

Financial Aid Satisfactory Academic Progress Policy

POLICY: Satisfactory Academic Progress (SAP)			
POLICY NUMBER:	700.12	CUSTODIAN:	Academic Dean
APV'D DATE:	9/15/2020		
EFFECTIVE DATE:	9/15/2020	REVIEW DATE:	September 2020
REFERENCES: 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.

Cumulative 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 (Withdrawal), S (Satisfactory), NS (Not Satisfactory), P (Pass), NP (Not Passing) or I (Incomplete). Transfer credits are included.

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

Part 3. Responsibility

The Registrar is responsible to monitor the student management system that calculates the qualitative and quantitative measures within two weeks after grades have been submitted each semester.

The Registrar is responsible to process incomplete contracts and to ensure that final grades are submitted in the student management system.

The Registrar will notify the Financial Aid Coordinator, Associate Dean of Student Services and Academic Dean of any student who is in jeopardy of not meeting SAP or who does not meet the quantitative or qualitative requirements.

The Financial Aid Coordinator is responsible to create the academic progress report and share it with the Registrar. .

Students who are not meeting the SAP criteria are responsible to meet with their advisor or Librarian/Student Success Coach to complete an academic contract 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 and Financial Aid Coordinator 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 students and their advisor or the Librarian/Student Success Coach who are not meeting the SAP requirements. In addition, the advisor or the Librarian/Student Success Coach must meet with all students who do not meet the SAP requirements to establish an academic contract before the student is allowed to register for subsequent semesters.

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, the student cannot receive financial aid for more than one repeated attempt if the repeat attempt results in a passing 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. A student is ineligible for aid (financial aid suspension) when it becomes mathematically impossible for the student to complete their program within the 150% of the published length of the educational program.

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 their advisor or the Librarian/Student Success Coach to complete an academic contract at the beginning of the warning term of enrollment. Failure to complete an academic contract with their advisor or the Librarian/Student Success Coach 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. Suspension and Appeals for Students following Warning Status:

A student on warning status that fails to meet the required GPA and/or fails to meet the minimum cumulative completion percentage required will be placed on financial aid suspension immediately upon completion of the warning period.

Students 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. If the appeal is approved, the student is placed on probation for

that current term and will be eligible to receive financial aid. If the appeal is not approved, the student will not be eligible to receive financial aid. However, the student can still register without financial aid.

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.

Students on probation are required to meet with their advisor or the Librarian/Student Success Coach to complete an academic plan at the beginning of the probation term of enrollment. Failure to complete an academic plan with their advisor or the Librarian/Student Success Coach will result in the student being administratively dropped or withdrawn from all courses.

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 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, and Associate Dean of Student Services or 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 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 plan will result in immediate suspension.