



**FINANCIAL AID OFFICE**  
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### **Financial Aid Satisfactory Academic Progress Policy**

Federal and state regulations require that students receiving financial aid be making Satisfactory Academic Progress (SAP) toward completion of their certificate program or associate degree regardless of whether the student received financial aid in the past. The SAP policy applies to all students who receive assistance from all federal and most state financial aid programs including but not limited to Pell grants, student loans, work study, TIP, Veterans Education Benefits, and some scholarships.

#### **Satisfactory Academic Progress Standards**

1. Students must maintain a minimum semester and cumulative 2.0 grade point average (GPA) that is calculated from all attempted classes that earn GPA points. Incompletes, withdrawals, forgiven repeats, transfer credits, and developmental classes are excluded from the GPA calculation.
2. Each semester students must complete all attempted credits at a pace of at least 67% including courses below the 100 level. Incompletes, withdrawals, and repeated classes are used to calculate the completed pace rate.
3. Students must complete their degree program within 90 attempted credit hours or the 150% limit of their program of study, whichever is less. Attempted credit hours include transfer credits; credit hours for courses passed or failed, repeated courses, withdrawals, and incompletes. A student may earn no more than three degrees or certificates regardless of total accumulated credit hours.
4. Students that have used more than 300% of their total Pell eligibility are required to meet with the FA Director for Financial Aid Counseling.
5. Students that have more than \$15,000 in debt are required to meet with the FA Director for Student Loan Counseling and submit transcripts from all previously attended education institutions.
6. Students that begin attendance at WSCC that already possess a bachelor's degree may receive one additional degree or certificate if circumstances are warranted.

#### **Procedures**

1. Satisfactory academic progress is reviewed at the end of each semester.

2. Students will be placed on Financial Aid WARNING for the semester after they fail to meet the GPA requirement and/or fail to complete 67% of credit hours attempted overall or for the semester. Students are eligible to receive financial aid for the Warning semester if they complete a SAP plan with an Academic Advisor. Students who fail to achieve satisfactory academic progress at the end of the Warning semester will be cancelled from financial aid.
3. Students will be cancelled from financial aid after the semester the student graduates, reaches 90 credits, or 150% of the credits needed to complete their program of study.
4. Any student cancelled from financial aid, after two semesters of failing to meet the SAP policy, has the right to appeal the suspension to the Financial Aid (FA) Director if there were circumstances that prevented the student from meeting the requirements of the SAP policy. Special circumstances can include but are not limited to medical, employment, transportation, or any other circumstances deemed extenuating by the FA Director.
5. All financial aid appeals must be made by completing the appropriate WSCC Appeal form and the student must meet with the FA Director. Supporting documentation may be required. After reviewing the appeal, the FA Director will inform the student of the decision in writing.
6. If a FA appeal is approved for failure to meet the pace or GPA requirement the student will be placed on probation and eligible to receive financial aid. To continue on probation a SAP plan must be created and followed that requires a 2.0 GPA in each class and 67% of the credits attempted to be completed each semester. The SAP plan may require additional conditions, established by the FA Director or Academic Advisor, which the student must follow.
7. Students will typically be allowed one Financial Aid SAP appeal, but an additional appeal may be considered if the circumstances are warranted. A student wishing to appeal the decision of the FA Director may do so in writing to the Dean of Student Services.
8. Students that are approved for an appeal to exceed their 150% attempted credit limit will be able to receive financial aid for the specified classes needed to complete their degree program. Failing to meet the pace or GPA requirements for the classes approved with their 150% appeal will result in financial aid cancellation.
9. A student's financial aid eligibility will be reinstated after cancellation if a student uses non-financial aid resources to enroll in classes and earns enough credits to meet the minimum completion rate and attains the required cumulative grade point and has not exceed their 150% program limit. Students should notify the financial aid office once they are again meeting all SAP requirements.
10. A student that fails to meet the terms of their appeal or fails to meet the pace and GPA requirements for 2 consecutive semesters but is meeting the overall 2.0 GPA and 67% completion pace, will have their financial aid reinstated after nonattendance for one regular semester (fall or winter).