



SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY – 2024-25 AID YEAR

Effective 2024-25 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 receiving aid.

This policy applies to ALL periods of enrollment, regardless of whether or not the student received financial aid. This includes remedial credits, transfer credits, and credits attempted while enrolled in dual enrollment programs (e.g., Running Start and College in the High School.) No provisions will be granted for grade exclusion/redline requests.

There are three elements of SAP measurement: (I) Credits/Quarterly Funding Level, (II) Grade Point Average (Qualitative), and (III) Pace of Progression (Quantitative). Students must meet all three requirements to be eligible to receive financial aid.

Staff members outside of the Financial Aid Office are not required to have knowledge of policy application and do not have the authority to guarantee any specific outcome or exception. Information regarding specific circumstances should be verified either by reviewing this policy or contacting the Financial Aid Office. Any exceptions to this policy are at the sole discretion of the Director of Student Financial Support.

IMPORTANT SAP DEFINITIONS

FEDERAL AID: Refers to Pell grant, Federal Supplemental Educational Opportunity Grant, Direct Loans, and Federal Work Study.

STATE AID: Refers to Washington College Grant, College Bound Scholarship, Washington Bridge Grant, Passport to College, *National Guard Grant*, and State Work Study.

INSTITUTIONAL AID: Refers to WWCC Grant and Warrior Pledge Scholarships.

REMEDIAL CREDITS: Courses that are below the 100-level, or “sub-college level.” This does not include courses offered through solely through Access and Opportunity (*formerly Transitional Studies*) including CAP, ABE, HSC, ELA, etc.

ATTEMPTED CREDITS: Any credits for which a student was enrolled in as of census day for the quarter, regardless of whether financial aid was used. Accepted transfer credits count towards attempted. **Courses excluded from transcripts through grade exclusion are still considered attempted.*

COMPLETED CREDITS: Credits that a student has earned through a passing grade in a course or transferring from another institution. Credit can only be earned for a course once, even with multiple passing grades. **Courses excluded from transcripts through grade exclusion are not considered completed, regardless of the original grade received.*

REPEATED COURSES: Any course attempted more than once. Student’s may only receive credit for a course one time, even if a passing grade is earned more than once. This means a course can only be considered “complete” for one attempt.

EVALUATION REQUIREMENTS/EVALUATION STANDARDS/MEASUREMENTS

I. CREDITS/QUARTERLY FUNDING LEVEL (Updated)

A student’s credit load determines the amount of funding they receive. Students are expected to complete the number of credits that were funded, or meet their funding level, each quarter. Because of this, students must earn a minimum percentage the credits they attempt each quarter, regardless of whether they received aid for the term. Previously enrolled students wishing to begin financial aid for the first time must be meeting this

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standard based on their last quarter of attendance to be eligible for aid. This also serves as an additional “check point” to ensure students will be mathematically able to meet the required pace of progression within the remaining requirements/time limit for their program. Requirements are detailed in the chart below:

If you enroll: <i>As of census day*</i>	To be in GOOD STANDING you must successfully complete:	You will be placed on WARNING if you complete:	Financial aid will be SUSPENDED if you complete less than:
7-12+ credits	100% of attempted credits	60-99.99% of attempted credits	60% of attempted credits
3-6 credits		<i>Ineligible</i>	100% of attempted credits
Less than 3 cr. <i>(Ineligible for FA)</i>			

PLEASE NOTE: Due to changes in funding methodology taking effect for the 2024-25 aid year, WWCC has adjusted this chart from previous versions. “Enrollment Level” has been replaced with “Enrollment Intensity,” which adjusts award amounts with every credit hour up to 12 (*see Financial Aid Guide for more information*), prompting a review of the previous SAP metric. The result is that students are no longer required to pass a certain number of credits based on enrollment level, but rather a certain percentage of attempted credits each quarter. Only students enrolled more than half-time are eligible for a Warning quarter if they do not pass 100% of attempted credits in a term. This measurement is separate from pace of progression, which is cumulative.

II. GRADE POINT AVERAGE (*Qualitative*)

All students must maintain a cumulative grade point average (GPA) of 2.00 to be eligible for financial aid funding. Previously enrolled students wishing to begin financial aid for the first time must be meeting this standard to be eligible for aid. Students who fail to meet this requirement will be placed on Financial Aid Warning for one quarter. Failure to regain a 2.0 cumulative GPA during the Warning quarter will result in Financial Aid Suspension.

Quarterly GPA is also reviewed as a part of SAP calculations. Students who fail to earn a quarterly GPA of 2.0 or higher will be placed on Warning, Suspension, or a Financial Aid Education Plan as appropriate.

III. PACE OF PROGRESSION (*Quantitative*)

Students must maintain a Pace of Progression by completing a minimum of 67% of all attempted credits regardless of program changes and grade exclusion/redline requests.

Credits are based in enrollment intensity 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” do not count as completed credits. Repeated classes can only count as completed once, even if the student received a passing grade for multiple attempts. All accepted transfer credits are counted in pace calculations. This calculation also includes remedial credits.

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

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

Students who fail to meet these requirements will be placed on Financial Aid Warning or Suspension.

**CENSUS:* Fall, Winter, Spring – 10th day of instruction; Summer – 7th day of instruction

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ADDITIONAL REQUIREMENTS AND LIMITATIONS

Time Limit Requirement/Maximum Timeframe: Financial Aid funding is available for cumulative attempted credits up to 150% of the total required credits for a program. All attempted credits are included in the maximum timeframe calculation. This includes credits attempted while pursuing a different program that was not completed, transfer credits, and attempted credits that have been excluded from a student's transcript (redlined.) Up to 45 remedial credits can be excluded from time limit calculations.

Students will be on Warning for the first quarter in which they have exceeded 125% of the credits required for the program. If they will not finish their program during that quarter, they will need to complete a Maximum Timeframe Appeal to have their remaining eligibility evaluated and/or be approved for additional Title IV funding due to extenuating circumstances.

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

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.

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. Credits can only be earned once for pace.

Grade Exclusion/Redlining: Students who have had grades excluded from their official transcript (also known as "redlined") will NOT have those classes excluded from SAP calculations, regardless of whether financial aid was used. All redlined classes will be counted as attempted but not complete. This is because they are no longer "earned" once they are excluded.

Concurrent vs. Consecutive programs: Students may only receive financial aid for one program at a time while attending WWCC. If enrolled in concurrent programs (pursuing two degrees/certificates at once), only one can be funded and classes not counting towards that program will not be considered when determining aid eligibility. Consecutive programs (degrees/certificates pursued in succession, one after the other) are eligible for funding, but the second program will require additional verification to determine aid eligibility and time limit.

CONSEQUENCES OF NOT MEETING SAP

FINANCIAL AID WARNING

Students who fail to meet the credits/quarterly funding level, grade point average, or pace of progression Satisfactory Academic Progress requirements will be placed on Financial Aid Warning for one term if eligible. Students placed on Financial Aid Warning may receive financial aid for the next term of attendance and must meet all SAP requirements during that term to avoid Financial Aid Suspension. Students will only be on Warning for one quarter, after which they will either be Meeting SAP standards or Suspended from financial aid.

FINANCIAL AID SUSPENSION

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

- A student does not complete all attempted credits, as detailed in the chart in Section I
- In the next quarter of attendance, a student on Financial Aid Warning or Probation does not complete:
 - All attempted credits
 - Does not meet a cumulative pace of progression of 67%
 - Does not maintain a cumulative or quarterly GPA of 2.0 or higher
- 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.

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- A student unofficially withdraws from classes and receives “F” grades.
- A student has attempted 150% of all credits required for their program, regardless of program change(s).
- A student has failed to meet requirements of their Financial Aid Education Plan.

NOTIFICATION REGARDING SAP STATUS

Students are notified of their Warning or Suspension status via their preferred email as listed in ctclink. These notices will include links to relevant policies and information regarding any action(s) needed. Suspension Appeal decisions are also communicated via email. Students are responsible for ensuring their contact information is up-to-date, checking their email regularly, and carefully reviewing all communications from the Financial Aid Office. *Failure to monitor email or read communications is not considered a valid reason for deadline extensions or policy exceptions.*

REINSTATEMENT OF ELIGIBILITY AFTER SUSPENSION

Students placed on Financial Aid Suspension 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) 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. 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.

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 probationary periods 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

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.

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- 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.

STUDENTS NO LONGER ELIGIBLE FOR FINANCIAL AID

- Students that complete their program requirements, regardless of whether they have been awarded the degree/certificate, are not eligible for additional funds.
- Students that are within 20 credits of completing their program are not eligible to receive financial aid if they change programs prior to completion.
- Previously suspended students may be denied future appeals/reinstatement requests after failure to meet their Reinstatement Conditions.
- If it is mathematically impossible to meet the satisfactory academic progress requirements, consideration for reinstatement of financial aid will be denied.

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