

Satisfactory Academic Progress Policy for Financial Aid Recipients

The U.S. Department of Education (ED) requires students to maintain satisfactory academic progress in order to remain eligible for financial aid. These standards are more stringent than WCTC's Standards for Academic Success and they apply to transfer credits, current coursework and previous academic history even if financial aid was not received for those credits. ED requires WCTC to review qualitative progress (grade point average) and quantitative progress (pace of completion) after each term, including summer. WCTC students must progress through educational programs at a pace in which they will graduate within a maximum timeframe of 150 percent of the number of credits required to earn a degree.

Satisfactory Academic Progress Standards

In order to maintain satisfactory academic progress, the following standards and pace must be achieved each semester:

- Earn at least a 2.0 grade point average
- Successfully complete 67 percent of all credits attempted

If you attempt:	You must successfully complete:	If you attempt:	You must successfully complete:	If you attempt:	You must successfully complete:
1 credit	1 credit	7 credit	5 credit	13 credit	9 credit
2 credit	2 credit	8 credit	6 credit	14 credit	10 credit
3 credit	2 credit	9 credit	6 credit	15 credit	10 credit
4 credit	3 credit	10 credit	7 credit	16 credit	11 credit
5 credit	4 credit	11 credit	8 credit	17 credit	12 credit
6 credit	4 credit	12 credit	8 credit	18 credit	12 credit

Attempted credits include financial-aid eligible credits enrolled as of the census date, which occurs during the third week of each semester and the second week of the summer term. Courses dropped before the census date are not considered as attempted credits. Audited courses are not eligible for financial aid.

Courses completed with passing grades such as A, B, C, and D are considered as successfully completed credits. Withdrawals (W), incompletes (I), instructor drops (ID), and audited courses (AU) are not successfully completed credits and they adversely affect a student's pace of completion. Failing grades (F) adversely affect a student's GPA and pace of completion. Students who receive financial aid and do not complete any course (grades of F, W, I, ID, or AU) are placed on financial aid suspension. Students on financial aid suspension are not eligible to receive financial aid.

Students enrolled in qualified academic programs may receive financial aid for the following developmental courses:

- Fundamentals of Writing
- Introduction to College Writing
- College Success Strategies
- Intro to College Reading and Study Skills
- Fundamentals of Math
- Individual Reading Workshop
- Career Development
- Special Topics in Math
- Pre-Algebra
- Staying on Course at WCTC

Maximum Timeframe

Students may attempt up to 150 percent of the number of credits required to earn a degree before financial aid eligibility expires. Credits transferred from other colleges and credits attempted at WCTC all count toward this 150 percent threshold. Graduating from one program or switching to a second program does not restart the count of attempted credits. For students enrolled in multiple programs, the timeframe for the longest program determines the maximum number of credits.

Program Length	Required Credits	Maximum Credits Allowed
1-year program	32	48
2-year program	68	102

Warning letters are mailed to students approaching their maximum timeframe, alerting them of this 150 percent threshold. Students who enroll in multiple programs during their college career may file an appeal letter providing details of extenuating circumstances that prevented them from completion, along with an academic plan listing all remaining courses required for graduation and the expected degree completion date.

Please review the back side of this page for more important information.



Satisfactory Academic Progress Policy for Financial Aid Recipients *(continued)*

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Financial Aid Warning

Students who earn a grade point average (GPA) of less than 2.0 or complete fewer than 67 percent of attempted credits are placed on financial aid warning and a notice is mailed. Students on warning are still eligible to receive financial aid, unless they again fail to meet minimum academic progress.

First-time aid recipients who previously attended WCTC will also have their academic history reviewed. Students whose previous coursework did not meet academic progress standards are placed on financial aid warning.

Financial Aid Suspension

Students on financial aid warning who earn a GPA of less than 2.0 or complete fewer than 67 percent of attempted credits are placed on financial aid suspension lose financial aid eligibility at WCTC. Students who receive financial aid and do not successfully complete any course (grades of F, W, I, ID, or AU) are also placed on financial aid suspension. After fulfilling one of the reinstatement requirements below, a student is placed on financial aid probation and is eligible to resume financial aid eligibility unless suspension occurs again.

Reinstatement

Students on financial aid suspension may reinstate their financial aid eligibility in one of the following ways:

1. Pay with sources other than financial aid, attempt at least 6 credits in one term at WCTC, and complete the term with a minimum 67 percent pace of completion and a minimum 2.0 GPA. Students should notify the Financial Aid Department at the conclusion of the term to ensure these requirements are met and to gain probationary status.
2. File a one-time appeal if extenuating circumstances prevented the student from maintaining satisfactory academic progress. Prior to submitting an appeal, the student must attend 'Back-on-Track,' a non-credit life skills / financial literacy workshop, and complete all requirements of the course. Upcoming available workshop times can be viewed and registered for at www.wctc.edu/back-on-track. Only one appeal may be filed for financial aid reinstatement at WCTC. Responses to appeals are made within 14 days after all documents are received. Appeals must include the following:
 - An explanation of why the student did not maintain academic progress and what has changed in the student's situation to enhance future academic success
 - Steps taken to remedy these impediments and to prevent them from occurring again
 - Awareness of WCTC resources available to help students maintain academic progress
 - A personal plan of action to ensure academic progress will be met in future semesters
 - A program plan, including a summary of classes to be taken each semester and the expected degree completion date, must be finalized with the student's academic advisor
 - Third-party documentation to support the reasons given for not maintaining academic progress

Example 1: A WCTC student submits a 2018-19 FAFSA. During Fall 2018, she attempts and completes all 12 credits with a 1.5 GPA. Since her GPA is less than 2.0, she is placed on **warning** the following semester (spring 2019).

During spring 2019, the same student attempts 12 credits and completes 6 credits with a 3.0 GPA. Since she did not meet the pace of completion requirement of 67 percent, her financial aid is **suspended**.

During fall 2018, the same student attempts and completes 6 credits with a 2.0 GPA and covers the cost of the term with funds other than financial aid. Financial aid is self-reinstated for spring 2019 and she is placed on **probation**.

Example 2: A WCTC student submits a 2018-19 FAFSA. During fall 2018, he attempts 12 credits and completes 7 credits with a 3.0 GPA. Since his pace of completion is less than 67 percent, he is placed on **warning** the following semester (spring 2019).

During spring 2019, the same student attempts and completes 12 credits with a 1.5 GPA. Since he did not earn at least a 2.0 GPA, his financial aid is **suspended**. The student attends "Back-on-Track" and submits an appeal with all required documentation. His appeal is approved, financial aid is reinstated for fall 2019 and he is placed on **probation**.

During fall 2019, the same student attempts and completes 12 credits with a 1.75 GPA. Since he did not earn at least a 2.0 GPA, his financial aid is again **suspended**. Before financial aid may be reinstated, he must attempt 6 credits in a term, earn a minimum 2.0 GPA and 67 percent pace of completion in that term, and **pay with funds other than financial aid**.

Example 3: A student receives financial aid and does not successfully complete any course (grades of F, W, I, ID, and/or AU). Since no credits were earned, he is placed on suspension and must attempt 6 credits in a term, earn a minimum 2.0 GPA and 67 percent pace of completion in that term, and **pay with funds other than financial aid**.

