

## **Bastyr University Satisfactory Academic Progress 2018-2019**

Federal student aid regulations mandate that students who wish to be considered for financial aid must be in good academic standing and making satisfactory progress in a degree or certificate program. This requirement applies to your entire period of enrollment at Bastyr University, even though you may not have received financial aid for some periods of enrollment, or may have changed majors. Satisfactory academic progress is currently reviewed at the end of each spring quarter; it is also the student's responsibility to monitor their own progress. When the SAP review is done, grades on the student's transcript will be used as of the date SAP is checked. Grade changes that happen after the SAP review will not be checked again until the next SAP review, or at the time of an appeal.

All students must also meet the published academic standards for their individual programs. Financial aid progress standards and academic standards are separate; however, students placed on suspension or limited suspension by their academic department are not eligible for financial aid.

### **Qualitative Standards**

#### **Undergraduate Programs**

For the undergraduate degree programs a student must maintain a 2.0 cumulative GPA in order to remain in good standing.

#### **Graduate Programs**

For the graduate degree programs and certificate programs, a student must maintain a cumulative GPA of 3.0 or better.

#### **Professional Programs**

Bastyr University provides a competency-based learning format in the classroom for students in the naturopathic medicine program, naturopathic midwifery and applied behavioral science programs, all AOM, ND and Nutrition clinic courses and the dietetic internship program. A competency-based evaluation of student work and performance is structured on the premise of demonstrating competence of a well-defined set of information and/or skills.

With a competency system of grading, a student is aware of the learning objectives and core competencies for each course and clinic shift; knows how knowledge and understanding of these objectives and competencies is measured; and has the opportunity to demonstrate mastery by means of quizzes, exams, papers and/or practical application. The competencies established for each course reflect the goals and objectives of the appropriate program of study. Program and department chairs in the professional programs, in consultation with the faculty, determine the requirements and standards that students must meet in order to earn a grade of achieved competency, partial competency, or failure.

Students in competency grading system classes must complete at least 75% of those classes with an "achieved competency" or "partial competency" to show satisfactory academic progress.

### **Quantitative Standards**

All students awarded financial aid must complete at least 75% of credits attempted. This requirement applies to the entire period of enrollment at Bastyr University, even if the student did not receive financial aid for some periods of enrollment. Credits that transfer in from another institution will count as both attempted and completed. Students that change programs will still have all credits included in this standard.

All undergraduate programs except acupuncture and Oriental medicine (AOM) must be completed in 150 percent of the time frame set in the catalog for each undergraduate program. This timeframe is monitored in the total number of credits attempted, not by time spent at the University. All attempted credits on a student's transcript will be counted in this standard.

All graduate programs must be completed in the published timeframe under the Academic Policies section of the catalog in effect when they were admitted.

Students that graduate from Bastyr and then return to complete another degree will have SAP monitored on all credits showing on their Bastyr transcript.

### **Washington State Programs**

Undergraduate students awarded a State Need Grant, College Bound Scholarship, State Work Study, or any other type of state funds must complete at least 50% of the credits for which the student was awarded aid for that quarter (Twelve credits for full time, nine for three-quarter time or six credits for half time). Failure to complete at least 50% of attempted credits each quarter will result in cancellation of subsequent disbursements. Completing between 51 and 99% of attempted credits will result in being put on financial aid probation for one quarter. Satisfactory academic progress is monitored at the end of each quarter for State programs.

If you are placed on financial aid probation for a state of Washington program, you must successfully complete 100% of attempted credits in the next quarter (as of the tenth day census), or lose eligibility for state funding. If after the probation term, you have met these standards, you will be removed from probation. If you do not, you will lose eligibility; you may appeal (see appeal process later in this policy), or not utilize state funding until you are once again meeting progress standards.

### **Repeated, Incomplete, In Progress and Withdrawn Courses**

Financial aid has limitations on the number of times a course can be paid for. If a student passes a course and chooses to take it again, financial aid can NOT pay for the student to retake the course. If a student fails a course and must retake the course to graduate, financial aid can pay for the class only twice, the first time and one repeat. All attempts of the repeated class will be counted in attempted hours in the 75% completion rate standard for all students. Only the repeat of the class will be counted in the GPA calculation.

Incomplete (I) and In Progress (IP) grades do not count as completed classes for financial aid purposes. These courses will be counted in attempted, but not completed until they are changed, then they will be counted as either completed or not, depending on what the grade changes to. Likewise, I and IP grades will not be used in the GPA calculation, but once the grades have been updated, they will be calculated based on the resulting grade.

If IP grades cause a student to lose financial aid eligibility, the student, or the Financial Aid Director, may request a status letter from the department head. Should the letter state that the student is making satisfactory progress (defined as being able to complete the program on time), an exception will be made for the IP grades in question, and those grades will count as completed as well as attempted.

Courses that the student withdraws from (after the initial add/drop period) for which a W shows on the transcript will be counted as attempted, but not completed in the 75% completion rate standard. Withdraws are not used in the GPA calculation.

### **Appealing Financial Aid Termination**

If a student fails to meet satisfactory academic progress standards, they will be terminated from receiving financial aid. The student will be sent an email to their Bastyr email address. The email will be copied to the Dean of Students. A copy of the email will be kept electronically as an addendum to the student's electronic financial aid file.

Students may appeal based on special circumstances that prevented normal progress. Reasons why a student may appeal include, but are not limited to, serious illness of the student, serious illness or death of a member of the student's immediate family, or other circumstances outside a student's control. An appeal must be submitted in writing and include a statement or explanation of the circumstances that prevented the student from passing sufficient credits, achieving an acceptable grade point average, or completing a degree within the maximum time frame. Supplemental documentation to support the appeal and an explanation of how the difficulty has been overcome and why renewed progress is now anticipated should be included. In the case of the maximum time frame requirement the appeal must include a letter from the program chair and a degree completion plan. Appeals should be submitted to the Director of Financial Aid. Appeals will be reviewed within one week of receipt. A response will be sent to the student via Bastyr email. Appeals that are denied can be re-appealed to the Dean of Students. The decision of the Dean of Students is final.

If the student's appeal is approved, the student may be placed on Financial Aid Probation for one quarter. At the end of this probation period, the student's satisfactory academic progress will be evaluated. If the student is then meeting standards, he or she will be removed from probation. A change of status email will be sent to the student via Bastyr email. If the student is not meeting standards, the student will be given the option to create an Academic Success Plan with the Director of Financial Aid to continue financial aid eligibility. If the Academic Success Plan is not created, or is not approved by the Director of Financial Aid, the student will no longer be eligible for financial aid, until which time he or she is again meeting standards, or until another appeal is submitted and approved.