

**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 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.

SAP standing is determined once annually at the end of summer quarter.

**II. Establishing Eligibility**

In order to establish initial eligibility for financial aid, all graduate 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 as a graduate student will have their past academic records at Evergreen reviewed, regardless of whether they have received financial aid.
- C. Graduate credits transferred to Evergreen will count towards the student's maximum attempted credits.

**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. Graduate students are advised to limit their enrollment to required graduate level courses and qualifying electives. Programs that are not necessary for meeting degree requirements are not fundable with financial aid.

**B. 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 fall, winter, spring, and summer quarters in each year, as well as 75% of all graduate work attempted while at Evergreen. *Attempted credits* are those credits for which a student is enrolled at the tenth day of each quarter.

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

1. Master In Teaching (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. Master of Environmental Studies (MES) students must complete the required 72 credits in four years and may not exceed 90 credits attempted toward their graduate degree. Funding for thesis credit is limited to the first 20 thesis credits attempted.

3. Master in Public Administration (MPA )students must complete the required 60 credits in six years and may not exceed 76 credits attempted toward their graduate degree.

#### 4. Master of Education (MED) – PROGRAM IS CURRENTLY SUSPENDED

MED 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.

#### IV. Financial Aid Probation and Suspension

Since satisfactory progress is monitored once a year at the conclusion of the Summer quarter, future financial aid eligibility for federal and institutional financial aid 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. Summer quarter credits attempted require credit verification before the following Fall quarter's financial aid eligibility can be finalized and disbursed to the student's account.

#### 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 Appeal Committee. The appeal must include a written statement from the student based on the unusual circumstances that caused the student to fail SAP. The statement must also include a resolution to that circumstance or what has changed that will allow the student to now make progress. In most cases, supporting documentation (doctor's statements or statements from official organizations) would be helpful to the committee in determining the outcome of the appeal. Upon review of the appeal, the committee can request additional information or documents before making a determination.
- B. If a petition for reinstatement is not granted, the student may petition for aid reinstatement upon successful completion of at least one quarter on his/her own, without benefit of financial aid funding from Evergreen.
- C. 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.
- C. Repeating coursework for which a student has already received credit, is generally not fundable with financial aid. Any coursework repeated will apply towards the students' maximum credits attempted.

Updated October 2014