



To Whom It May Concern:

Western Governors University academic programs are competency-based programs whereby students earn their degrees by demonstrating their skills and knowledge through a series of carefully designed assessments. Students utilize online courses of study and demonstrate competency through objective and performance assessments. One competency unit is equivalent to one semester credit of learning. WGU does not calculate a grade point average (GPA) and does not post letter grades to a student transcript. Students receive one of the marks below for each registered course in a term. The marks utilized by WGU are defined as follows:

- **Passed:** Certifies successful completion of a course of study. A student has demonstrated required competencies by passing the final assessment with a grade equivalent of "B" or better or 3.00 grade points on a 4.00 scale.
- **Not Passed:** Indicates the student did not complete the required assessment(s) to demonstrate competency before the end of the term.
- **Requirement Satisfied:** Recognizes that a student has satisfied the requirements of a course of study through alternate coursework that may not be directly transferred.
- **Transfer:** Signifies that the student has completed equivalent coursework or holds certifications or licenses that comply with WGU transfer credit policies.
- **Withdrawn:** Represents that the student was withdrawn from WGU or course before term completion.
- **Dropped:** Verifies that the course was dropped from term registration and is not included in attempted units.
- **Incomplete:** Indicates an arrangement between the WGU and the student to complete the course before an agreed upon, later date. The student has not completed the entirety of the coursework and/or the final assessment has been deferred.
- **In Progress:** Indicates a course was not completed within the term because the course, by design, requires a fixed period of time, more than one term to be completed, and/or is not intended to be bound by the term structure of WGU.

Students are required to maintain Satisfactory Academic Progress while attending WGU. Satisfactory academic progress (SAP) is a measure of student progress toward the completion of a degree or certificate program. SAP is a quantitative measure that is both an indicator of academic success and a financial aid requirement. SAP is calculated based on the number of competency units a student completed divided by the total number of units for which a student enrolled. SAP is calculated for each six-month term, as well as cumulatively over the student's academic career at WGU.

Western Governors University (www.wgu.edu) is institutionally accredited by the Northwest Commission on Colleges and Universities. Please see the institutional catalog for additional accreditations (<https://www.wgu.edu/about/institutional-catalog.html>).

Our OPE (Office of Postsecondary Education) ID number is 033394.

Please contact the Student Records department if you have any further questions by calling 877-435-7948 or emailing records@wgu.edu.

Sincerely,

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