

Washington County Community College is required to establish satisfactory academic progress standards for its federal and state financial Aid recipients and all enrolled students in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational programs continue to receive financial aid.

Satisfactory Academic Progress (SAP)—Satisfactory Academic Progress (SAP) is defined as Grade Measure (GRADE), PACE, and/or Maximum Time Frame. The Grade Measure requires maintaining a satisfactory grade point average (GPA). The PACE measure requires students to successfully earn a minimum 67% of the total number of attempted credits. The maximum time frame requires you to complete your degree within a 150% of the credits needed for you degree. Satisfactory academic progress is evaluated at the end of each academic semester (fall, spring, and summer). Students must maintain satisfactory academic progress to remain in good academic standing and therefore, financial aid eligible.

Attempted Credits—Credits attempted are the sum of all Washington County Community College credits when it is on the student’s enrollment schedule at the end of the official Add/Drop schedule whether or not financial aid was received plus all transfer and consortium hours accepted for credit towards the degree program.

Earned Credits—Earned credits are defined as the sum of credits for which a student has earned a passing grade.

Grade Measure of Progress (Grade)

Students must maintain the required grade point average (GPA) necessary to continue in their program and meet satisfactory academic progress. Probation and dismissal are WCCC’s official communication that academic satisfactory progress was not achieved. The following chart illustrates the Grade Measure. Students must maintain the following cumulative GPA in order to meet satisfactory academic progress requirements for continued enrollment at WCCC and for financial aid eligibility.

Attempted Credits	Warning/Probation (based on cumulative GPA)	Attempted Credits	Suspension/Dismissal (based on cumulative GPA)
1-5	No probationary status	1- 5	No dismissal status
6-23	.70-1.74	6-23	.69 or less
24-35	1.75-1.90	24-35	1.74 or less
36 or more	1.91-1.99	36-47	1.90 or less
		48 or more	1.99 or less

Probation status is WCCC’s official notification that students are not making satisfactory academic progress based on the Grade measure, above. One semester in probationary status allows students to continue in their academic program and receive Title IV, state, or institutional financial assistance. The probationary semester is meant to inform the student of potential academic concerns and provide time for corrective action. A student may not have two consecutive probationary semesters in an academic year. Two consecutive probationary semesters will result in dismissal from the College. Dismissal is explained below.

Learning Success Plan—A Learning Success Plan is required for students on academic probation. Students must meet with an advisor or academic advisor to discuss the factors interfering with their academic progress, determine an appropriate course selection before registering for the next semester, and develop a Learning Success Plan. The student must meet their terms of the Learning Success Plan including a 2.0 GPA during the following semester and/or meet the minimum GPA for satisfactory academic progress. The Financial Aid Director will consult with the student and the designated college personnel to determine whether the terms of the Learning Success Plan have been met.

Dismissal—If a student does not meet the satisfactory academic progress standards as outlined in the chart above dismissal status will be imposed. Dismissal status is WCCC’s official notification that students are not making satisfactory academic progress and will not continue in their academic program or receive Title IV, state, or institutional financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards. Veteran Administration (VA) education benefits will also no longer be certified, until such a time that the reason for unsatisfactory progress is resolved. Students who have been previously dismissed from the College may be considered for readmission following a minimum of one semester leave and after providing the College with evidence of increased potential for academic success. An application for readmission must be made through the Admissions Office and is contingent upon a review of the application and space availability. Readmitted students will be placed on academic probation for the first semester after they

are readmitted. Students, who do not meet satisfaction academic progress, during this semester will be dismissed. The student may appeal this dismissal as noted in appeal section, below.

Example of Grade Measure of Progress

Making Progress: *Sadie enrolled in her fall semester at WCCC. She attempted 15 credits in the fall semester but does poorly in one class earning 12 credits and a cumulative grade point average of a 2.00. Because she earned a 2.0 grade point average while attempting 15 credits, she is in good standing.*

Not Making Progress—Probation: *Sadie enrolled in her fall semester at WCCC. She attempted 15 credits in the fall semester but does poorly in two classes earning 9 credits and a cumulative grade point average of a 1.70. Because she earned a 1.70 grade point average while attempting 15 credits, she is on probation.*

Not Making Progress—Dismissal: *Sadie enrolled in her fall semester at WCCC. She attempted 15 credits in the fall semester but does poorly in four classes earning 3 credits and a cumulative grade point average of a .40. Because she earned a .40 grade point average while attempting 15 credits, she is dismissed.*

Attempted Credits	Warning/Probation (based on cumulative GPA)	Attempted Credits	Suspension/Dismissal (based on cumulative GPA)
1-5	No probationary status	1- 5	No dismissal status
6-23	.70-1.74	6-23	.69 or less
24-35	1.75-1.90	24-35	1.74 or less
36 or more	1.91-1.99	36-47	1.90 or less
		48 or more	1.99 or less

Progress and Time Measure—PACE

Students must successfully earn credits to at least 67 percent of attempted credits taken at the College. The PACE requirement will be evaluated at the end of each semester. Students, who do not meet the PACE standard, may apply for one additional semester to mitigate the issues impacting their ability to maintain PACE.

Students earning less than 67 percent of the attempted credits and at least 34 percent of the attempted credits will be placed on financial aid probation. Students earning less than the 34 percent of the attempted credits will be placed on immediate dismissal status for future financial aid consideration.

Students regain their ability for financial aid consideration when they meet all satisfactory academic progress standards as noted in the Grade Measurement (e.g. improved grade point average) and PACE (e.g. earned the required credits) or are awarded an appeal by the Director of Financial Aid. The PACE percentage is calculated as follows:

$$\text{PACE} = \text{CUMULATIVE CREDITS EARNED} \div \text{CUMULATIVE CREDITS ATTEMPTED}$$

Probation status is WCCC’s official notification that students have not met satisfactory academic progress based on PACE. One semester in probationary status allows students to continue in their academic program and receive Title IV, state, or institutional financial assistance. The probationary semester is meant to inform the student of potential academic concerns and provide time for corrective action. A student will work with the Director of Financial Aid to create a plan to stay on PACE. A student that does not meet PACE after the probationary period will be dismissed.

Dismissal—If a student does not meet PACE dismissal status will be imposed. Dismissal status is WCCC’s official notification that students are not making PACE and will not continue in their academic program or receive Title IV, state, or institutional financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards. Veteran Administration (VA) education benefits will also no longer be certified, until such a time that the reason for unsatisfactory progress is resolved. Students who have been previously dismissed from the College may be considered for readmission following a minimum of one semester leave and after providing the College with evidence of increased potential for academic success. An application for readmission must be made through the Admissions Office and is contingent upon a review of the application and space availability. Readmitted students will be placed on academic probation for the first semester after they are readmitted. Students, who do not meet satisfaction academic progress, during this semester will be dismissed. The student may appeal this dismissal as noted in appeal section, below.

Examples of PACE Measure of Progress

Not Making PACE: *Sally attempted a total of 30 credits and successfully completed 15 for a ratio of 50%. Sally has not met the PACE SAP standard of 67%.*

Making PACE: *Sam has attempted 45 credits and successfully completed 30 for a ratio of 67%. Sam has met the PACE SAP standard of 67%.*

Non-Discrimination Policy: Washington County Community College is an equal opportunity/affirmative action institution and employer. For more information, please call Tatiana Osmond, Affirmative Action Officer, at 454-1094.

Appeal and Reinstatement Grade Measurement and/or PACE

Students may appeal their dismissal status to the Appeal Committee. The student appeals by submitting a Satisfactory Academic Progress (SAP) Appeal Form to the Associate Dean of Student Affairs and Retention. The form can be found on the web as well as in the Financial Aid Office and Enrollment Management and Student Services Office. A student must appeal a dismissal from the fall semester for the following spring semester at least one week prior to the start of the semester. All other appeals must be received two weeks prior to the start of the semester. *Appeals received after the deadline may be considered for the next semester.*

The Associate Dean of Student Affairs and Retention will gather information for the Committee to consider. The Committee may use available information or circumstances (e.g. medical problems, illness, death in the family, natural catastrophe, relocation, employment changes, academic progress at another institution, work, or time away from WCCC) to consider the appeal. The Committee may require an interview with the student to gather additional information or to discuss student supports services for future success. The Committee will review the appeal and contact the student within three calendar days. If the student finds the Committee's decision unsatisfactory, the student may appeal to the Academic Dean or their designee for further review. The Academic Dean or their designee will respond within one week. The student may appeal the Academic Dean's decision to President. The President or their designee will respond within a reasonable amount of time. The President's decision will be final. A student approved for readmission, through the appeal process, will be placed on probation. This status will continue until the requirements put forth by the Committee, Academic Dean, and/or President are met.

Maximum Time Frame

Federal regulations also state that a student becomes ineligible for financial aid whenever it becomes mathematically impossible to complete their degree program without exceeding the maximum timeframe (credits). Students in this scenario are no longer eligible for federal aid and are placed on financial aid suspension. The maximum time frame allows students complete their program within a 150% of the published program required credits. For example, if your degree requires 62 credit hours, you can attempt up to 93 credit hours. As soon as it is determined that it is mathematically impossible for a student to finish within the 150% Maximum Time Frame, aid is suspended. WCCC cannot allow the student to continue taking courses until he/she reaches 150%—aid is suspended when this measurement is not met. Changing or adding a degree program does not automatically extend the Maximum Time Frame. Extensions are evaluated on a case-by-case basis.

The Maximum Time Limit is calculated as follows:

Credit hours remaining in Maximum Time-Frame Allowance - Required Hours
Remaining in Program to earn degree = Negative Number: Student Ineligible for aid

Hours remaining in Maximum Time-Frame Allowance - Required Hours Remaining in Program to earn degree = Positive Number: Student Eligible for aid

Examples of Maximum Time Frame

Meeting Time Frame: *Matt is in a 60-credit program, (150% of that equals to 90 credits) and he has attempted 55 credits but only successfully completed 25 credits. He needs 35 credits more credits to graduate and adding the 35 credits he needs to the 55 credits he has attempted 90 credits. He has met the Maximum Time Frame standard as he is within the 150%.*

Not Meeting Time Frame: *Mary is in a 60-credit program, (150% of that equals 90 credits) and has attempted 60 credits but only successfully completed 20 credits. She needs 40 more credits to graduate but adding the 40 credits to her 60 attempted credits equals 100 credits. She will not meet the Maximum Time Frame, which is a maximum of 90 credits, standard as she is over the 150% time.*

Definitions and Policies Related to Satisfactory Academic Progress

Academic Amnesty—Credits for which students have been granted academic amnesty are retained in the Student Data System and are included in the Grade, PACE, and Maximum Time Frame measurements of satisfactory academic progress.

Adding and Dropping Courses – Students may ADD or DROP courses during the Add/Drop period. Students must check the academic calendar for the exact date, as the date changes from year to year, without academic penalty. Students, who drop a course, prior to the 6th business day, will receive 100% refund. Add/drop forms can be obtained from the offices of Student Services, TRIO, Academic Affairs, or individual academic advisors and must be completed, signed and submitted to

the Assistant to the Dean of Academic Affairs for processing. Financial aid awards will be adjusted to agree with the students' registration at the end of the official Add/Drop period.

Students who retain some enrollment may withdraw from courses without academic penalty according to the withdrawal period. However, all costs associated with the withdrawn course(s) will be charged according to the College's Refund Policy. For students totally withdrawing, WCCC refund/repayment policy applies. Letter grades will be reported for all courses carried after the midpoint of each semester.

Audited and pass/fail courses - Audits are attempted but not earned hours. Passing credits received for pass/fail courses are considered attempted and earned hours; failing grades in pass/fail courses are considered attempted but not earned.

Early Withdrawal- Students who receive Title IV federal financial aid and completely withdraw from WCCC on or before the 60% of the term (in calendar day—please see WCCC Academic Calendar for specific date) are entitled to keep only the portion of Title IV federal student aid earned to the point of withdrawal from the College. *If any federal aid was disbursed directly to the student, he/she is responsible for returning unearned funds to the federal financial aid programs within a timely manner.* WCCC places the charges on the student account and the student is not allowed to register or receive a transcript until debt is paid. Failure to do so may result in the student's ineligibility for the future federal student aid. If a student receiving federal financial aid withdraws after the 60% point of term, he/she is considered to have earned all their federal student aid for that semester. It is imperative that prior to the student leaving, he or she should be encouraged to complete a withdrawal form and discuss this issue with a representative from the financial aid office.

Incomplete Grades—Students receiving grades of “Incomplete” (I) for courses required for programs must arrange with faculty to complete course requirements. After instructors assign final letter grades, the student's GPA is recalculated to include the appropriate quality points, and their Grade measurement will be adjusted to include the credits as completed and if a passing grade as earned credit. If cumulative GPA remains within the satisfactory academic progress policy, students retain eligibility for financial aid. Until the grade is submitted, it is attempted but not earned credit.

Nonpunitive grades and repeated courses- Repeated (R) courses due to failure or having obtained a grade lower than is required for a particular program impacts satisfactory academic progress in the following manner. The course is included in both Grade, PACE, and Maximum Time Frame evaluation in the semester in which the repeated course was taken. The subsequent grade, earned credit, and removal of the original grade are evaluated in the Grade and the completion of the repeated course. The original credits attempted remain in the PACE and Maximum Time Frame evaluation. In other words, a repeated course may improve the student's grade point average, but it does not extend the allowable attempted credits toward program completion.

Remedial/Developmental Courses—Remedial/Developmental courses may qualify for financial aid if the courses are measured in credit hours and required as part of the student's planned program.

Transfer and Consortium Credits- Credits for which financial aid is received under a consortium agreement is counted towards the student's program. All transfer credit applied towards a student's program requires a passing grade of C or better and therefore, WCCC only counts passing transfer credits towards SAP PACE and Maximum Time Frame calculations. Transfer credit(s) are recorded in the Student Data System as TR.

Withdrawals and Non-Attendance—Withdrawals (W) are attempted credits but not earned credits.

Note: If a student withdraws from the college in an academic term during which they are ineligible for financial aid due to not maintaining SAP, they remain ineligible for financial aid until such time they once again make SAP.

This policy does not preclude a student from enrolling in subsequent semesters as a non-matriculated student. Students may have their financial aid reinstated by the Financial Aid Office once all satisfactory academic progress standards are met or an appeal is granted.