



Walla Walla Community College  
*...Your Best Choice*

## Satisfactory Academic Progress (SAP) Policy – 2023-24 Aid Year

*Effective 2023-24 Aid Year*

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

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 45 credits.

### I. CREDITS

A student's credit load determines the amount of funding they receive. Because of this, students must earn the minimum number of credits as detailed in the chart below to maintain eligibility for financial aid.

<b>If you enroll:</b> <i>As of census day*</i>	To be in <b>GOOD STANDING</b> you must successfully complete:	You will be placed on <b>WARNING</b> if you complete:	Financial aid will be <b>SUSPENDED</b> if you complete <u>LESS THAN</u> :
<b>Full Time</b> (12 or more credits)	12 credits per quarter	6-11 credits per quarter	6 credits per quarter
<b>Three-quarter Time</b> (9-11 credits)	9 credits per quarter	5-8 credits per quarter	5 credits per quarter
<b>Half Time</b> (6-8 credits)	6 credits per quarter	3-5 credits per quarter	3 credits per quarter
<b>Less than Half Time</b> (3-5 credits)	All credits per quarter	<i>Not applicable</i>	All credits per quarter

### II. GRADE POINT AVERAGE

Students must earn a Cumulative Grade Point Average (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.

### III. 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. Credits are based in enrollment level on the census day of each quarter and are evaluated at the end of each term to determine completed credits. Grades "I", "W", "Z", or "F" and repeated courses will count as completed credits. All transfer credits accepted are counted toward the maximum time frames allowed. Students who fail to meet these requirements will be placed on Financial Aid Warning or Suspension.

\**FINANCIAL AID CENSUS*: Fall, Winter, Spring – 10<sup>th</sup> school day; Summer – 8<sup>th</sup> school day.

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

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

#### IV. MAXIMUM TIMEFRAME

Federal Financial Aid funding is available for cumulative attempted credits up to 150% of the total required credits for a program. State financial aid has a maximum usage limit of five full-time years eligibility. Remedial credits, courses below the 100 level, are included in the maximum timeframe calculation. Financial aid is limited to 45 remedial credits.

*Please refer to our website for credit requirements of specific programs.*

#### V. FINANCIAL AID WARNING

Students who fail to meet the credits, grade point average, or pace of progression Satisfactory Academic Progress requirements will be placed on Financial Aid Warning for one term. Students placed on Financial Aid Warning may receive financial aid for the next term attendance. Students will only be on Warning for one quarter before being suspended.

#### VI. FINANCIAL AID SUSPENSION

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

- A student completes less than the required credits detailed in the chart in section I
- In the next quarter of attendance, a student on Financial Aid Warning or Probation does not complete:
  - The credits required for their enrollment level
  - Does not meet 67% Pace of Progression
  - Does not maintain a cumulative GPA of 2.0
- A student officially withdraws from all classes and receives “W” grades. 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.
- A student unofficially withdraws from classes and receives “F” grades.
- A student has attempted 150% of all credits attempted regardless of program change(s).
- A student has failed to meet requirements of their academic plan.

#### VII. REINSTATEMENT OF ELIGIBILITY AFTER SUSPENSION

Students placed on Financial Aid Suspension or that have reached the Maximum Timeframe may submit a Suspension Appeal if they failed to make satisfactory academic progress or complete their program due to extenuating circumstances or those beyond the student’s control. Appeals may require that students provide documentation to support circumstances beyond their control. Acceptance and approval of appeals are based on extenuating circumstances and will be reviewed by the Financial Aid Office. Students are limited to two (2) approved Suspension Appeals in their time at Walla Walla Community College. ***Appeals must be submitted via a Navigator.***

Students that have exhausted their two (2) appeals 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. Students must meet all SAP Requirements while attempting to self-reinstate. 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.

*Please see our “Financial Aid Reinstatement Policy” for more information regarding the reinstatement process.*

#### VIII. FINANCIAL AID PROBATION

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).

## **IX. 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. Students will meet with their advisor to create an anticipated quarterly schedule for the required length of the plan. Education plans will be reviewed quarterly by Financial Aid staff to ensure students are progressing as intended. 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.

- 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.

## **X. NO LONGER ELIGIBLE FOR FINANCIAL AID**

- Students that complete their program requirements regardless of whether awarded the degree/certificate.
- If it is mathematically impossible to meet the satisfactory academic progress requirements, consideration for reinstatement of financial aid will be denied.

## **XI. ADDITIONAL REQUIREMENTS AND LIMITATIONS**

### *Grade Changes*

If a grade change is made for a previous term for which SAP was calculated, SAP must be re-evaluated based in the grade change. Please notify the financial aid office using the "Request to Review for Self-Reinstatement/Notification of Grade Change" form attached to the Reinstatement Policy. Satisfactory Academic Progress will be re-processed and notification of updated SAP status sent to the student.

### *Repeat Courses*

Students who fail a course may receive financial aid once to repeat the course failed. Students who DO successfully pass a course may be paid once to retake it.