



Satisfactory Academic Progress (SAP) Standards

Federal and state financial aid regulations require schools to set minimum standards for Satisfactory Academic Progress and to hold students accountable for meeting those 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 for which financial aid is received. **Satisfactory Academic Progress is measured two ways: 1) Qualitative and 2) Quantitative.** This document outlines the requirements for financial aid Satisfactory Academic Progress at Centralia College.

Qualitative Measurements

All students receiving financial aid must be in good standing with the college and must maintain a minimum quarterly and cumulative GPA of 2.0 or better. Students failing to meet this standard will be placed on "**cancellation**".

Quantitative Measurements

All students receiving financial aid must complete all courses they are enrolled in and awarded for. Failure to complete some or all classes may place a student on "**warning**" or "**cancellation**".

Warning Status: A student will be considered on "**warning**" status if he/she completes greater than one-half, but less than the full credits for which they were awarded for the quarter.

Cancellation Status: A student is considered ineligible for future quarters if they complete less than one-half of the credits for which they were awarded for the quarter, earn less than a 2.0 quarterly GPA and/or cumulative GPA, or while on warning status the student fails to complete all credits enrolled in for that quarter. A student earning 0 credits, with a 0.0 will automatically be cancelled and most likely will have to repay financial aid funds they received.

Quarterly SAP Credit Requirement			
<i>If you are funded for:</i>	<i>Meeting SAP is earning:</i>	<i>Warning Status</i>	<i>Cancellation Status</i>
full-time (12+ credits)	12 credits	6-11 credits	0-5 credits
three-quarter time (9-11 credits)	9 credits	5-8 credits	0-4 credits
half-time (6-8 credits)	6 credits	3-5 credits	0-2 credits
less than half time (5 or less credits)	earn all funded credits	no warning available	earn less than funded credits

PACE OF PROGRESSION (related to Maximum Time Frame for program completion)

Included under the Quantitative Measurements is the federal requirement to track **Pace of Progression**. This is a measurement of the maximum length of time a student is eligible for federal financial aid in order to complete their program of study. To meet the Pace of Progression a student must complete a *minimum* of 67% of attempted credits. This is calculated by dividing a student's cumulative completed credits by cumulative attempted credits. Grades of "**I**" (incomplete), "**Y**" (course in progress), "**N**" (audit/non credit), "**W**" (official withdrawal on or before 35th class day), "**WP**" (official passing withdrawal after 35th class day), "**WF**" (official failing withdrawal after 35th class day) do not count as completed credits.

SAP Progression* Requirement (67% or greater)	
Meeting SAP is earning at least 67% or more of funded credits	67% or greater
Cancellation Status is earning less than 66.99% of funded credits	0% - 66.99%

*Progression is measured by dividing earned credits by attempted credits.

Maximum Time Frame - Associate Degrees and Certificate Programs:

Students will no longer be considered eligible for financial aid when the number of credits they have attempted equals 125% of the credits required for their degree, rounded down to the nearest whole credit. All attempted courses are counted, including incompletes, withdrawals, unofficial withdrawals, failed courses, audit classes, repeated courses, and transfer credits.

****Please note:** Washington State Need Grant (SNG) will not be awarded to any student who has attempted 125% or beyond of the credits required for their program, regardless of whether a time limit petition is approved.

Transfer credits and previous Centralia College credits (within last five years) will count toward the time limit requirement. The following courses do not count toward the time limit requirement: Basic Skills, ESL, non-credit courses and up to 45 credits of college prep (see Developmental Courses below).

Developmental Courses:

For financial aid purposes, “for-credit developmental courses” are English, Math, Reading and Student Development courses which are below the 100 level. Also included are those courses that are pre-requisite to a certificate/degree counting required course, e.g. PSYC 100 for PSYC 200. Developmental courses are included in GPA/qualitative and Pace of Progression/quantitative standards. A maximum of 45 for-credit developmental credits will be excluded from the maximum time-limit requirement.

Changing Program of Study:

If you stop pursuing a program of study and switch to another one, your attempted credit count will not start over. All previously attempted credits will count toward the maximum allowed for your new program of study. A student will need to complete an appeal for degree/program change form when switching a program of study.

Repeated Coursework:

A student may repeat a class they didn’t pass. They may also repeat, one time only, a class they did pass. However, remember that each attempt will count toward total attempted credits and possibly impact future funding under Maximum Time Frame.

Commencement of Attendance:

Students are expected to attend all classes. Failure to commence attendance in any class will result in your withdrawal and will have the potential for you owing some or all of your funding. It is your responsibility to notify your instructor(s) if unable to attend class.

Select Admissions Programs:

If you are pursuing either Nursing (clinical) or the Medical Assistant (2nd year) programs, there is a selective admissions process. Many students pursuing these 2 programs may also be working on another program, should they not be accepted. Only these students are eligible to receive traditional financial aid. For clarification, questions or concerns contact our office.

0 credits earned and/or 0.00 quarterly GPA:

If you drop all of your classes during a quarter (or stop attending all classes) you will lose your future financial aid eligibility. It is also highly likely that you will OWE money back to federal and state programs as well as the institution. When this happens you will not be able to enroll at Centralia College until the money is paid back and if you owe federal funds you will not be able to receive financial aid at ANY college/university. Once your debt is paid, you may appeal for reinstatement of financial aid.

QUARTER	REPAYMENT DATE* (R2T4)
Summer 2017	August 5, 2017
Fall 2017	November 7, 2017
Winter 2018	February 21, 2018
Spring 2018	May 18, 2018

*Students who officially withdraw or stop attending all classes on or before this date may be required to repay a portion of the financial aid funds they received.

Earning Reinstatement after Being Cancelled from Financial Aid Eligibility

If you are cancelled from financial aid eligibility for reasons other than having reached the time limit requirement, you can earn reinstatement one of two ways:

Earn Reinstatement on a “Probationary” Status via the Appeal Process:

Submit and secure approval of a written documented appeal for reinstatement. The appeal should be based on unusual or extraordinary circumstances beyond your control that can be documented. Appeal forms are available on line, on the Centralia College Financial Aid home page under “Forms”. If you were cancelled after being on warning, you can include any applicable unusual or extraordinary circumstances in your petition, that led to your being placed on warning. If you submit an appeal and it is denied, you must earn reinstatement on your own (see below).

Earn Reinstatement on Your Own:

Register and take classes at your own expense until you meet the GPA/qualitative and Pace of Progression/quantitative requirements needed to complete your degree. For example, your cumulative GPA is a 2.0 or above and the total attempted credits versus your completed credits must be 67% or greater. Please note that a student must enroll in the number of credits they would like financial aid to reinstate. If wanting full-time enrollment, the student would need to complete 12 or more credits on their own. Although a student may meet the requirements to reinstate under this option, **reinstatement is not automatic**. Students must notify the Financial Aid Office in writing, using an appeal form, stating that she/he is believed to have earned reinstatement. Reinstatement will not be granted until a complete review has been performed by the Financial Aid Office.

Financial Aid Status Definition

- **WARNING:** Students on warning are eligible for financial aid. A student placed on warning must successfully complete all registered courses (as of the 5th class day, [census date]) in the following quarter, while receiving financial aid. Failure to do so will result in cancellation from financial aid and the student will no longer be eligible for financial aid.
- **CANCELLATION:** Students in cancellation status are not eligible to receive financial aid funds. Review “Earning Reinstatement” for information on how to submit an appeal if you were cancelled due to exceptional circumstances.
- **PROBATION:** Students on probation have had an Appeal for Financial Aid Reinstatement approved and are required to follow specified conditions to maintain good standing. Failure to meet these conditions during the probationary period will result in cancellation of student financial aid for all future quarters.
- **PACE OF PROGRESSION:** Refers to student’s rate of progression toward completing his/her degree requirements at Centralia College. This pace is determined based upon reviewing the cumulative credits completed versus cumulative credits attempted each quarter.