# WALLA WALLA COMMUNITY COLLEGE
# SATISFACTORY ACADEMIC PROGRESS (SAP)
# ADMINISTRATIVE POLICY 7750

### I. POLICY BACKGROUND/PURPOSE
Federal law requires that institutions monitor the academic progress of students who receive federal financial aid. In order to remain eligible for federal, state and some institutional financial aid, students must comply with Walla Walla Community College's (WWCC) standards for Satisfactory Academic Progress (SAP).

### II. AUTHORITY
Board Policy 1370, 34 CFR 668.34, WAC 250-21-010.

### III. SCOPE OF POLICY
This policy applies all WWCC students.

### IV. POLICY
To be eligible for federal, state, and institutional financial aid, students must maintain Satisfactory Academic Progress (SAP). SAP will be evaluated each year at the time of the initial financial aid award and each quarter the student is enrolled.

A. This policy applies to ALL periods of enrollment whether or not the student previously received financial aid.
   1. No provision will be granted for grade forgiveness.
   2. Transfer credits and credits attempted while enrolled in dual enrollment programs will be included.

B. Satisfactory Academic Progress (SAP) Measurement
   There are three required elements of SAP measurement: (I) Credits, (II) Grade Point Average, (III) Pace of Progression. Students must meet ALL three requirements to receive financial aid. Remedial credits may be funded with financial aid up to a maximum of forty-five (45) credits.
   1. Credits: A student's credit load determines the amount of funding they receive. Students must earn the minimum number of credits as detailed in the chart below to maintain eligibility for financial aid.

| Enrollment Status: As of census day | GOOD STANDING - must successfully complete: | WARNING status: | Aid SUSPENDED if complete LESS THAN: |
|---|---|---|---|
| Full Time (12 or more credits) | 12 credits/qtr. | 6-11 credits/qtr. | 6 credits/qtr. |
| 3/4 Time (9-11 credits) | 9 credits/qtr. | 5-8 credits/qtr. | 5 credits/qtr. |
| 1/2 Time (6-8 credits) | 6 credits/qtr. | 3-5 credits/qtr. | 3 credits/qtr. |
| Less than 1/2 Time (3-5 credits) | All credits/qtr. | *Not applicable* | All credits/qtr. |

2. Grade Point Average (GPA): Students must earn a Cumulative GPA of 2.00 to receive financial aid funding. Students who fail to meet this requirement will be placed on Financial Aid Warning or Suspension.

3. Pace of Progression: Students must maintain a Pace of Progression by completing a minimum of 67% of all attempted credits to complete their current program. Students who fail to meet these requirements will be placed on Financial Aid Warning or Suspension.

    a. Credits are based on enrollment level on the census day of each quarter and are evaluated at the end of each term to determine completed credits.

    b. Grades "I", "W", "Z", or "F" and repeated courses will count as completed credits.

    c. All transfer credits accepted are counted toward the maximum time frames allowed.

    d. Student's Pace of Progression is determined using the following formula:

$$\text{Pace of Progression} = \frac{\text{Credits Completed}}{\text{Credits Attempted}}$$

C. Maximum Timeframe

1. Federal Financial Aid funding is available for cumulative attempted credits up to 150% of the total required credits for a program.

2. State financial aid has a maximum usage limit of five (5) full-time years of eligibility.

3. Remedial credits, courses below the 100 level, are included in the maximum timeframe calculation.

4. Financial aid is limited to forty-five (45) remedial credits.

D. Financial Aid Warning

Students who fail to meet SAP credits, grade point average, or pace of progression requirements will be placed on Financial Aid Warning for one (1) quarter.

1. Students placed on Financial Aid Warning may receive financial aid for the next quarter of attendance.

2. Students will only be on Warning for one (1) quarter before being suspended.

E. Financial Aid Suspension

Students whose aid has been suspended may not be eligible for future financial aid. Financial aid suspension may occur when:

1. A student completes less than the required credits indicated in the chart referenced in section IV.B.1.

2. In the next quarter of attendance, a student on Financial Aid Warning or Probation does not complete:

    a. The credits required for their enrollment level

    b. Does not meet 67% pace of progression

    c. Does not maintain a cumulative GPA of 2.0

1. A student officially withdraws from all classes and receives "W" grades.

    a. Students who withdraw before the publicized last day to withdraw may owe a portion or all of their financial aid back to the financial aid programs.

2. A student unofficially withdraws from classes and receives "F" grades.

3. A student has attempted 150% of all credits attempted regardless of program change(s).

4. A student has failed to meet the requirements of their academic plan.

F. Reinstatement of Eligibility After Suspension
   Students placed on Financial Aid Suspension or who have reached the Maximum Timeframe may submit a Suspension Appeal if they fail to make SAP due to extenuating circumstances or those beyond the student's control.
   1. Appeals may require that students provide documentation to support circumstances beyond their control.
   2. Acceptance and approval of appeals are based on extenuating circumstances and will be reviewed by the Financial Aid Office.
   3. Students are limited to submitting two (2) Suspension Appeals in their time of attendance at WWCC.
   4. Students who have exhausted their two (2) appeal limit, have had an appeal denied, or do not wish to submit an appeal may regain eligibility for aid through self-reinstatement by attending without the assistance of traditional financial aid.
      a. Students must meet all SAP requirements while attempting to self-reinstate.
      b. If students are successful in reinstatement, aid awarded will be based on available funding at the time of reinstatement and may not reflect the original award.

G. Financial Aid Probation
   If a student appeal is approved, the student will be placed on Financial Aid Probation and the student's financial aid will be reinstated.
   1. As part of the approval, some conditions for reinstatement may be imposed. The most common condition imposed is that a student creates an Education Plan with their advisor.
   2. If the student does not meet the conditions of the probation, the student will be re-suspended and lose eligibility for financial aid.
   3. Appeals submitted after a quarter of failed probation will not be approved.

H. Financial Aid Education Plans
   Students who are not meeting GPA or Pace of Progression requirements may be required to submit an Education Plan to the Financial Aid Office. Education plans may also be included as a condition of an approved Suspension Appeal.
   1. GPA education plans detail a student's quarterly schedule through the completion of their program.
   2. 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 plan.
   3. Students will meet with their advisor to create an anticipated quarterly schedule for the required length of the plan.
   4. The plans will be reviewed quarterly by financial aid staff to ensure students are progressing as intended.
   5. Students needing to make changes to this anticipated schedule are welcome to do so, but must submit an updated copy of their plan to the Financial Aid Office.

I. No Longer Eligible for Financial Aid
   1. Students who complete their program requirements regardless of whether awarded the degree/certificate.
   2. If it is mathematically impossible to meet SAP requirements, consideration for reinstatement of financial aid will be denied.

J. Additional Requirements and Limitations
   1. Grade Changes:  If a grade change is made for a previous term for which SAP was calculated, SAP must be rechecked based on the grade change.
      a. Notification of grade change must be made to the financial aid office using the "Request to Review for Self-Reinstatement/Notification of Grade Change" form.
      b. Notification of updated SAP status will be sent to the student.
   2. Repeat Courses:
      a. Students who fail a course may receive financial aid once to *repeat* the course failed.
      b. Students who DO successfully pass a course may be paid once to *retake* the course.
K. Census Date (for Federal Pell Grant only):  Students are disbursed their financial aid at the beginning of the quarter based on their enrollment level at the time the funds are sent to BankMobile (system used to disburse financial aid funds). On the census date, the student's enrollment level is locked and compares to the original enrollment level. No funding adjustments can be made after the census date.
   1. Fall, winter, and spring quarter:  10$^{th}$ day of quarter
   2. Summer quarter:  8$^{th}$ day of quarter
   3. Increasing Enrollment Level:  If a student adds a class by the 10$^{th}$ class day of the term, the student may be eligible for additional funds. The student should notify financial aid of the change in enrollment level.
   4. Decreasing Enrollment Level:  If a student drops courses to a lower enrollment level or does not commence attendance in all classes after their disbursement is sent to BankMobile, the student will be responsible to repay the amount owed based on their change in enrollment level. The money owed back is a Pell Grant overpayment. Students that do not pay back the overpayment are not eligible for future financial aid.
   5. Changing classes:  If a student needs to change a class and the enrollment level will remain the same, the student should add/drop the class the same day to prevent a decrease in enrollment. Some classes have different fees; if a balance is due after a class change, the student is responsible for paying additional amount due.

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| **Policy Contact:**  Vice President, Student Services | |
| **Approved by (Department/Body):**  Dr. Chad Hickox, President | |
| **Date Originally Approved:**  July 23, 2024 | |
| **Last Reviewed/Revised on:** _____ | |