

**The Evergreen State College
Office of Financial Aid
Graduate Satisfactory Academic Progress Policy (SAP)**

I. Introduction

The Office of Financial Aid is required by state and federal regulations to monitor the academic progress of every student receiving financial aid to ensure that the students are making satisfactory academic progress (SAP) toward their degree. A student who is not achieving this goal (according to the student's entire academic history at Evergreen) is not eligible to receive financial aid.

The Financial Aid Office at Evergreen will follow the same eligibility criteria as defined in the course catalogs for each of the advanced programs.

II. Establishing Eligibility

In order to establish initial eligibility for financial aid, students' past academic records are reviewed according to the following guidelines:

- A. Students who have never attended Evergreen are considered to be in good standing.
- B. Students who have attended Evergreen but who have not received financial aid will have their past academic records at Evergreen reviewed. These students must meet the same criteria as defined in Part III for maintaining eligibility as those who have been on financial aid.

III. Maintaining Satisfactory Progress

Students are considered to be making satisfactory academic progress and will be eligible to apply for and receive financial aid as long as the following requirements are met:

A. Minimum cumulative percentage

Students must, for federal, state and institutional financial aid eligibility, have completed a minimum of 75% of the total attempted credits in an academic year, defined as the summer, fall, winter and spring quarters in each year. *Attempted credits* are those credits for which a student is enrolled after the tenth day of each quarter.

B. Minimum cumulative credits per quarter/year and maximum time frame to earn a degree.

1. MIT students must complete 16 credits per quarter and 48 credits per academic year; they must complete their program in two years. Students who are in good standing and who are granted a leave of absence of one to three quarters must complete the program within three academic years.
2. MES students must complete a minimum of 4 credits per quarter and 18 credits per academic year; they must complete the required 72 credits in four years.
3. MPA students must complete a minimum of 4 credits per quarter and 12 credits per academic year; they must complete the required 60 credits in six years.
4. M.Ed. students must complete a minimum of 4 credits per quarter with 22* of those credits occurring in the first academic year and 18* of the credits occurring in the second academic year; they must complete the required 40 credits in two years. *In order to complete the degree requirements of the M.Ed. program, students are required to complete 10 credits in each of the two summer sessions of the program.

C. Maximum cumulative credits

Students in any graduate program may not exceed 125% of the maximum number of credits required to earn a degree in their designated graduate program. If a graduate student reaches the 125% maximum attempted credits to complete a degree their financial aid eligibility will be suspended.

D. Qualitative Assessment

As set forth by the Academic Vice President and Provost's Office: The Evergreen State College faculty write comprehensive narrative evaluations for each student, the quality of each individual student's work is covered in detail. Evergreen students are not awarded credit unless they perform at a satisfactory level, which ordinarily we define as "C" level work or better.

For purposes of Financial Aid, students maintain "C" level work if they are earning all of their credit and have not fallen below the 75% completion rate that is monitored on a historical and yearly basis.

IV. Financial Aid Suspension

Since satisfactory progress is monitored once a year at the conclusion of the spring quarter, future financial aid eligibility will be suspended for students who do not maintain progress. Credits from the previous summer will be included in the determination of a student's SAP.

V. Reinstatement of Eligibility (Appeal process)

- A. Students who have had their financial aid eligibility suspended may appeal their case, in writing, to the Financial Aid Professional Judgment Committee. Generally, an appeal should be based on the students' unusual circumstances that prevented them from meeting SAP requirements. *Note: The appeal must be accompanied by a letter of support from at least one of the graduate program faculty members or the Director of the program.*
- B. Students who have had their financial aid eligibility suspended because they have reached the cumulative credit maximum may appeal their case, in writing to the Financial Aid Professional Judgment Committee. The appeal must be accompanied by a letter from the Director of the graduate program they are attending.
- C. If a petition for reinstatement is not granted, the student may repetition for aid reinstatement upon successful completion of at least one quarter on his/her own, without benefit of financial aid funding from Evergreen.
- D. If financial aid eligibility is reinstated, the student will be put in a probationary status for one quarter and the amount of financial aid awarded will be contingent upon the availability of funds. Probationary students who, at the end of the probationary quarter, do not complete the required number of credits during the probationary quarter will be put on financial aid suspension and will be ineligible for further financial aid.

VI. Other Information

- A. **Incomplete or Outstanding credit** is considered NO CREDIT earned. Students with either of these designations at the time SAP is determined will be ineligible to receive financial aid until such time as the incomplete or outstanding credits are completed.
- B. **Withdrawals or Leaves of Absence** begun prior to or during the first week of the quarter are not counted when determining a student's SAP. Withdrawals or Leaves of Absence begun after the tenth day of the quarter will be counted as attempted credits when determining a student's SAP.

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