

<p>WHITWORTH UNIVERSITY'S SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID RECIPIENTS (as of fall 2011)</p>

Federal and state regulations mandate that an aid recipient must make satisfactory academic progress toward completing his/her degree or certificate. Whitworth will hold to these same standards for establishing eligibility for institutional funding, including any additional eligibility criteria specific to the scholarship or grant for which the student is eligible. This requirement applies to the aid recipient's entire period of attendance at Whitworth, even though for some semesters financial aid may not have been received.

Satisfactory academic progress includes the following: 1) completing a minimum number of *cumulative* credits, 2) maintaining a minimum *cumulative and term* grade point average, and 3) completing a degree or certificate within a reasonable period of time. Please note: These policies govern financial aid and do not have any bearing on your Whitworth academic standing, as they are separate policies. The university's catalog has more information on academic requirements.

Satisfactory academic progress for financial aid is reviewed at the end of each semester.

Cumulative credits and cumulative grade point average include work for the entire time you have attended Whitworth University; therefore, at the end of each semester your entire academic history, up to that point, is reviewed.

MINIMUM REQUIREMENTS TO REMAIN ELIGIBLE FOR AID

Minimum <i>cumulative</i> credits	Minimum <i>cumulative</i> GPA	Minimum term GPA
Completion of 66.66% of attempted <i>cumulative</i> credits	2.0 <i>cumulative</i> grade point average	1.0 term grade point average

Students who fail to complete these minimum requirements for the first time will be placed on financial aid warning status and will be granted one additional semester to regain satisfactory academic progress. Failure to regain satisfactory academic progress at the end of the financial aid warning-status semester will result in the student having her/his aid suspended for the upcoming semester. Students will be notified if they have not maintained satisfactory academic progress; however, **it is the student's responsibility to monitor his/her own progress**, which can be done by reviewing grades on Pirate Port. Below you will find further information about each of these criteria.

MINIMUM CREDIT REQUIREMENT

All students receiving financial aid must **complete at least 66.66 percent of the cumulative credits** that they attempt **each semester**, in order to maintain satisfactory academic progress.

- Incompletes, withdrawals, failed classes, credits by examination, non-credit remedial courses and audits *do not count* as completed credits.
- Earned credits received for pass/no pass courses, remedial or English Language Instruction (ESL) coursework *do count* toward the minimum credit requirement but are not included in the cumulative grade point average.
- Transferred credits, including those earned during consortium study, are included in the calculation of both attempted and earned hours, but they do not count in the calculation of the cumulative grade point average.

- A repeated class (when it is the same class with the same content) is counted toward completed credits only when it is successfully completed, but is counted as part of the attempted credits each time the course has been taken.
- A student may repeat a class (with the same content) that was successfully completed and receive financial aid for the course one additional time only.
- Students who drop credits during the 100-percent-refund period will have their awards revised to reflect the correct charges, and their new enrollment status will be considered the attempted credits for the semester.
- A student's cumulative attempted credits are the credits that the student attempted at the end of the 100-percent-refund period for each semester of attendance at Whitworth University. They include repeated coursework and all transfer credits that were considered transferable by the registrar's office.

MINIMUM CUMULATIVE AND TERM GRADE POINT AVERAGE

Students must maintain a **cumulative grade point average of 2.0 or higher** and must complete each term with a **minimum 1.0 grade point average for each term of study**. Only the highest grade obtained is counted in the grade point average when a course is repeated*. As stated above, transferred credits including those received during consortium study, do not count in the calculation of the cumulative and term grade point average, but they are included in the calculation of both attempted and earned credits.

For these scholarships these special minimum cumulative grade point averages applies:

	Minimum Cumulative Grade Point Average
Faculty Scholarship	3.0
Honors Colloquium Scholarship	3.0
Teach Grant	3.25
Whitworth International Aid	2.5

*The exception to this is for graduate students who have been gone longer than six years and who then return to Whitworth. Their credits expire after six years, and these students have to repeat their courses. Only the newest grade is counted in the grade point average. See Whitworth's catalog for more information.

MAXIMUM TIME FRAME

Students are eligible to receive financial aid until they have **attempted a maximum of 150 percent of the minimum number of credits required for the degree or certificate** (189 credits for undergraduates), **or completed all the requirements to receive their degree or certificate**. Transfer students will be evaluated based on the transfer credits accepted toward the degree and credits attempted at Whitworth. Attempted credits include any repeated courses. Students with double majors and students who change majors are still held to this maximum time frame requirement. Please note: Some federal and state financial aid programs have maximum time/funding limits that are not affected by an appeal. For example, the Stafford and Perkins Loan programs have undergraduate aggregate loan limits.

Any student who has exceeded 165 undergraduate credits (thus getting close to the maximum time-frame limit) and needs additional time to complete her/his degree may submit an appeal to the Financial Aid Appeal Committee for an extension. The necessary forms are available in the financial aid office or on the web at www.whitworth.edu/financialaid/forms. The appeal should explain why the degree could not be completed within the time frame allotted and should indicate the amount of additional time needed.

The student must attach documentation from his/her advisor that substantiates the appeal and indicates the plan to finish the degree successfully.

Whitworth’s undergraduate academic scholarships are awarded for four consecutive years of full-time study. In order for a student to finish her/his degree within the four years, 30 credits or more should be finished each year. Transfer-scholarship recipients will be eligible to receive institutional scholarships based on the class standing they are assigned upon admission and evaluation by the registrar’s office (i.e., a junior transfer student will have two years of scholarship eligibility).

REINSTATEMENT OF ELIGIBILITY

Financial Aid Appeal Process

Students who are no longer eligible to receive financial aid after the completion of their financial-aid-warning semester because of lack of satisfactory academic progress may submit a Financial Aid Satisfactory Academic Progress Appeal to the Financial Aid Appeal Committee, care of the financial aid office. We encourage students to submit the appeal as soon as possible; after the next semester has begun, it is usually too late for the student to make payment arrangements that include aid. The appeal consists of three items:

- a. the Satisfactory Academic Progress Appeal form to be completed by the student,**
- b. the Academic Plan for Success completed with an academic advisor, and**
- c. documentation from a doctor or relative who has knowledge of circumstances beyond the student’s control.**

Incomplete satisfactory academic progress appeals will not be accepted. The Financial Aid Satisfactory Academic Progress Appeal Form is available in the financial aid office or on the web at www.whitworth.edu/financialaid/forms. Appeals will be reviewed for circumstances beyond the reasonable control of the student that have prevented the student from maintaining satisfactory academic progress – for example, personal illness or accident, or serious illness or death within the immediate family. If the appeal is denied, the student’s aid will not be reinstated. If the appeal is approved, the student will be granted financial aid on a probationary basis and will be informed of the requirements to continue his/her eligibility for aid, as determined by the financial aid committee and a review of the academic plan. Failure to meet the probationary period’s requirements for financial aid will result in suspension of aid for the upcoming semester. **A student may submit a maximum of three appeals during her/his time of study at Whitworth University.**

Failure to Make Satisfactory Academic Progress	Failure After Warning Semester	Failure During Probationary Status
Student is granted one semester of aid eligibility on a warning status. No special action is required of the student to be granted a warning semester. However, the student should be sure to meet with his/her advisor to assure success during the warning semester..	Student may appeal by submitting: <ul style="list-style-type: none"> a. an appeal form; b. an academic plan for success created with the student’s academic advisor; c. documentation from a doctor or relative. 	Student is ineligible for further aid until s/he can regain eligibility without aid or have an additional appeal granted.

Please note that an Educational Review Board decision to reinstate a student does not mean that a student will once again be eligible for financial aid. Educational Review Board decisions are distinct and separate from those of the financial aid office.

Regaining Satisfactory Academic Progress without Benefit of Aid

If a student is still in good standing with the academic affairs office's educational review board and able to continue his/her studies at Whitworth, but is ineligible for aid, s/he can raise her/his cumulative grade point average and/or satisfy credit deficiencies by taking additional coursework at Whitworth University without receiving financial aid. The usual satisfactory academic progress requirements listed above must be met at the end of the term without aid in order for aid to be reinstated the following semester. A student who regains satisfactory progress should contact the financial aid office regarding a review of her/his progress and the possibility of reinstating aid for the upcoming semester.

A student can eliminate credit deficiencies – but **not** grade point average deficiencies – by successfully completing coursework at another institution and transferring the credits to Whitworth University. Transfer credits used to satisfy credit deficiencies cannot be credits that were earned prior to the term in which the student incurred the deficiencies. Once the transfer credits have been posted to the student's academic record at Whitworth, the student should contact the financial aid office to have aid reinstated for the upcoming semester.

Financial aid reinstatement awards are based on available funds at the time the appeal is granted; therefore, students may receive a financial aid award that is not consistent with their prior years' awards.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS RECORDS

Financial aid satisfactory academic progress records are kept in the student's financial aid file. These records do **not** appear on the student's permanent academic record (transcript) in the registrar's office.

FOR MORE INFORMATION, contact the Whitworth Financial Aid Office at finaid@whitworth.edu, 800.533.4668 or 509.777.3215, 300 W Hawthorne Road, Spokane WA 99251; fax: 509.777.4601.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS: FREQUENTLY ASKED QUESTIONS

1. What if my first-term GPA drops below 2.0 (3.0 for Faculty Scholarship)?

You have one financial-aid-warning semester during which you will continue to be eligible for aid to obtain the required cumulative grade point average.

2. What if my cumulative grade point average remains below 2.0 at the end of my financial-aid-warning semester?

You will be ineligible for aid for the upcoming semester unless you submit an appeal and it is granted. Provided you are in good academic standing with the Educational Review Board, you can attend without benefit of financial aid.

3. What can I do to have my aid reinstated after I have lost it? To put it another way, how can I regain eligibility?

*You must complete and submit a satisfactory academic progress appeal form to the Financial Aid Appeal Committee. This form can be found on our website at www.whitworth.edu/financialaid/forms. The form should be submitted directly to the financial aid office. If you begin the semester prior to your satisfactory academic progress appeal being approved, and if your appeal is **denied**, you will be responsible for all charges without the benefit of financial aid. If your appeal is **granted**, your financial aid award will be reevaluated.*

You can also continue your studies without benefit of financial aid until you are once again in good academic standing.

4. What if I lose my Faculty or Full-Tuition Honors Colloquium Scholarship?

You will have one financial-aid-warning semester to improve your academic record. If, after the financial-aid-warning semester, you still do not meet the requirements for the scholarship, you will not be eligible to receive the scholarship for the next semester, unless you are granted an appeal. If you meet the minimum requirements for other aid, and if no appeal is granted, your award will be reevaluated and any unmet need as a result of losing the scholarship will be reconsidered.

5. What if I have to withdraw during a semester for medical reasons?

When you withdraw during a semester, a refund calculation for federal, state and institutional aid is performed and the results are forwarded to you. Adjustments to your financial aid award are made based on the results of the refund calculation. (More information is available on our website.) When you withdraw after the 100-percent-refund period, you cannot meet satisfactory academic progress requirements; if the Educational Review Board will allow you to continue your studies at Whitworth, you will be automatically granted one subsequent financial-aid-academic-warning semester to meet the standard satisfactory academic progress requirements. If you are unable to meet the satisfactory academic progress requirements after your warning semester, you may wish to submit a satisfactory academic progress appeal along with documentation from your doctor, along with an academic plan that your advisor has created with you to assure your success.

6. Will my satisfactory academic progress status at Whitworth follow me to another school?

No. Satisfactory academic progress statuses do not transfer from school to school. However, you may have used federal and/or state assistance that will affect your maximum eligibility in the future.

Whitworth University does not discriminate in its educational programs on the basis of race, color, age, religion, gender, national origin or physical disability.