Satisfactory Academic Progress
To be eligible to receive federal, state, and some private student aid, students must be maintaining satisfactory academic progress toward a degree or certificate. Federal law requires that the University monitor both quantitative and qualitative academic progress. Quantitative progress requires students to pass a minimum number of credit hours. Qualitative progress requires students to earn a predetermined Northwest cumulative grade point average. Students must be in compliance with the University’s written standards for both quantitative and qualitative progress to maintain eligibility for any type of federal financial aid. The University will attempt to notify students when they have not maintained satisfactory academic progress. However, students are responsible for being aware of the satisfactory academic progress policies and will remain ineligible, even if the University’s notification is not received.

Quantitative Progress
Final quantitative progress will be determined at the end of each trimester. To be considered making satisfactory quantitative progress, undergraduate students must pass at least 75% of the cumulative credit hours which they have attempted, and graduate students must pass at last 66% of the cumulative credit hours which they have attempted. Failure to meet the appropriate completion rate at the end of the trimester will result in the student being placed on financial aid warning status for the next term.

Failure to meet the appropriate completion rate by the end of the warning term will result in the loss of eligibility for all types of federal aid until the deficiency is removed.

Course Audits
Students are not eligible to receive federal financial aid for courses audited. Courses audited will not be included when determining the number of credit hours a student has attempted or completed.

Delayed/Incomplete Grades
Courses in which students receive delayed/incomplete grades will be counted as hours attempted but will not be counted as successfully completed until the final passing grade is officially posted to the student’s permanent record.

Qualitative Progress
Qualitative academic progress will be determined at the end of each trimester. To be considered making satisfactory qualitative progress, students must have the following minimum Northwest cumulative grade point averages:

- Freshman 1.75
- Sophomore 2.00
- Junior 2.00
- Senior 2.00

Students who do not meet qualitative academic progress will be placed on financial aid warning for the next term of attendance. Students who have not removed this grade point average (GPA)
deficiency by the end of the warning period will not be eligible to receive aid for subsequent periods of enrollment until the required Northwest cumulative GPA is attained.

**Appeals Process**
A student who fails to make satisfactory academic progress may appeal, in writing, the loss of eligibility. The appeal must be based on documented mitigating circumstances that were clearly beyond the student’s control. Types of required documentation may include doctor and hospital reports, legal documents, and written confirmation from a parent or other official sources as deemed appropriate by the Financial Review Committee. Written appeals and all supporting documentation must be submitted to the Office of Scholarships and Financial Assistance. The petition form will be considered incomplete if all three areas below are not separately and specifically addressed. Supporting documentation is highly recommended. The completion of a petition form requires:

- Submitting a written explanation of your situation. Explain what happened that caused you to not meet financial aid academic progress standards. Attach supporting documents that you have to verify your situation (medical bills, doctor’s note, etc.). Supporting documentation is highly recommended.

- Submitting a written explanation of how your situation has changed. Explain what has changed that will now allow you to be successful and meet academic progress standards in future terms.

- Submitting a written explanation of your academic plan. Explain what you plan to do academically to meet academic progress standards.

The Financial Review Committee will review the written appeal, supporting documentation and notify the student by email of the appeal decision.

To appeal the decision of the Financial Review Committee, the student must contact the Provost Office after receiving the financial review committee’s response. The decision of the Office of the Provost is final.