

SUMMARY OF SATISFACTORY ACADEMIC PROGRESS POLICY

Effective Fall 2008

WHO is affected

All applicants for state and federal student financial aid are evaluated. Recipients of some alternative loans and scholarships must meet these policy requirements.

WHAT is evaluated

- Maximum time or credit limit for completion of degree or program of study *and*
- Grade point average for PSU courses, according to student level *and*
- Percentage of attempted PSU credits with passing grades (completion rate)

Details of the specific requirements for undergraduate, postbaccalaureate and graduate students are given below. Students who meet these requirements are in Good standing.

Summary of Requirements

	Undergraduate	Postbaccalaureate	Graduate
Maximum time or credit limit	270 attempted undergraduate credits – PSU plus transfer credits	90 attempted credits taken at PSU while a postbaccalaureate student	See detailed chart below
GPA requirement (minimum cumulative GPA)	2.00 for PSU undergraduate courses	2.00 for all PSU courses while a postbaccalaureate student	3.00 for graduate courses
Completion rate (minimum percent of attempted credits with passing grades)	67% for all undergraduate credits taken at PSU	67% for all credits at PSU while a postbaccalaureate student	67% for all graduate credits at PSU

Graduate Maximum Time Limit

Graduate level	Maximum Time Frame
Master's candidates	7 calendar years from admission to program
Doctoral candidates	10 calendar years from admission to program, but no more than 5 years from advancement to candidacy
Graduate certificate	12 terms of enrollment
Graduate licensure	8 terms of enrollment

Graduate students concurrently working on more than one graduate degree or program will have the limit for the program with the longest maximum time frame.

OTHER requirements

- Students who withdraw from all classes within the University's published add/drop period two times in an academic year will be placed in a Suspended eligibility status immediately after the second withdrawal.
- **For graduate students**, at least 67% of all credits enrolled each academic year must be in graduate level courses. This will be measured at the end of each summer term. Graduate students who have not met this requirement will be placed in Suspended eligibility status.

HOW evaluation is done

- All terms of enrollment at PSU are reviewed, regardless of whether financial aid was received for that enrollment. For undergraduate maximum credit limit, all PSU attempted credits plus all accepted transfer credits are counted.
- Completion rate is calculated by dividing earned credits by attempted credits for courses taken at PSU
- Earned credits are courses with grades of A, B, C, D, P. Grades of IP for graduate Research, graduate Project, Thesis or Dissertation are counted as earned credits.
- Attempted credits are courses with grades of A, B, C, D, F, I, IP, M, NP, P, W, X and Y.
- Students who meet all components of the policy will be in Good Standing and eligible to continue receiving aid. See chart below for consequences of not meeting requirements.

WHEN evaluation is done

- Student status is reviewed at the end of each term of enrollment for all components of the policy. At the end of the term, students who do not meet requirements will be either in a Warning status or a Suspended eligibility status.
- Students in Warning status will be notified of their status and ARE ELIGIBLE to receive aid.
- Students in Suspended eligibility status will be notified of their status and are NOT ELIGIBLE to receive aid.

TERM (at the end of term)	Exceeds maximum time or credit limit	Cumulative GPA is below minimum	Completion rate is below minimum
Fall	Suspended	Warning	Warning
Winter	Suspended	Warning	Warning
Spring	Suspended	Warning	Warning
Summer	Suspended	Suspended	Suspended

APPEALS

- Students whose eligibility has been suspended for failing to meet any component of the policy may appeal. Appeals are submitted in writing to the Office of Student Financial Aid. The student must document special or unforeseen circumstances that interfered with the completion of their coursework or in meeting any other part of this policy.
- Appeals must be submitted by the end of the second week of the term for which the student is seeking reinstatement of aid. Appeals submitted after this deadline will be reviewed but late petitions may result in loss of funding for the term.

This is a summary of the Satisfactory Academic Progress Policy.

The full policy can be found at www.pdx.edu/finaid/sap.html.