Federal and state regulations (34 CFR 668.34) 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 Grant, Federal Student Loans, Federal Work Study, TIP, Futures for Frontliners (F4F), Reconnect, Veterans Education Benefits, Promise Zones, and some scholarships.

**Satisfactory Academic Progress Standards**

1. Students must maintain a minimum cumulative grade point average (GPA) of 2.0, which is calculated from all attempted classes that earn GPA points. Incompletes, withdrawals, forgiven repeats, transfer credits, pass/fail courses, 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, repeated classes, transfer credits, pass/fail courses, and developmental classes are used to calculate the completion rate.

3. Students must complete their degree program within 90 attempted credit hours or the 150% limit of their program of study. 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 attend WSCC and already possess a bachelor’s degree will need to complete the 150% appeal process and provide official transcript(s) from their former school(s).

**Policy/Procedures**

1. Satisfactory Academic Progress is reviewed at the end of each semester. If a student fails to meet Satisfactory Academic Progress, they will be sent a notice in writing.

2. Students will be placed on Financial Aid Warning for the semester if they fail to meet the minimum cumulative 2.0 GPA requirement and/or fail to complete 67% of credit hours attempted overall. Students are eligible to receive financial aid for the Warning semester. Students who fail to achieve Satisfactory Academic Progress at the end of the Warning semester will go on Financial Aid Suspension and will be canceled from financial aid.

3. Students will be canceled from financial aid after the semester the student reaches 90 credits or reaches 150% of the credits needed to complete their program of study.

*West Shore Community College is an equal opportunity/affirmative action institution.*
4. Any student canceled from financial aid has the right to appeal the suspension to the Financial Aid Office 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 mitigating circumstances deemed extenuating.

5. All Financial Aid appeals must be made by completing the appropriate WSCC Appeal form. Supporting documentation may be required. After reviewing the appeal, the Financial Aid Department will inform the student of the decision in writing.

6. Students approved for exceeding the 150% credit limit will be able to receive financial aid for the classes needed to complete their degree program. Failure to meet the GPA requirements, or failure to complete 100% of attempted courses in a semester, will result in financial aid cancellation.

7. If a Financial Aid appeal is approved for failure to meet the pace and/or GPA requirement the student will be placed on Probation and be eligible to receive financial aid. To continue on Probation, an SAP plan must be signed by the student and a Financial Aid designee. An SAP plan will require, but not be limited to, a minimum 2.0 GPA and 67% of the credits attempted to be completed each semester. The SAP plan may require additional conditions which the student must follow.

8. Students approved for an appeal other than the 150% credit limit can remain on probation by continuing to maintain a minimum 2.0 GPA. Also required is completing 67% of the attempted credits each semester and any additional stipulated conditions.

9. Students will typically be allowed one Financial Aid SAP appeal, but an additional appeal may be considered if circumstances are warranted. A student wishing to appeal against the decision of the Financial Aid Office may do so in writing to the Dean of Student Services.

10. Students’ financial aid eligibility will be reinstated after cancellation if they use non-financial aid resources to enroll in classes and earn enough credits to meet the minimum 67% completion rate; attain the required 2.0 cumulative grade point; and have not exceeded the 150% program limit. Students should notify the financial aid office once they are again meeting all SAP requirements.

11. Students failing to meet the terms of their appeal will be canceled from financial aid. They have the option to appeal again or use non-financial aid resources to enroll in classes until they are meeting all SAP requirements.

12. If at any time it is determined a student is unable to meet Satisfactory Academic Progress requirements (2.0 GPA and 67% completion) with the remaining credits for their program, they become ineligible for Federal Financial Aid.

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