must be received within two terms after you have completed your study abroad program.
- Repeatable Courses – Courses that are repeatable may be taken multiple times. All occurrences count in the calculation of earned and attempted credits.
- Audited Courses – Audited courses are not counted in either attempted or earned credits.
- Withdrawals – Withdrawals are counted as attempted but not earned.
- Academic Integrity (Failed Courses) – Courses that are graded as an “XF” due to academic integrity issues are considered attempted but not earned.
Incompletes and Grade Changes - It is your responsibility to contact the Financial Aid Office and inform us of any grade changes. You have until the 10th day of the term to obtain grade changes from the previous term, including converting incomplete grades. After the 10th day, aid will be cancelled for students on suspension who have not informed the Financial Aid Office of a grade change or submitted an appeal. Grade changes after the 10th day may be considered on an exception basis through the fifth week of the term, or two weeks prior to the end of your last class during summer session. Reinstatement of aid after cancellation is based on available funds and you may not receive the same aid that you were awarded prior to your denial or suspension.

RE-ESTABLISHING ELIGIBILITY FOR AID

If you are placed on financial aid suspension, you may submit an appeal. If you are successful in appealing for reinstatement of your financial aid, you will be placed on financial aid probation for one term only, at the completion of which you are expected to be in good standing on all four measures. Good standing means you are meeting all four of the satisfactory progress standards as they are written.

Reinstatement of aid is not guaranteed and you are responsible for all debts incurred if you enroll while on financial aid suspension. If you decide not to appeal, your appeal is denied, or you are suspended at the end of a term of probation, you may attend at your own expense or may apply for a private loan.

You may re-establish eligibility and be placed back in good standing by successfully completing 10 credits in one term with a 3.0 or higher in each course and meeting the other three standards (GPA, credit completion percentage, and maximum timeframe) at Eastern or at another school, without financial aid. In this case, no appeal is needed. If you complete the 10 credits over two or more terms at Eastern or at another school with financial aid, reinstatement is not automatic, but you may re-appeal based on the successful completion of those credits.

Please note that if you pursue another degree at the same level (graduate to graduate) or fail at the graduate level and revert to a lower level (graduate to post-baccalaureate), your SAP status will carry over to the new degree.

The maximum time frame requirement cannot be appealed.

APPEAL PROCESS

You may appeal the denial or suspension of your aid by submitting a written appeal to the Financial Aid and Scholarship Office. Appeal forms are available from the office or on our web site at www.ewu.edu/financialaid and may be submitted in person, by mail, or by fax. To be accepted for review, appeals must be based on reasons beyond your control, such as a death in the immediate family, serious injury or illness, or other special circumstances. You must explain why you did not meet the satisfactory progress requirements and what has changed in your situation that will allow you to meet the requirements in the next term. You must include appropriate documentation (letters from physicians or instructors, etc.) to support the statements in your appeal. The Financial Aid Appeals Committee reviews appeals weekly (generally on Wednesdays). Appeals must be submitted by the 10th day of the term for which you are on suspension to be considered for reinstatement for that term. Appeals submitted after the 10th day of the term will be considered for the next term. Financial aid cannot be reinstated for a prior term.

If you fail to meet the standards as noted above, your aid is subject to cancellation. If your appeal is successful, reinstatement of any canceled aid is dependent on available funds.

COMMITTEE DECISIONS

The decision of the Financial Aid Appeals Committee is final and cannot be re-appealed at a higher level. If your appeal is denied, you may re-appeal to the committee only if you are providing new information that was not considered in your original appeal. You may resubmit your appeal with new information one time...
The Appeals Committee is unable to address any questions or requests for information regarding their decisions. However, some of the factors they consider are:

1. Validity of the reasons for failing to meet the standards.
2. Resolution of the problems leading up to your failure to meet the standards.
3. Prior academic history (credits earned vs. credits attempted, GPA, number of repeats, etc.).
4. Meetings with your academic advisor, along with their notes and recommendations.
5. Number of previous suspensions and reinstatements.
6. Your demonstrated motivation to succeed.
8. Number of additional terms requested.
9. Quality of appeal.
10. Quality and thoroughness of supporting documentation.