

Willamette University, Atkinson Graduate School of Management MBA for Professionals - Financial Aid Satisfactory Academic Progress Policy

Willamette University's Financial Aid Office monitors students each semester for Financial Aid Satisfactory Academic Progress (FA-SAP).

A student who falls below the standards of FA Good Standing¹ will be given a FA Warning,² and can continue to receive aid for 1 more semester.

If the student has not returned to FA Good Standing¹ after 1 semester on FA Warning,² they will be placed on FA Suspension³ with an opportunity to submit an appeal for continued aid eligibility. A FA Appeal⁴ may or may not need to be submitted with a FA Academic Plan.⁵

If the appeal is approved, the student will be placed on FA Probation,⁶ and can continue to qualify for financial aid (for one additional semester if no FA Academic Plan was submitted, or for the duration of the FA Academic Plan if submitted.) If the appeal is not approved, the student is no longer eligible for aid, i.e., Final FA Suspension.⁷

If the student has not returned to FA Good Standing¹ after their term of FA Probation,⁶ they will be placed on Final FA Suspension.⁷

Any time a student returns to FA Good Standing¹ and then subsequently falls below that measure again, they will be returned to FA Warning status for 1 semester, after which all other statuses may apply in turn. However, it is important to remember that quantitative measures and maximum timeframe standards are still in effect, and a student is ineligible for aid when it becomes mathematically impossible for them to complete their program within the University's FA Maximum Timeframe.⁸

The Financial Aid Office will notify students who do not meet the definition of FA Good Standing¹ of their FA-SAP status at the end of each semester. Notifications will be sent to the student's Willamette University email address and a paper copy will be sent to the student's home address.

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¹FA Good Standing:

- **Total Earned credits.** Students must also be able to complete their degree requirements within the maximum timeframe of aid eligibility allowed by the University (12 semesters or 4 years, whichever is reached first). This is measured as follows:
 - 8 credits completed by the end of the year (2nd semester)
 - 12 credits by the end of the 3rd semester
 - 16 credits by the end of the 4th semester
 - 20 credits by the end of the 5th semester
 - 24 credits by the end of the 6th semester
 - 28 credits by the end of the 7th semester
 - 32 credits by the end of the 8th semester
 - 36 credits by the end of the 9th semester
 - 40 credits by the end of the 10th semester
 - 44 credits by the end of the 11th semester
 - 48 credits by the end of the 12th semester

Cumulative GPA. 3.0 cumulative GPA.

²**FA Warning:** If a student falls below the FA Good Standing measure, in credits and/or cumulative GPA, they are issued a FA Warning for the following semester. No further action is required on the student's part, and the student can continue to receive aid for that semester.

³**FA Suspension:** After FA Warning, if a student continues to be below FA Good Standing measure, they will be placed on FA Suspension and offered the option to submit a FA Appeal.

⁴**FA Appeal:** Students can appeal their FA Suspension on the basis of illness or injury, death of a relative, or other extraordinary circumstances. Students will be given a generous deadline by which they must submit their appeal. Students whose appeals are not received by the deadline will be placed on Final FA Suspension, and an appeal will no longer be accepted. A student whose appeal is approved, and whose deficiency can be reasonably made up within one semester, can continue to receive financial aid for one semester. Students whose deficiencies are more than can be remedied in one semester, but for whom it is still possible to return to FA Good Standing within the maximum timeframe for graduation, must submit a FA Appeal along with an Academic Plan. For those students, if their appeal is approved they will be monitored each subsequent semester as defined by their Academic Plan, to ensure they are meeting the plan's requirements. In either case, students who cannot mathematically return to FA Good Standing and graduate within the University's FA Maximum Timeframe will not be offered the option to appeal FA Suspension. FA Appeals will be reviewed by the FA-SAP committee.

⁵**FA Academic Plan:** A detailed description of courses to be taken, semesters during which those courses will be taken, and minimum passing grade required for each course, as a "road map" for the student to follow back to FA Good Standing.

⁶**FA Probation without an Academic Plan:** If the student can reasonably return to FA Good Standing within 1 semester, and if their FA Appeal is approved, they will FA Probation without an Academic Plan, and they can receive aid for one additional semester. They will be reviewed at the end of the semester; if they have returned to FA Good Standing, they are eligible for aid. If they have not returned to Good Standing, they no longer qualify for aid (Final FA Suspension).

⁶**FA Probation with an Academic Plan:** If the student's deficiency is severe enough to require more than one semester to return to Good Standing, but there is good reason to believe that the student can eventually return to Good Standing and graduate within the allowed timeframe, then they will be asked to submit an Academic Plan along with their FA Appeal. If approved, they can continue to receive aid for the semesters defined in the Academic Plan. After each semester they will be monitored to make sure they are following the plan and meeting its requirements. If they fail to meet the requirements of the Academic Plan or fail to return to FA Good Standing status, they no longer qualify for aid (Final FA Suspension).

⁷**Final FA Suspension:** Students who fail to appeal FA Suspension by the deadline, or whose appeals are denied, or who are determined to be mathematically unable to complete their degree requirements within the University's FA Maximum Timeframe will be considered on Final FA Suspension, and they will no longer qualify for aid at Willamette University. To remedy this, the student will need to return to FA Good Standing without the use of financial aid (either by paying tuition in full here at Willamette, or by attending another school and transferring into Willamette University sufficient credits and/or GPA to meet the FA Good Standing requirements as listed above.)

⁸FA Maximum Timeframe: Willamette University allows students to federal financial aid for up to 4 academic years. However, some funds have different eligibility rules as defined on the initial award notification (i.e., merit scholarships listed on the admission letter).