

Financial aid programs are designed to help students successfully complete their degree or certificate programs in a timely manner. Federal and state financial aid regulations require schools to set minimum standards for satisfactory academic progress (SAP) and to hold students accountable for meeting the standards. Satisfactory academic progress is checked prior to awarding aid, even if students did not receive financial aid in past quarters. It is also checked at the end of every quarter.

This document outlines the requirements for financial aid satisfactory academic progress at Skagit Valley College and is subject to change. It is the student's responsibility to read and understand the standards for satisfactory academic progress outlined below. Students must maintain satisfactory academic progress throughout their program. Students will be notified of changes to their satisfactory progress via their mySVC email account once grades are posted at the end of each quarter.

Specific scholarship programs may have specialized progress requirements that differ from the general policy requirements outlined below. Questions about the requirements of individual scholarship programs should be directed to the financial aid office.

## General Satisfactory Academic Progress (SAP) Requirements

1. Maintain cumulative 2.0 GPA (qualitative standard)
2. Successfully complete the minimum # of credits associated with enrollment for which aid was paid (quantitative standard)
3. Maintain 67% cumulative pace of progression (quantitative standard)
4. Complete program within maximum timeframe (125% state/150% federal)

## Definitions

**Warning Status** - students will be placed on "warning" status if he/she was previously in good standing for satisfactory academic progress but:

- a. completes greater than one-half, but less than the minimum number of credits associated with their awarded enrollment level, or;
- b. falls below 67% cumulative Pace completion, or;
- c. falls below a 2.0 cumulative GPA

Students will remain eligible to receive financial aid for one quarter while on warning status. Failure to meet **all** of the satisfactory academic progress requirements during the warning quarter will result in financial aid suspension. Students who are on warning status and make satisfactory progress in the following quarter will have the warning status removed.

**Suspended/Drop Status** – students will be placed in "suspended" status and have their future financial aid awards suspended if they:

- a. are on "warning" status and do not meet all SAP standards
- b. are on "probation" status and do not meet all SAP standards
- c. fail to complete at least 50% of the credits associated with their award level
- d. are out of compliance with their previously approved Academic Plan
- e. are at the 125% (for state aid) or 150% (for federal aid) maximum timeframe for their program of study or it is determined mathematically impossible to complete their program within these timeframes

**Probation Status** – students will be placed on "probation" status if they successfully petition for aid reinstatement and can meet **all** of the satisfactory academic progress standards by the end of the following quarter.

# Satisfactory Academic Progress (SAP) Policy

**Academic Plan** – students who successfully petition for aid reinstatement, but who will need **more than one quarter** to meet all of the satisfactory academic progress standards, will be required to develop and submit an approved “academic plan”. An academic plan must demonstrate how the student will be able to meet the satisfactory academic progress standards by a specific point in time.

If the student will need more than one quarter to attain a cumulative 2.0 GPA, the academic plan must specify a quarterly GPA plan and which quarter the cumulative 2.0 GPA requirement will be met.

If the student will need more than one quarter to attain a cumulative 67% pace of progression, the academic plan must specify the number of credits the student will successfully complete each quarter, and by which quarter they will have attained a cumulative 67% pace of progression. Plans will be reviewed each quarter and students must be following the plan submitted to the financial aid office, in addition to all other SAP requirements. Failure to comply with the academic plan approved by the financial aid office will result in financial aid suspension.

### GPA Requirements (Qualitative Standard):

All students must be in good standing with the college and maintain a minimum **cumulative** GPA of 2.0 or better at the end of each quarter in order to receive financial aid. Students failing to meet this standard may be placed on “warning” status for one quarter. A failure to attain a **cumulative** 2.0 GPA after the warning period will result in a termination of financial aid eligibility for future quarters.

### Quarterly Credit Requirements (Quantitative Standard):

All students must **successfully** complete the minimum number of credits associated with their enrollment level as of census (3rd day of the quarter) to meet satisfactory academic progress standards.

The chart below outlines acceptable completion rates per quarter and their corresponding status:

If you are enrolled:	You must successfully complete:	You will be on <b>WARNING</b> if you complete:	Your aid will be <b>SUSPENDED</b> if you complete:
<b>Full Time</b> (12+ credits)	12 credits	6-11 credits	less than 6 credits
<b>3/4 Time</b> (9-11 credits)	9 credits	5-8 credits	less than 5 credits
<b>1/2 Time</b> (6-8 credits)	6 credits	3-5 credits	less than 3 credits
<b>&lt;1/2 Time</b> (1-5 credits)	All Funded Credits	No Warning Status	less than all attempted credits

Only credits completed by the end of the scheduled quarter will count as completed for Satisfactory Academic Progress purposes. The following grades do not count as successful completed credits:

<b>E</b> (failure)	<b>V</b> (unofficial withdrawal)
<b>I or Y</b> (incomplete)	<b>W</b> (official withdrawal)
<b>N</b> (audit)	<b>Z</b> (no credit)

### Pace of Progression Requirements (Quantitative Standard):

Students must complete at least 67% of their **cumulative attempted credits** in order to meet pace of progression requirements. Attempted credits include running start, repeated, failed, incomplete, and withdrawals. The cumulative pace of progression requirement is monitored on a quarterly basis, as well as the start of the awarding year.

# Satisfactory Academic Progress (SAP) Policy

Students in good SAP standing who fail to meet this requirement will be placed on financial aid warning and are allowed one quarter to successfully complete sufficient credits to meet the 67% cumulative pace requirement. Students failing to meet the pace of progression requirement at the end of the warning quarter will have their financial aid eligibility placed in suspended status.

## Maximum Timeframe Requirements:

Classes taken at Skagit Valley College must meet requirements necessary for completion of your program. Financial Aid will not fund classes that do not meet requirements for your program. You may be billed in the event that you do so. Additionally, repeating classes will result in reaching the maximum timeframe more quickly.

Students must complete their program requirements within a maximum timeframe in order to receive financial aid. The maximum timeframe limitations differ for Federal and State aid programs.

- Federal aid recipients may not exceed **150%** of their program length in **attempted** credits toward degree requirements.
- Washington State aid recipients may not exceed **125%** of their program length in **attempted** credits toward degree requirements.

Attempted credits include running start, repeated, failed, incomplete, withdrawals, and applied transfer credits. As soon as it is clear that a student will not be able to complete their program within this period, the student becomes ineligible for aid and is placed in suspended status.

Once the financial aid office learns that completion of your program is imminent, a degree plan will be required and aid eligibility must be calculated and limited solely to enrollment in remaining courses required for completion of your degree or certificate.

Changes to class plans provided as part of an approved Excessive Credit petition will not be allowed without prior approval from your advisor **and** the financial aid office. Failure to receive prior approval will result in financial aid suspension. Revised excessive credit petitions based on enrollment in unapproved coursework or based on repeating coursework are generally denied.

Students may only receive financial aid funding for one program (degree or certificate) at a time, and a maximum of two programs of study from Skagit Valley College. Students who have already completed a two-year program at SVC, must petition if they wish to pursue a second two-year program within two years of receipt of their first degree.

## Petitioning for Extension of Maximum Timeframe

If unusual or extraordinary circumstances have prevented the student from completing their degree or certificate within the maximum timeframe allowed, the student may petition for an extension. Petitions must include a Plan of Classes to Graduate, signed by an advisor or counselor and should include only coursework required for completion of the student's program. No repeat coursework will be paid for by financial aid for students petitioning based on excessive credits. If a student on an excessive credit approval plan does not meet satisfactory academic requirements or enrolls in coursework that included on the Plan of Classes on file with their petition, financial aid will be suspended and they will have no further eligibility

## Regaining Financial Aid Eligibility upon Suspension:

Students suspended from financial aid for reasons other than reaching maximum timeframe can earn reinstatement one of two ways.

## 1. Earn Reinstatement on Your Own

Register and take classes/credits at Skagit Valley College at your own expense until you meet the satisfactory academic progress standards outlined above (2.0 cumulative GPA and 67% cumulative pace of progression). Once these requirements are met, students must notify the Financial Aid Office in writing, using the Petition for Reinstatement form, stating that he/she is believed to have met the standards for reinstatement. Reinstatement will not be granted until a complete review has been performed by the Financial Aid Committee.

If your only area of deficiency is completing the minimum number or credits associated with your enrollment status (and your pace of progression and cumulative GPA are meeting standards), then you must complete a quarter (containing at least 5 credits required for your program of study) on your own without financial aid in order to demonstrate you have an ability to benefit from receiving aid. Once you have successfully completed a quarter on your own, you may re-submit your request to be reinstated.

## 2. Earn Reinstatement on a “Probationary” or “Academic Plan” Status via the Petition Process

Submit a Petition for Reinstatement to the Financial Aid Committee, and receive notification via My SVC email account that the petition has been accepted. The appeal should be based on documented unusual or extraordinary circumstances beyond your control. Petition forms and more information on the requirements for completing a petition are available [on the financial aid website](#) or in the Financial Aid Office. If your petition for reinstatement is denied, you must earn reinstatement on your own (outlined above).

If you are terminated from financial aid eligibility because you have attempted the maximum number of credits allowed, there is a separate appeal process. See the [Maximum Timeframe Requirements](#) section of this policy for details.

## Other Related Information:

It is the student’s responsibility to verify that the courses enrolled in, meet the requirements of their declared program. If aid is disbursed for classes that are not required to complete the student’s degree with Skagit Valley College, he/she will owe a repayment of financial aid to the college and will be billed accordingly. ***It is the student’s responsibility to check with the financial aid office to verify how schedule changes may affect financial aid.*** Faculty and staff other than financial aid staff are not required to know financial aid policies.

## Developmental Coursework

Developmental coursework for financial aid purposes is defined as coursework below 100-level. Developmental courses are included in GPA, pace of progression, and quarterly credit requirements. Up to 45 developmental credits can be excluded from the maximum time-limit requirement.

Non-credit developmental courses (ABE, ESL, high-school completion) are not monitored for any satisfactory academic progress standards.

## Repeating Coursework

For each previously passed course (D- or better), students are allowed to receive financial aid to repeat a course only once, regardless of your program’s GPA/grade requirement. Each repeated course, regardless of whether financial aid is used or not, counts toward the maximum timeframe requirement and/or the 45 credit limit for developmental coursework. Students may only repeat coursework required for their program of study. Repeating elective or gray area courses will not be allowed, unless Skagit Valley College requires a better grade in order to complete your program.

If you wish to exercise this option, you will need to submit a **Repeat Coursework** form by the census date (3<sup>rd</sup> day of the quarter), available online or in our office.

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A reduction or elimination of financial aid eligibility may be required if it is determined that a student is repeating a previously passed course beyond the one allowable re-take and students may be billed if aid has already disbursed for ineligible repeated courses.

## Changes to Degree/Program

Students may change their program of study **once** at any time up to 40 college-level attempted credits. Beyond 40 attempted credits, a petition for change of major must be submitted. Previously attempted credits that meet degree requirements will count toward the maximum allowed for your new program, if approved. Students within 25 credits of completing their current program of study will not be permitted to change programs and receive financial aid funding.

**Please note:** You remain responsible for paying your tuition and other institutional charges that come due while your petition is being processed, placed in pending status, and/or in the event that your petition is denied.