

# Financial Aid Satisfactory Academic Progress Policy

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<b>POLICY:</b> Satisfactory Academic Progress (SAP)	
<b>POLICY NUMBER:</b> 700.12	<b>CUSTODIAN:</b> Academic Dean
<b>APV'D DATE:</b> 7/30/2019	
<b>EFFECTIVE DATE:</b> 7/30/2019	<b>REVIEW DATE:</b> June 2019
<b>REFERENCES:</b> 34 CFR 668, 16(e) – Student Assistance General Provisions, Repeated Course Policy Academic Expulsion	

## Part 1. Policy Background and Purpose

Federal regulations (34 CFR 668, 16(e)) require schools to have a Satisfactory Academic Progress Policy to carry out the statutory requirements that a student must be making satisfactory progress to be eligible for financial aid under the Student Financial Aid Programs.

## Part 2. Definitions

Satisfactory Academic Progress (SAP) standards ensure that a student is successfully completing a degree program with satisfactory grade and in a timely manner.

Qualitative Measure is grade point average.

Quantitative Measure is the monitoring of the percentage of total attempted credits as compared to the total completed credits.

Maximum time-frame is the time allowed for a student to complete their program of study.

Cumulative credits attempted include course repeats, incompletes, and withdrawals as well as courses with a grade assignment of A, B, C, D, F, W, or I. Transfer credits are included.

Cumulative credits earned is defined as credit hours successfully completed with grade assignments of A, B, C, or D and are also counted towards hours attempted. Transfer credits are included. Grades of F, I, and W do not count towards credits earned.

## Part 3. Responsibility

The Registrar is responsible to calculate the qualitative and quantitative measures within two weeks after grades have been submitted each semester.

The Registrar will notify the Financial Aid Coordinator of any student who is in jeopardy of not meeting SAP or who does not meet the quantitative or qualitative requirements.

Students who are not meeting the SAP criteria are responsible to meet with the Registrar to complete a Satisfactory Academic Improvement Plan at the beginning of the warning term of enrollment.

#### **Part 4. Policy**

##### **Subpart A. Satisfactory Academic Progress (SAP)**

Standards of academic progress are established to require students to progress satisfactorily and timely toward the completion of their degree, diploma, or certificate. Additionally, federal and state regulations require that recipients of federal and/or state financial aid make satisfactory academic progress towards a degree, diploma, or certificate to remain eligible for aid.

At the end of each semester the Registrar will review the status of all students attempted hours, completed hours and cumulative GPA. This will be used to determine SAP. The Registrar will notify the Financial Aid Coordinator about any students who are not meeting the SAP requirements. In addition, the Registrar will meet with all students who do not meet the SAP requirements to establish an academic improvement plan.

In compliance with federal regulations, the college has established and will apply the following standard of academic progress to all students.

##### **Subpart B. Qualitative Student Standards**

The qualitative features of SAP are monitored through student's grades. This monitoring of grades is equivalent to WETCC's own policy of Academic Standing as listed in the current Academic catalog but also considers any grades made at previously attended institutions of higher education for new transfer students when determining SAP.

All students regardless of financial aid status are required to maintain the following minimum GPA levels:

Cumulative Credits Attempted	Cumulative GPA required
1-16	1.75
17 and over	2.0

- Grades of A, B, C, D, and F shall be included in the GPA calculation using the following scale:
  - A = 4.0

- B = 3.0
- C = 2.0
- D = 1.0
- F = 0

Academic progress will be reviewed within two weeks of grades being submitted at the end of each semester to determine SAP compliance.

**Subpart C. Quantitative Standard – Minimum Cumulative Credit Completion, Pace**

To ensure students’ progress through their educational program, students must earn at least 67% of the cumulative credit hours attempted to successfully meet SAP requirements. To calculate a student's minimum cumulative credit completion rate of progression the following formula can be used:

$$\text{Cumulative hours attempted} \times 67\% = \text{SAP limit}$$

The pace at which a student is progressing towards completing their degree program can be calculated by dividing the cumulative number of hours earned by the cumulative number of hours attempted. The pace of progression must exceed the SAP limit.

$$\text{Cumulative hours earned} / \text{cumulative hours attempted} = \text{pace of progression}$$

All students are required to successfully complete a minimum of 67% of cumulative attempted credits. Successfully completed credits include A, B, C, D, and P grades earned.

In accordance with the Course Repeat Policy, a student may receive financial aid for repeating a failed course up to a maximum of 3 times. Passed courses may be repeated only once to attempt to improve a grade. Repeated course must be identical and will be counted when calculating pace of progression.

**Subpart D. Maximum Time Frame**

Students may receive aid for a maximum of 150% of the published length of their current educational program. The degree program at WETCC is 60-credit hours so financial aid will fund up to a maximum of 90 credit hours

All attempted WETCC credit hours, including periods without financial aid assistance, will be counted when calculating a student's maximum time frame.

**Subpart E. Evaluation Period**

Satisfactory academic progress will be evaluated for all students with registered credits at the end of each semester.

**Subpart F. FAILURE TO MEET STANDARDS (WARNING)**

Warning Status: If at the end of the semester, a student has not met either the required cumulative GPA standard (qualitative) or required cumulative completion percentage standard (quantitative), the student shall be allowed to enroll and retain their financial aid eligibility under warning status for one semester.

Students on warning status are required to meet with the Registrar to complete a Satisfactory Academic Improvement Plan at the beginning of the warning term of enrollment. Failure to complete a Satisfactory Academic Improvement Plan with the Registrar will result in the student being administratively dropped or withdrawn from all courses.

**Subpart G. Reinstatement of Students on Warning Status:**

If at the end of the warning period a student who has been on warning status has met both the institution's cumulative GPA and cumulative completion percentage status, WETCC shall end the student's warning status.

**Subpart H. Probation for Students following Warning Status:**

A student on warning status that fails to meet the required GPA, fails to meet the minimum cumulative completion percentage required, or fails to make progress on an Academic Improve Plan will be placed on probation immediately upon completion of the warning period.

Probation will occur for 1 (one) semester. Students placed on probation will be informed in writing by the Registrar.

Students on probation may continue to receive financial aid in the probationary period, however, they must submit a Financial Aid Appeal to the Financial Aid Coordinator, which includes documentation with information as to why they have failed to make satisfactory academic progress.

At the conclusion of the probationary period, students must meet the qualitative and quantitative standards in order to avoid being placed on financial aid suspension.

**Subpart I. Suspension for Students following Probation Status:**

A student on probationary status, who fails to meet the required cumulative GPA, fails to meet the cumulative completion percentage, or fails to make progress on their Academic Improvement Plan shall be placed on financial aid suspension immediately. The Registrar will notify the student of their suspension status and alternative financing options needed before registering for any more classes.

All suspensions will be one calendar year in duration. Students returning after a period of suspension are eligible to be readmitted and will be placed on probationary status. Students returning after a period of suspension should not assume that financial aid will be reinstated. An appeal to the financial aid office will be required.

WETCC may immediately suspend a student from financial aid eligibility in the event of extraordinary circumstances which may include but are not limited to the following:

1. Previously suspended students who have been reinstated whose academic performance falls below acceptable standards during a subsequent semester; or
2. Students who register for courses, receives financial aid, and who do not attend classes; or
3. Students whose attendance patterns appear to abuse the receipt of financial aid.
4. Suspension for Inability to meet the quantitative, qualitative and maximum time frame standards. If at the end of any evaluation period WETCC determines that it is not possible for a student to raise his/her GPA or course completion percentage to meet WETCC's standards before the student would reach the end of the program for which he or she is receiving financial aid, WETCC shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

### **Subpart J. Appeals and Probation Appeal for Re-enrollment**

Any student who has been suspended from financial aid or enrollment due to failure to make satisfactory academic progress may appeal their ability to enroll in courses based on documented unusual or extenuating circumstances which may include but is not limited to death of a relative, illness, hospitalization, or injury of the student by submitting an appeal to the Registrar.

To appeal, a student must submit a written explanation along with supporting official documentation detailing the mitigating or extenuating circumstances which resulted in the noncompliance of the SAP standards. Incomplete appeals will not be considered. A student is eligible for an appeal consideration once each semester.

Each appeal will be considered on its own merit by the Register, Financial Aid Coordinator, Associate Dean of Student Services and Academic Dean. The Academic Dean has the

final decision. Students will receive a written notification of the decision. Appeal decisions are final and not appealable.

Any student who is approved for enrollment reinstatement is required to submit an Academic Improvement Plan and will be placed on probation for one semester. Financial aid will be awarded based on available funding at the time of reinstatement.

Students not approved for reinstatement must clear all SAP deficiencies at their own expense before additional reinstatement consideration is available.

Failure to comply with the Academic Improvement Plan will result in immediate suspension.