

## SATISFACTORY ACADEMIC PROGRESS APPEAL

### CONSULT THE POLICY:

The Satisfactory Academic Progress Policy for financial aid is published by the Office of Student Financial Aid. You are responsible for knowing this information. You can pick up a copy of the policy from the financial aid office or view it online at <https://www.washington.edu/financialaid/receiving-aid/satisfactory-academic-progress/>.

### ELIGIBILITY CRITERIA:

- A. YOU MUST PASS THE MINIMUM ANNUAL CREDIT REQUIREMENT BY THE END OF SPRING QUARTER. This is based on the quarters during which you enroll not just the quarters during which you receive aid. Undergraduate and 5th-year students who enroll full-time (12 credits or more) for all three quarters must pass 36 credits—48 credits if full-time aid was also received during summer quarter. Part-time students must complete all of their attempted credits by the end of the academic year. Graduate students must successfully complete a minimum of 67% of their attempted credits for the academic year.
- B. UNDERGRADUATE STUDENTS MUST SUCCESSFULLY COMPLETE 50% OF THE CREDITS ATTEMPTED EACH QUARTER TO REMAIN ELIGIBLE FOR ALL TYPES OF AID. If you are registered for 12 or more credits, then the minimum you need to complete is 6 credits each quarter. If you receive part-time aid, then you need to complete 50% of your attempted credits to remain eligible for all types of aid. If you do not meet the quarterly credit requirements, you lose eligibility for state and institutional aid during subsequent quarters.
- C. YOU MUST HAVE MADE SATISFACTORY ACADEMIC PROGRESS DURING THE LAST ACADEMIC YEAR YOU WERE ENROLLED AT THE UW, whether you received financial aid during that time or not.
- D. YOU MUST COMPLETE YOUR DEGREE WITHIN THE MAXIMUM TIME FRAME. Undergraduate students have up to 125% of the published length of the program, or 225 attempted credits. Graduate students have up to 150% of the published length of the program, which is typically 105 attempted credits for a Master's program and 285 attempted credits for doctoral students (including any UW master and pre-doctoral level credits).

If you fail to meet any of these criteria, your financial aid eligibility will be denied or suspended. In the event of financial aid denial or suspension, no further application processing will occur, your current or future offer of aid is subject to cancellation, and no aid can be disbursed to you.

### ELIGIBILITY REINSTATEMENT:

If you had special circumstances which impeded your ability to meet the satisfactory academic progress requirements, you may file an appeal with our office. You will need to demonstrate unusual circumstances beyond your control that are not likely to recur in the immediate future. You will also need to explain what has changed in your situation so that you will now be able to make academic progress. If approved, you will need to meet the requirements of an individual academic plan to continue to receive financial aid.

Maximum Time Frame Appeals also require a letter from your program Advisor outlining only those courses that remain for you to complete your degree, when you plan to take the courses, and when you expect to graduate. This letter must be signed and on UW departmental letterhead. Generally, lack of satisfactory academic progress will not justify an extension of the time frame.

Please note that undergraduate students may be able to complete a double major or dual degree within the 225 credit limit. However, an extension of financial aid eligibility beyond the 225 attempted credits based solely on an interest in pursuing a double or dual degree is not an approvable appeal.

### IMPORTANT APPEAL INFORMATION:

An appeal committee of financial aid counselors will review your appeal and will respond in writing with a decision. Processing time may vary depending on the time of year. AVERAGE PROCESSING TIME IS 3 WEEKS. You may contact our office approximately three weeks after submitting your appeal if you have not received a notice regarding a decision. You can track the processing of your appeal through Student Personal Services on MyUW.

BE PREPARED TO PAY YOUR OWN TUITION AND MEET YOUR OTHER EXPENSES REGARDLESS OF THE OUTCOME OF YOUR APPEAL. A late payment fee will be charged if tuition is not paid by the due date. Short Term cash and tuition loans may be available; you can apply on MyUW for a Short Term loan, or contact our office for more information.

REINSTATEMENT DOES NOT GUARANTEE AID. If you did not meet the academic progress criteria, you have lost your financial aid eligibility. This may include all of the aid that was offered to you for the rest of the academic year. In the event that your appeal is approved and your eligibility is reinstated, you will be awarded from available funds.

## SATISFACTORY ACADEMIC PROGRESS APPEAL

**Student Name:** \_\_\_\_\_  
(last) (first) (middle initial)

**Last Four Digits of Student SSN: XXX - XX** \_\_\_\_\_ **UW Student ID #:** \_\_\_\_\_

### I. INSUFFICIENT CREDITS:

Insufficient credits at the end of \_\_\_\_\_ (quarter) \_\_\_\_\_ (year).

\_\_\_\_\_ **I had special circumstances beyond my control that (1)** prevented me from making satisfactory progress, but **(2)** will not affect my future progress. Attached is my statement describing **both** (1) my special circumstance **and** (2) how it will not affect future progress. **This letter must be attached to this document.**  
PLEASE NOTE: Inability to achieve an acceptable grade and failure to pass the required credits to protect your GPA do not, in themselves, warrant an exception to the progress requirements. If you did not meet the academic progress criteria, you have lost some or all of your financial aid eligibility. This may include all of the aid that was offered to you for the new academic year or all of your state and institutional aid for the rest of the academic year. If your eligibility is reinstated, we will award you with the funds we currently have available.

### II. MAXIMUM TIME FRAME EXCEEDED:

Exceeded maximum time frame at the end of \_\_\_\_\_ (quarter) \_\_\_\_\_ (year).

\_\_\_\_\_ **I had special circumstances beyond my control that (1)** prevented me from completing my program within the maximum time frame, but **(2)** will not affect my future progress. Attached is my statement describing **both** (1) my special circumstance that prevented me from completing my program within the maximum time frame, **and** (2) how it will not affect my future progress. **This letter must be attached to this document.**

PLEASE NOTE: The standard undergraduate maximum time frame (225 attempted credits) may provide some students enough time to be able to complete a double major or dual degree however; an extension of financial aid eligibility beyond the 225 attempted credits based solely on an interest in pursuing a double major or dual degree is not an approvable appeal. Lack of adequate progress does not, in itself, justify extending the time frame.

\_\_\_\_\_ Attached is a letter from my academic advisor (signed and on UW departmental letterhead) outlining only those courses that remain for me to complete my degree. It includes when I plan to take these courses, and when I expect to graduate. If you are pursuing more than one degree, a letter from each department is required. **This letter must be attached to this document.**

**I certify the information provided on this form and its attachments are true and complete to the best of my knowledge.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:** Counselor: \_\_\_\_\_ Date: \_\_\_\_\_ Decision: \_\_\_\_\_

Appeal Letter: (circle one) REG MTF QTR 2<sup>ND</sup> LATE OTHER \_\_\_\_\_

Comments: \_\_\_\_\_

Please see your campus financial aid website for contact information:

Bothell: [uwb.edu/financialaid](http://uwb.edu/financialaid) / Seattle: [finaid.uw.edu](http://finaid.uw.edu) / Tacoma: [tacoma.uw.edu/finaid](http://tacoma.uw.edu/finaid)

