

Satisfactory Academic Progress

Standards of Satisfactory Academic Progress

Title IV Federal regulations require an institution establish a Satisfactory Academic Progress (SAP) policy for all students receiving federal and state funding, such as Federal Pell Grant, SEOG, TRiO, College Work Study, Direct Subsidized & Direct Unsubsidized Loans, Parent PLUS Loan and Veterans benefits. Students must maintain satisfactory academic progress both prior to and while receiving federal student aid (this includes dual / concurrent credits). SAP is checked at both the beginning and the end of each semester by the Financial Aid Office. Students who have failed to maintain SAP will be notified that they are ineligible, and are informed of the petition process (and deadline) should they believe that they experienced extenuating circumstances outside of their control that lead to the cancellation of Title IV Aid eligibility. The notification form and petition form are sent directly to the student the same day the determination is made, and the student is informed of the deadline to submit a petition.

Satisfactory Academic Progress requirements:

- 1) **Grade Point Average (GPA)**: Students must maintain a minimum cumulative GPA of a 2.0. Student grades of A, B, C, D, F are included in the GPA calculation. Grades of I (incomplete), Z (audit), W (withdrawal), or WI (withdrawal by instructor), X (incomplete), U (unsatisfactory), S (satisfactory) are not counted in the GPA. Students enrolled in an educational program of more than two academic years must, at the end of the second academic year, have a GPA of at least a "C" (or it's equivalent), or have academic standing consistent with the requirements for graduation.
- 2) **Completion Rate**: Students are expected to complete two-thirds (66.67%) of all attempted credits. Student grades of A, B, C, D, F, U, S, are counted in attempted and completed credits. Grades of F, U, and W are counted in attempted credits but 0 credits are completed. Grade of Z (audit) is not counted in attempted or completed credits. If a student has transfer equivalency (TE) credits, only the TE credits that apply toward the student's program of study will be counted in both attempted and completed credits.

Cumulative credit hours attempted	Calculation of 66.67%	Cumulative credit hours completed
35	$\times 2/3 =$	24
20	$\times 2/3 =$	14
12	$\times 2/3 =$	8
9	$\times 2/3 =$	6
6	$\times 2/3 =$	4

3) **Maximum Time Frame**: Students must be able to complete their program of study within 150% of the published program length. For example: if a student's published program length is 60 credits, then $60 \times 150\% = 90$ total credits (this includes TE credits that apply to the student's program). All CWC credits are included whether or not the student received aid when the credit hours were attempted / completed. A student is ineligible for Federal Aid when it becomes 'mathematically impossible' to complete their program within 150% of their published program length. This may affect students who have changed their program of study or are pursuing more than one program.

- **Warning Status**: If a student fails to maintain SAP (paragraphs 1 and 2 above) **AND** it is 'reasonably expected' the student can successfully reinstate by the end of the next term, then the student is placed on **warning** status and will be allowed one additional semester of funding to get back into good standing. If the student does not get back into good standing, all federal financial aid funding and Veterans benefits will be cancelled. The student is notified of this status in writing, and informed of the consequences should they fail to regain SAP standards.
- **Cancelled Status**: If a student fails to maintain SAP (paragraphs 1 and 2 above) and it is 'mathematically impossible' for the student to successfully reinstate by the end of the next term, then the student's eligibility is **cancelled**. Additionally, if a student was on a "Warning" status, and failed to regain cumulative SAP standards at the end of the subsequent semester, the student's eligibility is **cancelled**. All federal financial aid funding and Veterans benefits will be revoked since the student did not maintain SAP. Student are notified of this in writing, with information about the petition process and the requirements to qualify.
- **Petition to Regain Eligibility**: If a student fails to meet SAP (cancelled or maximum time frame) and they have extenuating circumstances 'beyond the student's control', they may submit a written petition to regain eligibility. The petition and supporting documentation **must** be submitted to Rustler Central according to the deadline on the petition form.

- **Changes in Degrees/Programs:** Changing degrees or programs does not restart the 150% maximum time frame. CWC will count all credits attempted at CWC, as well as any credits transferred into your current/active program. Changing degrees does not affect our calculation of GPA and Completion Rate.
- **Petitions:** Students may petition to the Financial Aid office if the student experienced 'Extenuating Circumstances' that prevented the student from meeting standards. Common 'Extenuating Circumstances' include illness to the student, death in the family, or other significant extenuating circumstances. Petitions can be obtained from the Financial Aid office are due no later than 1 week prior to the start of the semester for which the student is petitioning to receive continued Federal Aid. Petitions received by the deadline will be reviewed by the Director of Financial Aid, as well as the Vice President of Student Affairs, and a determination will be made. This determination is final, and can not be re-petitioned. Students who received denied petitions will be unable to receive Federal funding at CWC, until (and unless) they are able to bring their GPA and/or completion rate back into standards. The student may fall under the Academic Probation policy at this time as well, and should discuss with their success coach if they are able to re-enroll the following semester (see Academic Probation policy)
- **Approved Petitions:** Students who received Approved Petitions will be contacted by the Financial Aid office to connect them with the Student Support office to create a Student Education Plan (SEP). Once a student is placed on a SEP, the student will remain on a SEP for the duration of their education at CWC, or until they regain satisfactory academic progress. Failure to maintain the agreement established in the Student Education Plan will result in a cancellation of Federal funding for all subsequent semesters. This cancellation is final and may not be re-petitioned.
- **Regaining Eligibility:** As mentioned under "Petitions", a student may regain eligibility outside of the petition process by bringing their GPA and/or completion rate back into standards via self-pay, or other non-Title IV means. The student may fall under the Academic Probation policy at this time as well, and should discuss with their success coach if they are able to re-enroll the following semester (see Academic Probation policy)
- **Course Incompletes:** In some cases, students may be given an "Incomplete Grade" at the end of the semester, and the faculty will assign a date upon which the coursework must be completed. The Incomplete grade is calculated as an attempted, but not completed, course until a final grade is assigned. It is also assumed that the GPA for the course is 0.00, to determine any affect on subsequent semesters Federal Aid eligibility. If a student is assigned an Incomplete Grade, this may affect their eligibility for Federal Aid in subsequent semesters until the Incomplete Grade is converted to a final grade and it can be determined whether or not the student is making satisfactory academic progress. If the final grade is converted to such that the student is within SAP, then the student will be eligible for Federal Aid that semester, even if the determination occurs after the regular disbursement of funds.
- **Repeated Coursework, Incomplete Courses, No Credits, and Withdrawal:** All repeated, incomplete, no credits, and withdrawn courses and their grades are counted in both the 66.67% pace and timeframe totals.

Student Education Plan (SEP)

Students who have successfully petitioned to reinstate Title IV aid are placed on a Student Education Plan (a.k.a. Academic Plan). Upon approval of the petition, the Financial Aid staff places a 'hold' on the student account in Colleague, which keeps anyone except the Success Coach from enrolling the student. The Success Coach will enroll the student after meeting with the student and making a plan to be successful going forward. The student will be required to achieve a semester-to-semester GPA and completion rate consistent with Federal Requirements (2.0 GPA and 2/3 completion rate). Additionally, the student will be required to pursue only 1 degree (with exception of nursing majors, who typically pursue ADN and meta-major Health Science concurrently). Students will not be allowed to change majors. Doing so will cancel the SEP and the student would be ineligible for Title IV aid. The student will be required to meet with the Success Coach at least once per semester, but are encouraged to meet more frequently, as well as request information on resources available to aid them in their academic pursuits. The student must meet the requirements of the SEP until they graduate, or until they regain cumulative satisfactory academic progress. If a student fails to adhere to the terms of the SEP, the SEP is cancelled and the student is no longer eligible for Title IV Aid. This cancellation is final and may not be re-petitioned.

UPDATE EFFECTIVE 4-17-20

The CARES Act provides institutions some flexibility in regulations regarding Satisfactory Academic Progress. Institutions may exclude from the quantitative (Pace and Maximum Timeframe) component of the calculation any attempted credits that were not completed **as a result of a qualifying emergency** without requiring an appeal. It is the Financial Aid Offices intent to use that flexibility when evaluating SAP for our students.