

**WESTERN KENTUCKY UNIVERSITY**  
**DEPARTMENT OF STUDENT FINANCIAL ASSISTANCE**

**Satisfactory Academic Progress Policy**

Effective Fall 2023

Please note that significant changes have been made to this policy as of Fall 2023.

**I. INTRODUCTION**

Federal and state regulations require that students receiving assistance from financial aid programs be monitored for Satisfactory Academic Progress (SAP). Satisfactory Academic Progress includes qualitative progress (grade-point average) and quantitative progress (Pace) toward degree completion. Monitoring is required for students who receive aid from any of the following programs:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal and Institutional Work-Study
- Federal Perkins Loans
- Federal Subsidized and Unsubsidized Loans
- Federal PLUS Loans
- KHEAA College Access Program (CAP)

Financial aid programs not covered by this policy include KEES, Tuition Incentive Program, Alumni Grant, Scholarships, and certain Tuition Waiver Programs.

The University's Academic Progress policy (administered through the Academic Advising and Retention Center) is separate from the Department of Student Financial Assistance's Satisfactory Academic Progress Policy. A student may be placed on probation and/or be required to appeal by both the Academic Advising and Retention Center and the Department of Student Financial Assistance.

**II. STUDENT ELIGIBILITY**

To be admitted officially to the University a student must have a high school diploma, a GED certificate or completed home schooling. Undergraduates receiving financial aid must be admitted in good standing, degree-seeking, and taking courses applicable to their degree program. Graduate students must be officially admitted to a program of study in good standing and taking courses applicable to their degree program.

Students admitted to the University on probation are automatically placed on warning with the Department of Student Financial Assistance for financial aid purposes (refer to Section VI).

### III. QUALITATIVE PROGRESS: Grade-Point Average (GPA)

#### Undergraduates:

Undergraduate students must be admitted or readmitted in good standing and maintain a minimum 2.0 cumulative Overall GPA and a minimum 2.0 cumulative WKU GPA.

#### Graduate Students:

Students must be admitted or readmitted in good standing and maintain a minimum 3.0 cumulative Overall GPA and a minimum 3.0 cumulative WKU GPA regardless of accumulated GPA Hours.

Qualitative progress is monitored for all enrolled students at the end of each term. Failure to meet the grade-point average requirements indicated above will result in a student being placed on warning status for the next semester in which they apply for financial aid (refer to Section VI).

### IV. QUANTITATIVE PROGRESS: Hours Earned (Pace)

Students must maintain a completion ratio of at least 67% (referred to as Pace), determined by a student's earned hours divided by the attempted hours. Remedial and/or developmental courses (numbered 0-99) are also factored into students' quantitative assessment for federal financial aid purposes.

$$\frac{\text{Total Hour Earned}}{\text{Total Attempted Hours}} = \text{Quantitative Pace}$$

Please refer to the following examples as to how the quantitative component is measured:

#### Undergraduate Case Study:

John Doe is a sophomore at WKU who has attempted a total of 48 hours (6 hours of which were developmental courses). John Doe has only earned 30 hours total. Therefore, John Doe has a quantitative completion rate of 62.5%. The SAP policy requires that students earn at least 67% of their total attempted hours to maintain a good standing for financial aid purposes. John is not eligible for federal financial aid.

$$\frac{30 \text{ (Total Hour Earned)}}{48 \text{ (Total Attempted Hours)}} = 62.5\% \text{ (Quantitative Pace)}$$

#### Graduate Case Study:

Jane Doe is a graduate student at WKU who has attempted a total of 18 hours. Jane Doe has only earned 12 hours total. Therefore, Jane Doe has a quantitative completion rate of 66.7%. The SAP policy requires that students earn at least

67% of their total attempted hours to maintain a good standing for financial aid purposes. Jane is not eligible for federal financial aid.

$$\frac{12 \text{ (Total Hour Earned)}}{18 \text{ (Total Attempted Hours)}} = 66.7\% \text{ (Quantitative Pace)}$$

Quantitative progress is monitored for all enrolled students at the end of each term. Failure to meet the hours earned requirements indicated above will result in a student being placed on warning status for the next semester in which they apply for financial aid (refer to Section VI).

**Maximum Time Frame (Excessive Hours):**

Students are required to complete their degree requirements within 150% of their particular published degree program length. Failure to complete the student’s graduation requirements prior to meeting the excessive hours limit may result in the student becoming ineligible for the next semester in which they apply for financial aid (refer to Section VI).

	<b>Published Program Length</b>	<b>150% Rule Calculation</b>	<b>Maximum Timeframe; once exceeded, student ineligible for financial aid</b>
<b>Associate’s Degree</b>	60 credit hours	60 × 150%	90 attempted credit hours
<b>Bachelor’s Degree</b>	120 credit hours	120 × 150%	180 attempted credit hours
<b>Master’s Degree</b>	Varies per program of study. <i>*See Graduate/Doctoral Chart</i>		
<b>Doctoral Degree</b>	Varies per program of study. <i>*See Graduate/Doctoral Chart</i>		
<b>UG Certificate ONLY (Financial Aid Eligible)</b>	Students pursuing Certificate Programs ONLY are eligible to receive TIV for a maximum of one academic year. <i>*See Certificate Chart</i>		
<b>GR Certificate ONLY (Financial Aid Eligible)</b>	Students pursuing Certificate Programs ONLY are eligible to receive TIV for a maximum of one academic year. <i>*See Graduate Certificate Chart</i>		

Students pursuing an Associate’s Degree must complete graduation requirements by the time they have reached 90 total attempted hours. Students pursuing a Bachelor’s Degree must complete graduation requirements by the time they have reached 180 attempted hours. Students pursuing any graduate degree (Master’s or Doctoral) must complete graduation requirements by the time they have reached 150% of their program’s published length (varies based on program; refer to Graduate/Doctoral Program Chart). Students pursuing an Undergraduate or Graduate Certificate Program ONLY are eligible to receive federal financial aid for a maximum of one

academic year of full-time enrollment or equivalent timeframe of part-time enrollment (refer to Certificate Program Chart for a list of financial aid approvable certificate programs).

All attempted hours for which the student demonstrates enrollment after the 100% drop/add period are counted towards Max Time Frame. This includes transfer credits, credit hours earned towards a prior degree completion, credit hours earned while dually enrolled in two separate programs concurrently, and those credit hours earned for a changed major, regardless of whether Title IV aid was received for those hours. Previously earned credits that have not been provided to WKU by the awarding institution are not counted towards Max Time Frame.

Quantitative progress is monitored for all enrolled students at the end of each term.

## **V. FREQUENCY OF SAP REVIEW PROCESS**

Students will be subject to a review of their satisfactory academic progress standing at the end of each payment period. This is inclusive to Fall terms, Spring terms and Summer terms. Students who take Winter term courses will be subject to their next SAP review at the end of the subsequent Spring term; for federal financial aid awarding purposes, students are not awarded aid for Winter term, but can use their Spring aid to help cover their Winter term cost if eligible. Students enrolled in any term are subject to a SAP review at the end of that term of enrollment regardless of the receipt of any TIV aid. Therefore, the SAP review process could have an impact on a student's SAP status and eligibility to receive TIV aid in subsequent semesters, even if no TIV aid was received in a semester of review. SAP status is based on enrollment, rather than receipt of TIV aid, for every term.

## **VI. FAILURE TO MEET SAP REQUIREMENTS**

Students who fail to meet either the qualitative (refer to section III) or quantitative (refer to section IV) components of the SAP policy are placed on warning status for the next subsequent semester. In addition, students admitted to the University on probation are likewise placed on warning status with the Department of Student Financial Assistance.

## **VII. WARNING STATUS**

Students who are placed on warning status for a particular term must be meeting overall cumulative and institutional qualitative and quantitative SAP requirements by the end of the warning period in order to receive aid for future terms. Students cannot be placed on financial aid warning for consecutive terms; however, students can have multiple terms of a warning period during their academic career.

### Satisfactory Academic Achievement (GPA):

Undergraduate students must be admitted or readmitted in good standing and maintain a minimum 2.0 cumulative Overall GPA and a minimum 2.0 cumulative WKU GPA.

Graduate students must be admitted or readmitted in good standing and maintain a minimum 3.0 cumulative Overall GPA and a minimum 3.0 cumulative WKU GPA.

### Satisfactory Academic Progress (Hours Earned or Pace):

Students must maintain a completion ratio of at least 67% (referred to as Pace), determined by a student's earned hours divided by the attempted hours. Remedial and/or developmental courses (numbered 0-99) are also factored into students' quantitative assessment for federal financial aid purposes.

Students who do not meet overall SAP standards while on warning status are ineligible for aid for any subsequent semester until they meet the criteria for reinstatement of aid (refer to Section VIII), or have gained approval based on an appeal (refer to Section IX).

Access the online interactive WKU GPA calculator at <https://www.wku.edu/bep/gpacalculator.php> to determine how many credit hours you will need to complete and what grades will need to be earned in those hours to ensure that you will be meeting the minimum qualitative SAP requirement by the end of your warning period.

If both qualitative and quantitative requirements are met, the student will be removed from warning status for the next subsequent term and placed in a good standing for federal financial aid purposes.

## **VIII. REINSTATEMENT OF AID**

Students who are deemed ineligible for financial aid due to unsatisfactory academic progress (failure to meet requirements of warning/probation status) must meet the minimum qualitative and quantitative requirements listed below before aid can be reinstated. Courses can be earned in efforts to reinstate eligibility at WKU or visiting institutions. However, ONLY course work taken at WKU will calculate into the student's WKU/Institutional GPA qualitative standards. Students failing to meet the WKU SAP Policy due to their overall WKU/Institutional GPA, cannot reestablish their eligibility by taking classes elsewhere. To improve their overall WKU/Institutional GPA, classes MUST be taken at WKU unless granted permission from the WKU Registrar's Office. Students MUST meet all SAP qualitative and quantitative requirements to reinstate federal aid funding at WKU.

	<b>Qualitative Requirements (refer to section III)</b>		<b>Quantitative Requirements (refer to section IV)</b>
<i>What SAP requirement am I not meeting?</i>	Cumulative WKU GPA	Overall GPA	PACE
<i>Where can I take classes in efforts of rehabilitating my SAP standing?</i>	WKU*	WKU or transferable courses from Visiting School	WKU or transferable courses from Visiting School

\*Credit for a course in which a grade of “F” has been received can be earned only by repeating the course in residence unless prior approval is given by the chair of the department in which the course was taken. A course in which a grade of “D” has been received may be repeated at another accredited institution.

Once the student has met all SAP qualitative and quantitative requirements, then the student will be notified via Toppermail following the end-of-term SAP review process.

Students who are deemed ineligible for financial aid due to unsatisfactory academic progress (failure to meet requirements of warning status) and also have documentable extenuating circumstances may be eligible to appeal (refer to Section IX).

**IX. APPEAL PROCEDURES**

**Eligibility to Appeal:**

Only certain conditions allow a student to appeal. Listed below are such conditions:

1. **Excessive Hours:** If a student has earned excessive hours without completing a degree and/or certificate (refer to section IV, Max Time Frame) they are eligible to submit an appeal for the term in which aid is being sought. An appeal must be submitted at least one month prior to the end of a term to be reviewed for that current term of enrollment. An appeal submitted after this deadline or after the end of a term in which a student is seeking aid will not be reviewed for the term that just ended and will be rolled to the next term of enrollment.
2. **Extenuating Circumstances:** If a student was on a warning status and did not meet the terms of that status and has documentable extenuating circumstances (i.e. illness, death of immediate family member, divorce, other unusual circumstances) they are eligible to submit an appeal for the term in which aid is being sought. An appeal must be submitted at least one month prior to the end of a term to be reviewed for that current term of enrollment. An appeal submitted after this deadline or after the end of a term in which a student is seeking aid will not be reviewed for the term that just ended and will be rolled to the next term of enrollment. Students pursuing this option must provide supporting documentation and such documentation should be able to be verified for authenticity. If a student was on a warning status and did not meet the terms of that status and does not

have extenuating circumstances, they are not eligible to appeal and therefore not eligible for aid until the conditions for reinstatement of aid (refer to Section VIII) are met.

<b>Extenuating Circumstance</b>	<b>Statement/Acceptable Documentation</b>
<p>Your own illness, injury, hospitalization, or disability</p>	<ul style="list-style-type: none"> <li>• Personal statement of how illness, injury, hospitalization or disability affected your ability to perform well academically</li> <li>• Written documentation from a healthcare provider on letterhead detailing:               <ul style="list-style-type: none"> <li>• Approximate date of onset and duration of the illness, injury or disability</li> <li>• The healthcare provider’s release to return to school</li> <li>• Any additional details the physician feels necessary for the Student Financial Assistance Office to know in consideration of the appeal, with your permission</li> </ul> </li> </ul>
<p>Illness, accident, or injury of significant person in your life such as a parent, sibling or grandparent</p>	<ul style="list-style-type: none"> <li>• Personal statement of how the illness, injury, hospitalization or disability of the person of significance affected your ability to perform well academically</li> <li>• Provide documentation (i.e., physician’s statement, police report or documentation from a thirds party professional) relating the individual for whom you provided care or support</li> </ul>
<p>Death of family member or significant person in your life such as a parent, sibling, grandparent, or lifelong friend</p>	<ul style="list-style-type: none"> <li>• Personal statement of how the death of your loved one affected your ability to perform well academically</li> <li>• Provide an original copy of the death certificate, obituary or complete funeral program identifying you as a family member. All documentation received will be verified for authenticity</li> </ul>
<p>Your own divorce or legal separation or the divorce or legal separation of your parent(s)</p>	<ul style="list-style-type: none"> <li>• Personal statement of how divorce or legal separation affected your ability to perform well academically</li> <li>• Provide an attorney’s letter on letterhead, petition for dissolution or copy of divorce decree</li> </ul>
<p>Victimization of a violent crime or natural disaster</p>	<ul style="list-style-type: none"> <li>• Personal statement of how situation affected your ability to perform well academically</li> <li>• Provide a written statement on letterhead from a professional involved in the situation and/or other documentation such as police reports, insurance claims, etc.</li> </ul>

Extenuating Circumstance	Statement/Acceptable Documentation
Maximum Time Frame (excessive hours) exceeded	<ul style="list-style-type: none"> <li>• Written explanation detailing reason that you have excessive hours and have yet to complete your degree               <ul style="list-style-type: none"> <li>• Are your excessive hours due to changing majors or transfer credits</li> <li>• Are your excessive hours due to pursuing a second degree program or working on a dual degree program</li> </ul> </li> </ul>
Other unforeseen circumstance beyond your control	<ul style="list-style-type: none"> <li>• Appeal letter must clearly state how the situation was unforeseen and out of your control.</li> <li>• Provide supporting documentation that verifies the circumstances described in the appeal letter</li> </ul>

The following are reasons that are NOT considered extenuating circumstances and will NOT merit an approved appeal for federal financial aid purposes:

- Need for financial aid or lack of knowledge that your aid was in jeopardy
- Unfair/incorrect grade for class or improper advising
- Childcare or daycare problems
- Transportation issues
- Problems with web based or On Demand classes
- Work related issues

**Students are limited to 2 Approved SAP Appeals due to extenuating circumstances per academic career level (i.e. Undergraduate, Graduate). There is NO limit to number of Approved Max Timeframe SAP Appeals that a student can obtain based strictly on changing of major. Appeals that were granted an approved status due to COVID related obstacles will not be included in the students’ maximum two approved appeal opportunities due to extenuating circumstances.**

*Covid related policy changes in reference to the appeal process and number of appeals allowed take effect beginning Spring 2020 on March 13, 2020 and remain effective through the end of Spring 2023 when the national PHE officially ended on May 11, 2023. Appeals due to Covid related issues experienced during this timeframe will continue to be excluded from the maximum number of appeal opportunities per circumstance and career level.*

**Appeal Process:**

1. **Excessive Hours:** If a student has earned excessive hours without completing a degree (refer to section IV, Max Timeframe) and is submitting an appeal, they must do the following:
  - Submit an [Appeal Form](#) to the Department of Student Financial Assistance
  - A review of the student’s Degree Audit, Second Degree Program form, or Program of Study Form will be conducted by a SAP Counselor

2. **Extenuating Circumstances:** If a student was on a warning status and did not meet the terms of that status and has *documentable extenuating circumstances with dates that correspond to the term in which they failed to meet satisfactory academic progress* (i.e. illness, death of immediate family member, divorce, other unusual circumstances) and is submitting an appeal, they must do the following:
- Submit an [Appeal Form](#) to the Department of Student Financial Assistance
  - Submit supporting documentation of the extenuating circumstances (please refer to Appeal chart in section above). Students must provide supporting documentation, and such documentation should be able to be verified for authenticity.

Appeals are reviewed by the Department of Student Financial Assistance and/or the Financial Aid Appeals Committee. The Decision of the Appeals Committee is final. Students may contact the Department of Student Financial Assistance if they feel an unjust appeal decision was made.

An appeal must be submitted *at least one month prior to the end of a term* to be reviewed for that current term of enrollment. An appeal submitted *after* this deadline or *after* the end of a term in which a student is seeking aid will not be reviewed for the term that just ended and will be rolled to the next term of enrollment.

The earlier an appeal is submitted the sooner eligibility for financial assistance can be determined. A student submitting an appeal should be prepared to make any tuition and fee payments required for that term in the event the appeal is not processed prior to any pending due date or in the event the appeal is denied.

It is the responsibility of the student who submits an appeal to determine that all other financial aid application materials are complete. If an appeal is approved and application materials incomplete, a further delay in the awarding process will result.

If a student has been academically dismissed from the University, an appeal for federal financial assistance cannot be processed until the student is allowed re-admittance to the University as determined by the Academic Career and Development Center (ACDC).

### **Approved Appeals:**

Students are notified through email if an appeal has been approved. Once approved, the student is required to make satisfactory academic progress for the term in which the appeal was submitted and approved. Students on an approved appeal will be required to adhere to an Academic Plan established for them by the SAP Coordinator. Students who do not adhere to the conditions established in the Academic Plan will not be eligible for federal financial aid for future terms.

**Academic Plan:** The student must adhere to the established Academic Plan. Requirements are specific to each student each term.

*\*\*All students on a financial aid probationary status due to an approved SAP appeal are REQUIRED to earn a semester GPA of at least a 2.0 (or 3.0 for Graduate students) as well as pass 100% of their attempted credit hours (exceptions can be made depending on*

*when the Academic Plan is reviewed and completed- contact the SFA Department if you have questions or concerns about these exceptions).*\*\*

Students receiving financial assistance based on an approved appeal (probation status) for a particular term and do not make satisfactory academic progress for that term cannot submit a new appeal unless a new documentable extenuating circumstance exists for that particular term or until they have met requirements for Reinstatement of Aid (refer to Section VIII).

Students who are on an approved appeal and are meeting the minimum conditions established in their Academic Plan agreement will remain on probation for consecutive terms until their cumulative Overall and WKU GPA is a minimum of 2.0 undergraduate, 3.0 graduate (or within the appropriate graduate GPA scale) AND their total hours earned is at least 67% of total attempted hours. Once these requirements are met, the student will be removed from the approved appeal probationary status for the next subsequent term and should transition into a good standing for federal financial aid purposes.

Students whose approved appeal is for excessive hours may only take courses that are reflected on their Degree Audit, Second Degree Program Form or Program of Study Form. Taking courses not part of an approved degree program will result in revocation of approved appeal status and loss of financial aid eligibility at WKU.

### **Denied Appeals:**

Students are notified through email if an appeal has been denied. If an appeal for financial assistance is denied and the student enrolls in courses for that term, he/she is responsible for all tuition and fees for that term.

Students whose academic appeals are denied must meet the requirements for Reinstatement of Aid (refer to Section VIII) before regaining federal financial aid eligibility.

### **Multiple Appeals:**

Students who were on an approved appeal and did not meet the Academic Plan term requirements and do not meet overall qualitative and quantitative SAP requirements are not eligible to re-appeal for subsequent terms (unless new extenuating circumstances merit another approved appeal) until they have met the requirements indicated under the Reinstatement of Aid section (Section VIII).

**Students are limited to 2 Approved SAP Appeals due to extenuating circumstances per academic career level (i.e. Undergraduate, Graduate).**

*\*\*Appeals that were granted an approved status due to COVID related obstacles will not be included in the students' maximum two approved appeal opportunities due to extenuating circumstances.\*\**

## **X. COURSES FOR WHICH NO CREDIT IS EARNED/REPEATED**

1. Audits, Incompletes, and grades of 'W' or 'F', or FN's (failure due to non-attendance) do not count as hours earned but do count as attempted hours, and therefore negatively affect the student's quantitative component.
2. A student must complete all assignments for an Incomplete (X) or an In Progress (IP) course and have a passing grade for that course posted on their academic transcript before credit may be included in the number of hours earned for that term, however, those 'X' or 'IP' credit hours will be calculated into the student's total attempted hours. The Student Financial Assistance Office can use professional judgment after the initial SAP review to re-evaluate a student's SAP status at the student's request if a grade is now submitted for a prior 'X', 'IP', for a grade change or if a late grade is posted. A grade of NR (no report) or ER (no report for just one student) indicates a grade has not been posted by an instructor. Students on warning/probation must also have official grades for these courses reflected on their academic transcript before they can be included in the number of hours earned for that term.
3. Nonpunitive grades such as NG (no grade) indicate that no grade will be assigned for that particular course. Nonpunitive grades will not be calculated into a student's qualitative or quantitative SAP review.
4. A student can receive aid for a repeated course until the course is passed (credit received). If a student chooses to repeat a previously passed course (for a better grade), federal aid can be paid for only one repetition of the passed course.
5. Courses numbered 0-99 (continuing education and special purposes courses, typically known as remedial or developmental courses) do not count in the total hours and quality points required for graduation. If such courses are recommended for a student's program of study, the courses will be considered as part of the hours earned for financial aid purposes. Students receiving financial aid may not take more than 30 hours of courses numbered 0-99.

## **XI. FAILURE TO PASS ANY COURSES FOR A TERM**

A return of funds to financial aid programs may be required as a result of receiving all FN grades (failure due to non-attendance) or combination of FN's and Withdraw grades.

If a student fails all courses due to FN's (failure due to non-attendance) in a term but still meets overall minimum qualitative and quantitative SAP requirements, then the student could remain in good standing or possibly transition to a financial aid warning status for the subsequent term and could be subject to a return of Title IV funds.

## **XII. WITHDRAW BELOW HALF-TIME ENROLLMENT AFTER RECEIVING TITLE IV FUNDS**

Students who drop below half-time enrollment after receiving federal financial aid for a particular term but are still meeting overall minimum qualitative and quantitative SAP requirements after the next SAP review process, could remain in a good standing or possibly transition to a financial aid warning status for the subsequent term. However, the student should not be subject to a return of Title IV funds as long as the student passes or earns F(s) in their remaining credit hours during the specific term they withdrew below half-time. Students may also be contacted by their federal student loan servicer (if applicable) if repayment of prior loan(s) is required.

	<b>WKU Full-time Enrollment</b>	<b>WKU Three-quarter-time Enrollment</b>	<b>WKU Half-time Enrollment</b>
<b>Undergraduate</b>	12 credit hours per Fall/Spring	9 credit hours per Fall/Spring	6 credit hours per Fall/Spring
<b>Graduate</b>	9 credit hours per Fall/Spring	6.75 credit hours per Fall/Spring	4.5 credit hours per Fall/Spring

## **XIII. TOTAL WITHDRAW (0 CREDIT HOURS) AFTER RECEIVING TIV FUNDS**

Students who drop all courses (0 credit hours) after receiving federal financial aid for a particular term but are still meeting overall minimum qualitative and quantitative SAP requirements after the next SAP review process, could remain in a good standing; however, students who are not meeting all overall qualitative and quantitative SAP requirements will transition to a financial aid warning status for the subsequent term. Students who totally withdraw will also be subject to a return of Title IV funds. Students may also be contacted by their federal student loan servicer (if applicable) if repayment of prior loan(s) is required.

For additional information regarding the Return to Title IV Policy, please visit <http://wku.edu/financialaid/titleiv.php>.

## **XIV. ACADEMIC RENEWAL**

A student's entire academic record is considered when deciding if Satisfactory Academic Progress is being made. Students who have completed academic renewal (refer to WKU Undergraduate Catalog) are still subject to the qualitative and quantitative standards of the Satisfactory Academic Progress policy. The WKU Student Financial Assistance's SAP Policy requires a complete review of all academic history when determining a student's SAP standing, regardless of if a student has had a semester or multiple semester's worth of academic work bankrupted or excluded.

## **XV. TRANSFER CREDIT**

Transfer credit is considered as part of the cumulative overall grade-point average and overall hours for those courses that are recognizable as transfer credit by the University. Likewise, these are included in the overall grade-point average and overall hours for purposes of evaluating Satisfactory Academic Progress.

## **XVI. CONCLUSION**

It is the student's responsibility to maintain the standards of Satisfactory Academic Progress (SAP). Students should be familiar with their academic records. Academic records are available to the student from their TopNet account and an official copy can be obtained from the Office of the Registrar. Students should work closely with their academic advisor to plan their degree program and to develop strategies for timely degree completion. Students planning to complete their degree at WKU should contact either their advisor or the Academic Advising and Retention Center before registering for courses at another college or university.

Any student who does not meet the standards of Satisfactory Academic Progress for financial aid and who plans to enroll for a particular term must be prepared to pay all tuition and fees for that term.

The SAP policy is available to students in the office of the Department of Student Financial Assistance, Potter Hall, 3<sup>rd</sup> floor and on-line at <http://www.wku.edu/finaid/sap.htm>.

The SAP Appeals Committee may in rare circumstances choose to use professional judgment to supersede a specific element of the SAP Appeals Policy.

Please contact the Department of Student Financial Assistance if you have questions regarding financial aid policies and procedures.

Rev. 26-May-1

## Graduate/Doctoral Program Chart: 2023-24 Academic Catalog

Program	Published Program Length	150% Rule Calculation	Maximum Timeframe; once exceeded, student ineligible for financial aid
Accounting and Data Analysis, Master of Accountancy (0501)	30 required credit hours	30 × 150%	45 attempted credit hours
Accounting, Master of Accountancy* (0445)	30 required credit hours	30 × 150%	45 attempted credit hours
Adult Education, Master of Arts in Education* (047)	39 required credit hours	39 × 150%	59 attempted credit hours
Advanced Teacher Education, MAE (0500)	37 required credit hours	37 × 150%	56 attempted credit hours
Agriculture, Master of Science (052)	30 required credit hours	30 × 150%	45 attempted credit hours
Applied Economics, Master of Arts (0410)	30 required credit hours	30 × 150%	45 attempted credit hours
Applied Psychology, Doctor of Psychology (0476)	96 required credit hours	96 × 150%	144 attempted credit hours
Art Education for Teacher Leaders, Master of Arts in Education* (0443)	37 required credit hours	37 × 150%	56 attempted credit hours
Biology Education for Teacher Leaders, Master of Arts in Education* (0442)	34 required credit hours	34 × 150%	51 attempted credit hours
Biology, Master of Science (056)	30 required credit hours	30 × 150%	45 attempted credit hours
Business Administration, Master of Business Administration (057)	30 required credit hours	30 × 150%	45 attempted credit hours
Chemistry, Master of Science (059)	32 required credit hours	32 × 150%	48 attempted credit hours
Child and Family Studies, Master of Science (0489)	30 required credit hours	30 × 150%	45 attempted credit hours
Computer Science, Master of Science (117)	33 required credit hours	33 × 150%	50 attempted credit hours
Counseling, Master of Arts in Education (043)	60 required credit hours	60 × 150%	90 attempted credit hours
Counselor Education, Specialist in Education* (112)	30 required credit hours	30 × 150%	45 attempted credit hours
Creative Writing, Master of Fine Arts (0478)	48 required credit hours	48 × 150%	72 attempted credit hours
Criminology, Master of Arts* (0421)	30 required credit hours	30 × 150%	45 attempted credit hours
Cybersecurity Data Analytics, Master of Science (0502)	30 required credit hours	30 × 150%	45 attempted credit hours
Education and Behavioral Science Studies, Master of Arts in Education* (042)	30 required credit hours	30 × 150%	45 attempted credit hours
Education Leadership, Doctor of Education (0010)	60 required credit hours	60 × 150%	90 attempted credit hours
Elementary Education for Teacher Leaders, Master of Arts in Education* (0433)	37 required credit hours	37 × 150%	56 attempted credit hours
Elementary Education for Teacher Leaders, Non-Degree Planned Sixth-Year/Rank II* (0430)	39 required credit hours	39 × 150%	59 attempted credit hours
Elementary Education, Specialist in Education* (118)	30 required credit hours	30 × 150%	45 attempted credit hours
Engineering Management, Master of Science (0447)	33 required credit hours	33 × 150%	50 attempted credit hours

English, Master of Arts (067)	30 required credit hours	30 × 150%	45 attempted credit hours
Environmental and Occupational Health Science, Master of Science (0473)	36 required credit hours	36 × 150%	54 attempted credit hours
Folk Studies, Master of Arts* (069)	36 required credit hours	36 × 150%	54 attempted credit hours
Geography Education for Teacher Leaders, Master of Arts in Education* (0444)	34 required credit hours	34 × 150%	51 attempted credit hours
Geoscience, Master of Science (072)	30 required credit hours	30 × 150%	45 attempted credit hours
Gifted Education and Talent Development, Master of Arts in Education (0482)	37 required credit hours	37 × 150%	56 attempted credit hours
Gifted Education and Talent Development, Specialist in Education (0490)	30 required credit hours	30 × 150%	45 attempted credit hours
Health Administration, Master of Health Administration (153)	42 required credit hours	42 × 150%	63 attempted credit hours
History, Master of Arts (078)	34 required credit hours	34 × 150%	51 attempted credit hours
Homeland Security Sciences, Master of Science (0413)	30 required credit hours	30 × 150%	45 attempted credit hours
Instructional Design, Master of Science (0428)	30 required credit hours	30 × 150%	45 attempted credit hours
Instructional Leadership, School Principal, MAE (0499)	30 required credit hours	30 × 150%	45 attempted credit hours
Interdisciplinary Early Childhood Education, Birth to Primary, for Teacher Leaders, Master of Arts in Education (0461)	37 required credit hours	37 × 150%	56 attempted credit hours
Interdisciplinary Early Childhood Education, Birth to Primary, Initial Certification, Master of Arts in Teaching (0460)	30 required credit hours	30 × 150%	45 attempted credit hours
Kinesiology, Master of Science (0454)	33 required credit hours	33 × 150%	50 attempted credit hours
Libraries, Informatics, and Technology in Education, Master of Science (0497)	30 required credit hours	30 × 150%	45 attempted credit hours
Library Media Education, Master of Science* (083)	33 required credit hours	33 × 150%	50 attempted credit hours
Literacy Education, Master of Arts in Education (044)	30 required credit hours	30 × 150%	45 attempted credit hours
Mathematics, Master of Arts (049)	30 required credit hours	30 × 150%	45 attempted credit hours
Mathematics, Master of Science (085)	33 required credit hours	33 × 150%	50 attempted credit hours
Middle Grades Education (Grades 5-9) for Initial Certification, Master of Arts in Teaching (0458)	36 required credit hours	36 × 150%	54 attempted credit hours
Middle Grades Education for Teacher Leaders, Master of Arts in Education* (0434)	37 required credit hours	37 × 150%	56 attempted credit hours
Middle Grades for Teacher Leaders, Non-Degree Planned Fifth-Year/Rank II* (0431)	39 required credit hours	39 × 150%	59 attempted credit hours
Music, Master of Music (0453)	36 required credit hours	36 × 150%	54 attempted credit hours
Nursing Practice, Doctor of Nursing Practice (0011)	76 required credit hours	76 × 150%	114 attempted credit hours

<b>Nursing, Master of Science in Nursing (149)</b>	<b>43 required credit hours</b>	<b>43 × 150%</b>	<b>65 attempted credit hours</b>
<b>Organizational Communication, Master of Arts (0012)</b>	<b>30 required credit hours</b>	<b>30 × 150%</b>	<b>45 attempted credit hours</b>
<b>Organizational Leadership, Master of Arts (0467)</b>	<b>30 required credit hours</b>	<b>30 × 150%</b>	<b>45 attempted credit hours</b>
<b>Physical Therapy, Doctor of Physical Therapy (0013)</b>	<b>118 required credit hours</b>	<b>118 × 150%</b>	<b>177 attempted credit hours</b>
<b>Psychology, Master of Arts (092)</b>	<b>48 required credit hours</b>	<b>48 × 150%</b>	<b>72 attempted credit hours</b>
<b>Psychology, Master of Science (0469)</b>	<b>42 required credit hours</b>	<b>42 × 150%</b>	<b>63 attempted credit hours</b>
<b>Public Administration, Master of Public Administration (051)</b>	<b>36 required credit hours</b>	<b>36 × 150%</b>	<b>54 attempted credit hours</b>
<b>Public Health, Master of Public Health (152)</b>	<b>42 required credit hours</b>	<b>42 × 150%</b>	<b>63 attempted credit hours</b>
<b>Recreation and Sports Administration, Master of Science (095)</b>	<b>33 required credit hours</b>	<b>33 × 150%</b>	<b>50 attempted credit hours</b>
<b>Religious Studies, Master of Arts* (0446)</b>	<b>35 required credit hours</b>	<b>35 × 150%</b>	<b>53 attempted credit hours</b>
<b>School Administration, Specialist in Education* (098)</b>	<b>36 required credit hours</b>	<b>36 × 150%</b>	<b>54 attempted credit hours</b>
<b>School Counseling, Master of Arts in Education* (046)</b>	<b>48 required credit hours</b>	<b>48 × 150%</b>	<b>72 attempted credit hours</b>
<b>School Psychology, Specialist in Education (147)</b>	<b>66 required credit hours</b>	<b>66 × 150%</b>	<b>99 attempted credit hours</b>
<b>Secondary Education for Teacher Leaders, Master of Arts in Education* (0435)</b>	<b>37 required credit hours</b>	<b>37 × 150%</b>	<b>56 attempted credit hours</b>
<b>Secondary Education, Specialist in Education* (119)</b>	<b>30 required credit hours</b>	<b>30 × 150%</b>	<b>45 attempted credit hours</b>
<b>Social Responsibility and Sustainable Communities, Master of Arts* (0448)</b>	<b>33 required credit hours</b>	<b>33 × 150%</b>	<b>50 attempted credit hours</b>
<b>Social Work, Master of Social Work (157)</b>	<b>60 required credit hours</b>	<b>60 × 150%</b>	<b>90 attempted credit hours</b>
<b>Sociology, Master of Arts* (105)</b>	<b>40 required credit hours</b>	<b>40 × 150%</b>	<b>60 attempted credit hours</b>
<b>Special Education for Learning and Behavioral Disorders, Master of Arts in Education (0457)</b>	<b>30 required credit hours</b>	<b>30 × 150%</b>	<b>45 attempted credit hours</b>
<b>Special Education Initial Certification: Learning and Behavioral Disorders, Master of Arts in Teaching (0456)</b>	<b>33 required credit hours</b>	<b>33 × 150%</b>	<b>50 attempted credit hours</b>
<b>Special Education, Learning and Behavioral Disorders (LBD)* (0437)</b>	<b>36 required credit hours</b>	<b>36 × 150%</b>	<b>54 attempted credit hours</b>
<b>Special Education: Moderate/Severe Disabilities, Master of Arts in Education (0438)</b>	<b>33 required credit hours</b>	<b>33 × 150%</b>	<b>50 attempted credit hours</b>
<b>Speech-Language Pathology, Master of Science (0466)</b>	<b>60 required credit hours</b>	<b>60 × 150%</b>	<b>90 attempted credit hours</b>
<b>Student Affairs in Higher Education, Master of Arts in Education (145)</b>	<b>36 required credit hours</b>	<b>36 × 150%</b>	<b>54 attempted credit hours</b>
<b>Teacher Education for Initial Certification, Master of Arts in Teaching (0495)</b>	<b>30 required credit hours</b>	<b>30 × 150%</b>	<b>45 attempted credit hours</b>

\*These programs are not currently available for new matriculation.

**Graduate Certificate Programs**  
**Financial Aid Eligible: Maximum One Academic Year**

Addictions Education, Certificate (0492)  
Adult Education, Certificate (0450)  
Advanced Behavior Management, Certificate (1736)  
Advanced Worksite Health Promotion, Certificate (0465)  
Aging Studies, Certificate (0419)  
Autism Spectrum Disorders, Certificate (0441)  
Biology, Certificate (0493)  
Business Sustainability, Certificate (0474)  
Career Services, Certificate (0468)  
College and Career Readiness, Certificate (1737)  
Communicating in Healthcare, Certificate (0475)  
Communicating in Organizations, Certificate (0471)  
Community College Faculty Preparation, Certificate (162)  
Counseling, Certificate (159)  
Cybersecurity Data Analytics, Certificate (1754)  
Data Analytics, Certificate (1753)  
Dietetic Practice, Certificate (0451)  
Economic Data Analytics, Certificate (0491)  
Education Leadership, Certificate (131)  
Educational Technology, Certificate (167)  
Elementary Math Specialization P-5, Certificate (0485)  
Emergency Management Disaster Science, Certificate (1749)  
Emergency Nurse Practitioner, Certificate (0480)  
Environmental Health and Safety, Certificate (0427)  
Epidemiology, Certificate (1751)  
Facility and Event Management, Certificate (0455)  
Family Nurse Practitioner, Certificate (0449)  
Gender and Women's Studies, Certificate (1712)  
Gifted Education and Talent Development, Certificate (1764)  
Global Health Administration, Certificate (1735)  
Global Pathways to Sustainability, Certificate (0472)  
Graduate Geographic Information Science (203)  
Health Education, Certificate (0494)  
Historic Preservation, Certificate (0423)  
Instructional Design, Certificate (0418)  
Intercollegiate Athletic Administration, Certificate (0481)  
International Student Services, Certificate (0415)  
Lean Sigma, Certificate (0452)  
Literacy in Post-Secondary Settings, Certificate (0462)  
Literacy, P-12, Certificate (1750)  
Local Government Administration, Certificate (1745)  
Moderate and Severe Disabilities, Certificate-Only (0477)  
Nonprofit Administration, Certificate (0463)  
Nurse Administrator, Post-MSN Certificate (0420)  
Nursing Education, Post-MSN Certificate (172)  
Organizational Leadership, Certificate (1723)  
Psychiatric Mental Health Nurse Practitioner, Certificate (0479)  
Religious Studies, Certificate (1711)  
Scientific Data Analytics, Certificate (0496)  
Secondary Education for Teacher Leaders, Non-Degree Planned Fifth-Year/Rank II (0432)  
Supply Chain Management, Certificate (1772)  
Teacher Education, Certificate (132)  
Teaching English to Speakers of Other Languages (TESOL), Certificate (0416)  
Workplace Health Promotion, Certificate (1746)