

## **SATISFACTORY ACADEMIC PROGRESS (SAP) RULES & REQUIREMENTS**

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To be eligible for financial aid, Federal and State regulations require students to make satisfactory progress in an eligible degree or certificate program. Students must be in good academic standing with Wenatchee Valley College and the policy applies to all quarters of enrollment, regardless if financial aid was received or not. All credits attempted at WVC will be considered when determining academic progress; credits transferred into WVC will also be considered for the Maximum Attempted Credits metric of academic progress. The college financial aid census date (10<sup>th</sup> day for Fall, Winter, Spring, 8<sup>th</sup> day for Summer) is the point in which students are held accountable for their academic progress of attempted credits.

If students do not meet the requirements, they will be placed either on a SAP Warning or Suspended status, dependent on the severity of failed requirements. If placed on Warning, students must make satisfactory progress in their next quarter of enrollment, or they will automatically be put in a Suspended status for subsequent quarters. A Suspended status for Satisfactory Academic Progress means students lose eligibility for further financial aid, which can only be reinstated using one of the options in this policy. If reinstated, a student will be on Probation during the quarter of reinstatement. If reinstated, further failure to meet the conditions of their appeal or reinstatement will result in an automatic Suspended status. Specific requirements for Warning, Suspended, and Probation statuses are listed on pages 2 and 3 of this document.

### **General Policy Requirements**

- Achieve and maintain the required grade point average
- Complete the minimum required credits for their enrollment intensity
- Complete a degree or certificate within the maximum attempted credits allowed

## **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

### **GRADE POINT AVERAGE (G.P.A.)**

Students must maintain a minimum grade point average (GPA) as established by the college. At Wenatchee Valley College, a student must maintain a 2.0 cumulative GPA or higher. Failing to maintain at least a 2.0 cumulative GPA will result in automatic Suspended status. Separately, the Registrar monitors both cumulative and quarterly GPA and will take action according to college academic policy, which may result in a student also being put in an academic probation status or being academically dismissed.

### **MINIMUM CREDITS COMPLETED**

Most financial aid is awarded, or adjusted, based on a student's enrollment intensity each quarter. As such, to maintain eligibility for financial aid, students must pass a minimum number of credits each quarter and a minimum number of credits for the academic year, whether they receive aid or not, based on the number of attempted credits. Generally, students must pass half of their attempted credits for each quarter, and the equivalent credits related to enrollment/financial aid status by the end of the academic year. If a student fails or withdraws from all their classes, they may be required to repay some or all the financial aid they received for that quarter (see Repayment of Financial Aid).

## Completion of Credits

If you are enrolled in:	You must complete at least:	Warning status if you only complete:	Disqualified status if you complete less than
12+ credits (full-time)	12 credits/quarter	6-11 credits/quarter	6 credits/quarter
11 credits	11 credits/quarter	5-10 credits/quarter	5 credits/quarter
10 credits	10 credits/quarter	5-9 credits/quarter	5 credits/quarter
9 credits	9 credits/quarter	5-8 credits/quarter	5 credits/quarter
8 credits	8 credits/quarter	3-7 credits/quarter	3 credits/quarter
7 credits	7 credits/quarter	3-6 credits/quarter	3 credits/quarter
6 credits	6 credits/quarter	3-5 credits/quarter	3 credits/quarter
5 credits	5 credits/quarter	2-4 credits/quarter	2 credits/quarter
4 credits	4 credits/quarter	2-3 credits/quarter	2 credits/quarter
3 credits	3 credits/quarter	2 credits/quarter	2 credits/quarter

Grades of **I** (incomplete), **Y** (in progress), **N** (audit), **W** (withdrawal), **F** (fail), and **NP** (no credit) do not count as completed credits. *Note: financial aid does not count or pay for audited classes.*

**a) Quarterly:** Students are expected to complete all the credits for which they enroll since financial aid amounts are based on total enrollment. If a student completes less than their attempted credits each quarter, they will either be in a Warning or Suspended status, depending on the number of credits passed vs attempted; please see the chart above. Credits completed are reviewed after grades post. Please note the additional grades that do not count as completed courses. In the event that a course is completed *after* a SAP status has been calculated, a student may contact WVC Financial Aid to have that status recalculated.

**b) Annual:** The annual requirement is to pass at least 67% of their attempted credits; this percentage does not round up. This is based on the students' enrollment intensity for which they aid received. As an example, a student taking full-time for Fall, Winter, and Spring for a total of 36 credits would need to pass at least 25 credits to meet this annual requirement. All credits attempted, (except for certain ABE and ESL courses) including credits attempted before the student applied for or received financial aid, will be monitored at the end of each academic year or before financial aid is packaged for the academic year.

## MAXIMUM ATTEMPTED CREDITS

Students can receive financial aid to complete their program of study, up to 150% of the published credits required to complete the program. All attempted courses are counted regardless of whether the student was receiving financial aid or not, including incompletes, withdrawals, repeated courses, and transfer credits. When students have completed their program or attempted 150% of the credits in their program, they will be put in a Suspended status and become ineligible for financial aid. Students in programs with additional required courses to complete the degree or who have exceptional circumstances that prevented them from completing their degree within the time frame can submit an appeal.

Students that need to take required prerequisite credits and other preparatory or developmental courses needed to enter classes in their program can have an exception to the maximum time frame by submitting an appeal to the financial aid office. Please note that the Financial Aid Office and Enrollment Services Office have separate policies and appeal procedures. ESL, ABE and credits below level 100 are not counted in the maximum attempted credit limit.

## Unsatisfactory Academic Progress

### Warning

Students in Warning status for unsatisfactory academic progress will not have their financial aid affected for the following quarter, but they must make satisfactory progress in their next quarter of enrollment. **Two consecutive Warning quarters will result in an automatic disqualification of aid.** Students must complete the credits for which they enroll (see Completion of Credits chart) and receive a minimum of 2.0 GPA. For example, if a student on Warning attempts 12 or more credits, the student must complete at least 12 credits to be considered making satisfactory progress; any less than 12 will result in a Suspended status.

## **Suspension**

A Suspended status, also referred to as disqualification, cancellation, or termination, happens when students have two consecutive Warning quarters, fail to complete the minimum number of credits for which they have registered (see Completion of Credits chart), have below a 2.00 cumulative GPA, or exceed Maximum Attempted Credits requirements. Students in this Suspended status will be ineligible to receive financial aid in any quarter after the Suspended status is incurred. Should a Suspended student have an extenuating circumstance, they may qualify to appeal for reinstatement, and if approved by the SAP committee, will be able to receive financial aid again as long as they meet the terms of their reinstatement.

## **Reinstatement of Eligibility – Probation**

When aid has been canceled due to unsatisfactory progress, students have two options;

1. A student may show their ability to successfully complete credits by passing 6 college level credits in a quarter, with at least a 2.0 GPA, without financial aid. This demonstrates that a student is making academic progress towards their intended degree. The credits can be taken at another college; however, students will need to attach an official grade report or transcript with their appeal. Once this is completed, they may submit an appeal to our office.
2. Students who had exceptional circumstances beyond their control which prevented them from making satisfactory progress may submit an appeal for reinstatement of eligibility. Appeals must include a plan to be successful going forward, making academic progress towards their intended degree. In most cases, additional supporting documentation may be required or requested to accompany the appeal.

Students appealing will need to submit the **Satisfactory Academic Progress (SAP) Appeal Form**. The form will need to be completed in its entirety, providing enough pertinent details for financial aid staff to understand a student's situation and commitment to making academic progress. Should an appeal be approved, a student will have their aid eligibility reinstated one quarter; if the terms of their Probation status are met, that status will automatically renew for the following quarter of attendance. Students can qualify for automatic renewals until they are once again meeting all Satisfactory Academic Progress requirements, at which point they'll be in good standing, or until failing the terms of their Probation and reverting back to a Suspended status.

If an appeal is denied, students have the right to re-appeal the denial. The re-appeal needs to be submitted in writing and include any additional information or documentation that was not submitted with the original appeal.

## **Reinstatement-150% Maximum Attempted Credits**

Students who specifically have attempted the maximum of 150% of the credits that are required for a degree or certificate, but have not completed their program or degree, are considered not to be making satisfactory progress and are disqualified for financial aid. Students with exceptional circumstances may submit an appeal for additional eligibility along with an *Educational Plan* from their academic advisor. Students appealing will need to submit the **Maximum Attempted Credits (MAC) Appeal Form**. The appeal must explain the exceptional circumstances that prevented them from completing the program within the maximum number of credits. *An Educational Plan signed by the advisor and listing the remaining courses required to complete the degree (including what quarters they'll be taken) is necessary for this appeal.* Appeals will be considered only for the remaining coursework required to finish the degree; any non-required courses will not be considered for financial aid in this appeal.

## **Appeal Forms**

Both the SAP and MAC Appeal Forms can be found in multiple ways. The Wenatchee and Omak campuses both have printed forms available to students wanting a physical copy, and forms can be found online as well at <https://www.wvc.edu/apply/pay/financial-aid/financial-aid-forms.html>. If a student is unsure which of the two appeal forms to submit, please contact the Financial Aid Office for clarification. Completed forms can be submitted in person, via email, or mailed in. Students should ensure forms are fully completed, documents are attached, and enough detail is provided so that there are no delays to the processing of these documents. Forms that are incomplete, lack documentation, or do not demonstrate intent to progress academically will be denied.

Any mailed forms and documents will likely have higher intake and processing times, subject to how quickly the mail courier is able to deliver them.

# Additional Information

## Second Program

Generally, students will receive financial aid for only one degree program at WVC. To request funding for a second degree, a student will need to submit an appeal along with an Educational Plan including credit evaluation and transferability of credits from the first degree to the second degree. If approved, availability of aid will be dependent on factors such as what prior degrees a student has and aggregate limits (prior usage) of each aid awards. If the appeal is denied, a student is not eligible for financial aid but may be able to apply for outside resources, such scholarships and private loans through an independent lender.

## Transfer Students

Transfer credits from prior schools will be counted in the total maximum attempted credit limit of eligibility for aid at WVC. This is true regardless of whether the credits can or cannot be applied towards a degree or certificate at WVC. Until an official Transfer Credit Evaluation is completed by an advisor or by the Enrollment Services Office, all prior credits will be assumed to be transferable.

## Withdrawal/Unofficial Withdrawal [Repayment of financial aid]

Students who withdrew from all classes after receiving financial aid, including student loans, may be required to repay funds back to the financial aid program(s). This is true for both official and unofficial withdrawals. Past due amounts will be referred for collection to the appropriate agency including the U.S. Department of Education. Students may be ineligible for further financial aid until the aid is repaid, including payment of all legal costs associated with the collections. Withdrawing from some classes before the 10<sup>th</sup> day of the quarter, may also result in repayment of financial aid; this is dependent on the enrollment intensity at which a student originally received aid and if there was a change to the enrollment intensity resulting from adjustment to enrolled courses.

An unofficial withdrawal refers to situations in which a student ceases attending courses without officially notifying WVC that they will no longer be attending.

## Course Retakes

Financial aid will only pay once for a repeat of the same course after a student receives a passing grade for the course. A passing grade in this context refers to anything higher than an “F” grade for a regular course or a “Pass” for a Pass/Fail course. After this one paid retake, any future repeating of the course will not count towards the total credits of financial aid eligibility. This also applies even if financial aid was not received in previous attempts. If a student has not received a passing grade for a course, financial aid can continue to pay for retakes until the student achieves a passing grade. Please note, however, that the WVC Enrollment Services Office may have different policies that prevent multiple repeats from the academic side.