

To be eligible for federal, state, and institutional financial aid, students must maintain Satisfactory Academic Progress. Satisfactory Academic Progress will be evaluated each year at the time of the initial financial aid award and each quarter the student is enrolled. This policy applies to ALL periods of enrollment whether or not the student previously received financial aid. No provision will be granted for grade forgiveness. Transfer credits and credits attempted while enrolled in dual enrollment programs will be included.

There are two required elements of Satisfactory Academic Progress measurement in effect for the 2024-2025 academic year: (I) Grade Point Average and (II) Pace of Progression. Students must meet both requirements to receive financial aid. Courses up to 45 remedial credits, and courses below the 100 level, are excluded from cumulative credits attempted. All remedial credits are included in other SAP calculations. Remedial credits may be funded with financial aid up to a maximum of 45 credits.

### **I GRADE POINT AVERAGE**

Students are required to maintain a minimum 2.0 cumulative Grade Point Average (GPA) to remain eligible for aid. If a student's cumulative GPA falls below 2.0 at the end of the term, they will not have met the GPA requirement to remain in good standing and will be placed on Financial Aid Warning or Suspension. In addition, a student must maintain a minimum 2.0 cumulative GPA at the end of their sixth term or they will be automatically suspended from financial aid eligibility. Course grades with a P (Pass), F (Fail), I (Incomplete), and W (Withdrawal) **do not** have an impact on GPA. For repeated coursework, only the highest grade achieved will count in the GPA calculation. GPA is calculated by dividing the total grade points achieved by the total credits attempted.

### **II PACE OF PROGRESSION TOWARD MAXIMUM TIME FRAME**

Students are required to meet minimum Pace of Progression standards by completing at least 67% of all attempted credits for their current program within the Maximum Time Frame allowed for receipt of financial aid. Credits are based on enrollment level on the census day of each quarter and are evaluated at the end of each term to determine completed credits. Grades "I", "W", "Z", or "0.0" and repeated courses **will** count as attempted credits. All transfer credits accepted by the college are counted toward the maximum time frames allowed. Students who fail to meet these requirements will be placed on Financial Aid Warning or Suspension.

**FINANCIAL AID CENSUS:** Fall, Winter, Spring - 10th school day; Summer – 8th school day. (See Additional Requirements & Limitations)

Student's Pace of Progression is determined using the following formula:

$$\text{Pace of Progression} = \frac{\text{Credits Completed}}{\text{Credits Attempted}}$$

### **MAXIMUM TIMEFRAME**

Federal and State Financial Aid funding is available to students for cumulative attempted credits up to 150% of the total attempted credits.

Remedial credits, courses below the 100 level, are included in the maximum time frame calculation. Financial aid is limited to funding a maximum of 45 remedial credits. Refer to the CCS Catalog for specific program requirements.

#### **Did you know . . .**

- ***there is a lifetime maximum Pell grant limit of six (6) years or 18 terms. Washington College Grant also has a lifetime maximum of 18 quarters at full time status. And, once a student earns their bachelor's degree, they are no longer eligible for a Pell grant or Washington College Grant.***

## **FINANCIAL AID WARNING**

Students who fail to meet grade point average or pace of progression Satisfactory Academic Progress requirements will be placed on Financial Aid Warning for one term. Students placed on Financial Aid Warning may receive financial aid for the next term of attendance.

## **FINANCIAL AID SUSPENSION**

Students whose aid has been suspended may not be eligible for future financial aid. Financial aid suspension may occur when:

- A student on Financial Aid Warning or Probation:
  - Does not meet 67% Pace of Progression OR
  - Does not maintain a cumulative GPA of 2.0 their next quarter of attendance
- A student officially or unofficially withdraws from all classes and receives "W" grades. Students who withdraw before the publicized last day to withdraw may owe a portion or all of their financial aid back to the financial aid programs.
- A student unofficially withdraws from classes and receives 0.0 grades.
- A student's cumulative GPA is below 2.0 at the end of the 6th quarter of attendance regardless of enrollment status.
- A student has attempted 150% of all credits attempted regardless of program change(s).
- A student has failed to meet requirements of their academic plan.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL**

Students placed on Financial Aid Suspension or who have reached the Maximum Timeframe may submit an Appeal if they failed to make satisfactory academic progress due to extraordinary circumstances or those beyond the student's control. Extraordinary circumstances include but are not limited to health issues; death in the family; a serious injury or accident. Appeals may require that students provide documentation to support circumstances beyond their control. Appeal forms are available at school's website under Financial Aid Forms, or at the Financial Aid Office. Acceptance and approval of appeals are based on extenuating circumstances and will be reviewed by the Financial Aid Office.-Students are limited to submitting two (2) Satisfactory Academic Progress Appeals regardless of program change. The Financial Aid Office reserves the right to accept and review appeals; all decisions are final and cannot be appealed.

## **FINANCIAL AID PROBATION**

If a student's Appeal is approved, the student will be placed on Financial Aid Probation. The student's financial aid will be reinstated; however, as part of the approval, some conditions for reinstatement may be imposed. If the student does not meet the conditions of the probation and reinstatement, the student will be suspended and lose eligibility and financial aid.

## **NO LONGER ELIGIBLE FOR FINANCIAL AID**

- Students who complete their program requirements regardless of whether awarded the degree/certificate.
- If it is mathematically impossible to meet the satisfactory academic progress requirements, consideration for reinstatement of financial aid will be denied.

## **RE-ESTABLISHING ELIGIBILITY**

Students who have had their appeal denied or those who have exhausted their two (2) appeal limit, may re-establish eligibility for aid by attending classes at their own expense.

- Students must meet all SAP Requirements while attending at own expense:
  - Pace of Progression
  - G.P.A.

If students successfully attend at their own expense, aid awarded will be based on available funding at the time of reinstatement and may not reflect the original award.

## **ADDITIONAL REQUIREMENTS AND LIMITATIONS**

### **-GRADE CHANGES**

If a grade change is made for a previous term for which SAP was calculated, SAP must be recalculated based on the grade change. A student must notify the Financial Aid Office as soon as possible once a grade change is processed to ensure their Satisfactory Academic Progress can be recalculated. Satisfactory Academic Progress will be rechecked and notification of updated SAP status will be sent to the student.

No provision for reestablishing aid eligibility will be granted for grade that have been forgiven by the college.

### **-REPEAT COURSES**

Students who fail a course may receive financial aid once to repeat the course failed. Students who DO successfully pass a course may be paid once to retake it.

### **-CENSUS DATE (for Federal Pell Grant and State Grant Funding)**

Students are disbursed their financial aid at the beginning of the quarter based on their enrollment intensity at the time the funds are sent to BankMobile. On the Census Date, the 10th day of the term fall, winter, and spring, and the 8th day summer term, the student's enrollment intensity is locked and compared to the original enrollment intensity. No funding adjustments can be made after the census date.

- Increasing Enrollment Intensity – If a student adds classes by the 10th class day of the term, the student may be eligible for additional funds. The student should notify the Financial Aid Office of the change in enrollment level.
- Decreasing Enrollment Intensity – If a student drops courses to a lower enrollment intensity or does not commence attendance in all classes after their disbursement is sent to BankMobile, the student will be responsible for repaying the amount owed based on their change in enrollment intensity. The money owed back is a Pell Grant overpayment or State Grant overpayment. Students who do not pay back the overpayment may not be eligible for future financial aid and may not be eligible to enroll in classes if the amount owed back to the college is over \$300.
- Changing classes – If a student needs to change a class and the enrollment intensity will remain the same, the student should add/drop the class the same day to prevent a decrease in enrollment. Some classes have different fees; if a balance is due after a class change, the student is responsible for paying any amounts due.
- Pell Grant Overpayments – Students will have 45 days to pay their debt or make arrangements to pay their debt. If a student does not pay in full or make payment arrangements, the debt will be referred to ED Debt Resolution services. If referred, the student will no longer be eligible for federal financial aid.

### **Did you know . . .**

- classes that begin after the first week of the term are known as late start classes or module classes. Students who do not commence attendance in late start classes or withdraw from the class will be required to repay part of their Pell grant.
- students enrolled in online classes must complete an academic activity in each online class the first week of the term to show proof of attendance. Setting up your profile is not considered an academic activity.

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