



SATISFACTORY ACADEMIC PROGRESS POLICY FOR 2011-2012 FINANCIAL AID RECIPIENTS

Students receiving financial aid are required to pursue an eligible program of study at the college and then complete course work within that program. It is very important that the Financial Aid Office has accurate information regarding your program of study. The following outlines this college's requirements for satisfactory academic progress for all financial aid recipients.

QUALITATIVE MEASURE

All students must be in good academic standing with the college. The details regarding the required grade point average (GPA) as it pertains to individual programs of study are available in the college catalog. Financial aid recipients must have a 2.0 cumulative GPA after their second year (six quarters) of attendance regardless of enrollment level and whether or not they received aid during that time.

QUANTITATIVE MEASURE /Pace of Progression

Student's pace of progression/status is determined using the following formula:

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

Students must cumulatively be progressing at 75% to be in good standing. At the end of each quarter, eligible students will be expected to have successfully completed the credits they enrolled for and within the range they were paid. This ensures that students are meeting the pace of progression required to complete their program within the maximum timeframe allowed. Credits attempted are credits registered for as of the published census date which is 8:00 am as of the first day of the quarter. Dropping/adding classes after the census and/or receipt of your check may have consequences including repayment of funds received. Please consult with our office before dropping/adding classes. Status is defined as one of the following:

- 1) eligible - making satisfactory progress = quarterly completion ratio of 100%
- 2) WARNING - academic record and/or completion ratio is marginal and must improve = quarterly completion ratio of 99% - 50%
- 3) ineligible - aid canceled/suspended - not making satisfactory progress = quarterly completion ratio of 49% or below and/or not meeting the college's academic standards policy as defined in the college catalog

Ineligible students may have their status reviewed with a financial aid advisor to determine if it is possible to meet the satisfactory progress requirements at some point in the future and thus re-establish aid eligibility. Please note that the Satisfactory Progress Limitations are taken into account when eligibility is being evaluated.

WARNING/PROBATION/SUSPENSION STATUS

Financial Aid recipients who do not meet the standards outlined will be placed either on warning, probation or suspension according to the following:

1. Warning status will be assigned to those students whose completion ratio is less than 100% of the credits within the range they were paid but more than 50%. At the end of the warning quarter, the student must successfully complete 100% of the credits within the range they were paid. Students may not exceed three non-consecutive warning quarters.
2. Future aid will be suspended when academic progress is not satisfactory. Suspension from aid occurs when:
 - a.) the credit completion percentage is less than 49%
 - OR
 - b.) the terms of a given warning quarter are not met
 - OR
 - c.) two consecutive warnings equal a suspension
 - OR
 - d.) the student owes a Return of Title IV funds (repayment), the student owes state aid or tuition
 - OR
 - e.) the student is academically dismissed from the college
 - OR
 - f.) the student's cumulative GPAs are less than a 2.0 after two years (6 quarters) of enrollment
 - OR
 - g.) after three non-consecutive warning quarters

REINSTATEMENT OF AID

Financial Aid recipients who do not meet the above standards may petition (in writing) for reinstatement of aid upon completion of one or more of the following and subject to funds availability:

1. Appeal to the Dean of Student Financial Services, the Director of Student Grants and Scholarships, or the or Director of Application Processing if the suspension/cancellation status is based on extenuating circumstances (something beyond the student's control, such as hospitalization, which can be documented and demonstrated as no longer being a barrier). Terms and conditions if approved will be clearly spelled out in writing and documented for all parties.
2. Enroll and successfully complete credits sufficient to meet the minimum completion ratio using other resources. This may require multiple quarters of enrollment and students are encouraged to meet with financial aid office staff to determine the exact requirement for degree pace and progression requirements.
3. Enroll and successfully complete 12 or more credits and request reinstatement on a conditional probation status. Reinstatement requests will be reviewed to determine if probationary status can be granted, while maintaining compliance with Federal Regulations. Please note that not all requests can be granted due to pace of progression requirements within maximum time frames.
 - a. Conditional Probation requires that a student enroll and successfully complete 100% of all credits attempted on a quarterly basis with a 2.0 grade point average (GPA).
4. Students who are academically dismissed must submit a separate appeal to the Academic Standards Committee (with Enrollment Services.) This is an entirely separate appeal process from the financial aid appeal process. Aid will not be released to students who are academically dismissed.

SATISFACTORY PROGRESS LIMITATIONS

1. Students may attempt only the credits that are required for completion of their program. Students who have attempted the number of credits required for their program of study may develop an academic plan with their advisor/counselor and petition for an extension of time if they have unfulfilled degree requirements. However, extensions will only be granted when allowable within Federal and State guidelines and on a case-by-case basis. When credits have been received at any other school, those classes that apply toward completion of the degree from South Puget Sound Community College will be subtracted from credits required for the current program. Students must enroll in classes required for the program being funded by financial aid.
2. A maximum of forty-five (45) credits may be added to the allowable credits attempted for remedial work (courses below the 100 level) required as identified by a college placement test. Students are ineligible for aid if additional remedial work is needed beyond the 45 credit maximum.
3. Completed credits that apply towards the student's program of study from all colleges will be considered regardless of whether or not financial aid was received. Students are required to have an official transcript evaluation performed by the Enrollment Services Office for all course work taken from ALL previous colleges. The Financial Aid Office will consider any official transfer credits in the allowed time frame. If no official evaluation has been done, the student will be required to request one through the Enrollment Services Office. This process takes 6 - 8 weeks and may delay your aid.
4. Students will be allowed financial aid for a maximum of two programs of study, provided all other academic progress criteria have been satisfactorily maintained. Students are advised to consult their advisor or an educational planner prior to making a change in their program of study. Students are limited to one Associate's degree within any five-year period if receiving State Need Grant funds.
5. Students are no longer eligible for aid at South Puget Sound Community College when one of the following occurs:
 - the maximum number of credits allowed has been attempted
 - the declared program of study has been completed (whether or not it is officially conferred)
 - two programs of study have been attempted and/or accomplished
 - the student has been academically dismissed from the college
 - the student owes a repayment to the college, state or federal aid programs
 - the student is In default on a loan
6. State Work Study recipients must enroll for a minimum of (6) six credits per quarter with the exception of fulltime summer placements where enrollment may not exceed 5 credits.
7. Students receiving a Federal Direct Loan (DL) must enroll in and complete a minimum of (6) six credits quarterly in addition to the above requirements to maintain eligibility for subsequent disbursements. Failure to do so will result in cancellation of the loan for the remainder of the loan period.

Courses for which A, B, C, S, or I were previously received may not be repeated unless a specific grade is required for that course to progress to the next required course. (For example, a student must have a B- or better in Math 98 to progress to Math 120 for most programs of study.) Letter grades of A, B, C, D, and S will count toward completed credits. Letter grades of Y, F, N, W, V, and U do not count as completed credits. Letter grades of D, F, N, V, W and U may be repeated once. Letter grades of I and Y will count as not completed until the grade change is received, indicating a grade of A, B, C, D or S. Credits not completed will affect your completion ratio. In some instances, individual exceptions for repeat courses will be made based on the written recommendation of the instructor and upon professional judgment review by the Dean of Student Financial Services, Director of Student Grants and Scholarships, or the Director of Application Processing.