



FINANCIAL AID SUSPENSION

Students failing to make Satisfactory Academic Progress (SAP) are placed on Financial Aid Suspension. (See [Financial Aid Satisfactory Academic Progress Policy](#).) There are two options to reinstate eligibility for Financial Aid. Students may either regain eligibility through self-reinstatement by successfully completing classes without the assistance of traditional Financial Aid, or may submit a Financial Aid Suspension Appeal. This document will outline the process for both options.

**Exceptions to ANY part of the policy below are solely at the discretion of the Director of Student Financial Support – Financial Aid staff members are unable to approve any exceptions.*

REGAINING ELIGIBILITY THROUGH SELF-REINSTATEMENT

Students are required to take and successfully complete a number of credits (based on the funding level of the quarter in which suspension occurred) with a 2.0 GPA or higher. These credits **cannot** be funded by traditional financial aid sources, such as federal or state grants, or student loans. These credits do not need to be taken in one term and can be distributed over as many quarters as necessary. All classes must be passed successfully during quarter(s) students are attempting to self-reinstate. The following are examples to illustrate:

Example 1: A student needs 10 credits to regain. They enroll in 10 credits one quarter, but withdraws from or fails 5 credits. As a result, none of the credits for that term count toward the 10 needed to regain.

Example 2: A student needs 12 credits to regain. They enroll and complete 5 credits one quarter, and then enroll in 10 the next. Unfortunately, they only complete 5 credits the second quarter. Because they did not complete all their credits in the second quarter, the 5 completed credits do not count towards reinstatement, still leaving the student with 7 credits to complete.

After completing the necessary credits, students must submit a grade report and the “Request to Review for Self-Reinstatement” form (attached to this policy) to financial.aid@wwcc.edu to initiate a staff member review of their file for eligibility. Grade reports can be either a copy of quarterly grades or an unofficial transcript.

*****Reinstatement is not guaranteed and subject to the judgment of the Financial Aid department based on previous academic performance and SAP history.***

SUBMITTING A FINANCIAL AID SUSPENSION APPEAL (aka: Reinstatement Appeal)

If a student faced extenuating circumstances beyond their control that prevented them from being successful, they have the option to submit a Financial Aid Suspension Appeal. Such circumstances may include but are not limited to: health issues, death in the family, or a serious injury/accident. Students will be required to provide documentation to support circumstances beyond their control. Appeals must be submitted via a Navigator – please contact the Student Success Center to make an appointment.

The Financial Aid Office reserves the right to accept and review appeals. Students are limited to two (2) approved Financial Aid Suspension Appeals during their time at Walla Walla Community College.

THINGS TO NOTE BEFORE SUBMITTING AN APPEAL:

- Appeals are specific to the quarter for which they are submitted and are processed accordingly, prioritizing enrolled students. The Financial Aid Office will hold a submitted appeal for the remainder of the academic year if a student's enrollment plans change. Any submitted forms and documentation will be discarded at the end of Spring quarter if a student does not enroll. An updated appeal will need to be submitted in the future if the student chooses to return.

- Students appealing for reinstatement are not guaranteed approval.
- Appeals **will not be accepted** without a completed financial aid file.
- Students owing a repayment to the school, State, or Federal government are not eligible to appeal until the debt is resolved, and any documentation submitted will not be reviewed.
- All students must demonstrate that the circumstances leading to their suspension were unusual or extraordinary in nature and were beyond the student's control by including sufficient supporting documentation. The Financial Aid Office may request additional documentation if the initial submission is deemed insufficient.
- The deadline to submit a Financial Aid Suspension Appeal is **the first Friday** of the quarter for which the student is requesting reinstatement. Appeals must be **complete** by this deadline.
 - A complete appeal submission will include:
 - Financial Aid Suspension Appeal form, signed and dated
 - Personal Letter of Explanation, typed – hand-written appeals **will not** be accepted
 - Supporting Documentation
- **Appeals must be submitted via a Navigator.** Appeals submitted by students will not be accepted.
- Questions regarding appeals should be directed to AppealsFA@wwcc.edu. This ensures a timely and accurate response to your inquiries.
 - *If your Navigator is submitting your appeal digitally, please ask to be Cc'd on the email – appeals submitted to other email addresses may be missed. The Financial Aid Office will not be responsible if a submission misses the deadline for this reason.*
- **All appeal decisions are final and cannot be appealed.**
- Approved appeals require an “Acknowledgment of the Terms and Conditions of Financial Aid Reinstatement” to be signed and returned, and may require additional documentation to be included (such as an Education Plan.) Your aid cannot be reinstated until this is returned with any applicable documents detailed.
 - Signed Acknowledgements are due **five (5) business days** after they are sent (along with any other required documents.) Students are responsible for monitoring the email provided for an appeal decision. Emailed Acknowledgements should be sent to AppealsFA@wwcc.edu.

PROBATIONARY PERIOD FOR APPROVED APPEALS

Students who have Suspension Appeals approved are placed on probation for the first quarter of reinstatement. Reinstatement may also carry additional stipulations, which will be detailed in the “Acknowledgment of Terms and Conditions.” The most common condition of reinstatement is an Education Plan, either for Pace of Progression or GPA. Education plans must be created by a student's advisor and will be reviewed every quarter they are in effect. ***This extends the “probationary” period beyond one quarter to the length of the required education plan.*** Students needing to make changes to this anticipated schedule are welcome to do so, but must submit an updated copy of their education plan to the Financial Aid Office.

Failure to meet all SAP standards during probation will result in the student being resuspended. Suspensions that are a result of failure to meet SAP during a probationary period are not eligible to be appealed (back-to-back appeals).

Financial Aid Education Plans

- GPA education plans detail a student's quarterly schedule through the completion of their program. Students must raise their GPA each quarter and complete all classes they register for. This education plan remains in effect until a student's cumulative GPA is over 2.0 – Financial Aid staff review progress quarterly.
- Pace of progression education plans are required to cover enough credits to bring a student's completed credits above 67% of attempted credits. The Financial Aid Office will complete all calculations and provide the number of credits required to satisfy the education plan. This education plan remains in effect through the quarter in which a student either meets or exceeds the number of credits required to regain pace of progression.

Please contact the Financial Aid Office if you have any questions regarding this policy.

Financial Aid Office

500 Tausick Way | Walla Walla, WA 99362
 Phone: (509) 527-4301
financial.aid@wwcc.edu

Walla Walla Community College does not discriminate on the basis of race, color, national origin, sex, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator/Section 504 Compliance Officer; 500 Tausick Way, Walla Walla, WA 99362; (509) 527-4382; titleix@wwcc.edu



Walla Walla
Community College

Request to Review for Self-Reinstatement/Notification of Grade Change

Please read the following. Check any fields that apply to you and respond to the applicable short answer questions.

☐ I have completed enough credits with a 2.0 GPA to have regained my eligibility for financial aid.

☐ I had a grade change that I believe affects my SAP status

Please attach an unofficial transcript/grade report, and fill out the following information:

Year and quarter of suspension: _____ *Quarters to review for reinstatement:* _____ *Quarter of grade change:* _____

If you believe you are eligible for self-reinstatement, what has changed since your suspension that will allow you to be successful?

Is there anything else you would like our staff to consider when reviewing your request?

Printed Name: _____

ctcLink ID: _____

Signature: _____ Date: _____

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