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 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 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.

<table>
<thead>
<tr>
<th>Quarterly SAP Credit Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If you are funded for:</strong></td>
</tr>
<tr>
<td>full-time (12+ credits)</td>
</tr>
<tr>
<td>three-quarter time (9-11 credits)</td>
</tr>
<tr>
<td>half-time (6-8 credits)</td>
</tr>
<tr>
<td>less than half time (5 or less credits)</td>
</tr>
</tbody>
</table>

**PACE OF PROGRESSION**

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), "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)**

<table>
<thead>
<tr>
<th>Meeting SAP is earning at least 67% or more of funded credits</th>
<th>67% or greater</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation Status is earning less than 66.99% of funded credits</td>
<td>0% - 66.99%</td>
</tr>
</tbody>
</table>

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

Example: attempted 12 credits, earned 10 credits = 10/12 = 83.33% = OK
Example: attempted 12 credits, earned 8 credits = 8/12 = 66.67% = Warning
Example: attempted 12 credits, earned 5 credits = 5/12 = 41.67% = Cancellation
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. 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.

Correspondence Courses:
If you are in a degree program of study (2 years), not more than 50% of your credit load per quarter can be
correspondence and if you are in a one-year certificate program, correspondence courses do not count towards credits
considered to establish your financial aid enrollment status. Regardless of your program of study, correspondence
courses must be completed in ONE quarter (for example, if you register for a correspondence course in the fall, the SAP
standards require that you must complete the course by the end of fall, even though the institution allows you two
quarters to complete the class).

Nursing Pre Requisite timeframe:
The nursing program has some specific financial aid timeframe rules. The nursing program includes two years (6 full time
quarters) for its clinical portion of the program. Prior to the clinical portion of the nursing program are 57 credits of
academic degree requirement courses. In addition to the six full-time quarters of clinical, financial aid can fund only those
57 required credits. Those classes required for your degree are: CHEM 121, BIOL 241, BIOL 242, HLVS 131 (if you are
not already a certified NAC) ENGL 101, PSYC 200, BIOL 260, MATH 146, SPEE 110, SOC 101 OR ANTH 206, and 3
credits of Health and Fitness. A student can have their timeframe extended up to 45 credits for developmental
courses. (see above definition)

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.

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>REPAYMENT DATE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2012</td>
<td>August 3, 2012</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>November 11, 2012</td>
</tr>
<tr>
<td>Winter 2013</td>
<td>February 19, 2013</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>May 16, 2013</td>
</tr>
</tbody>
</table>

*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 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 reinstatement. 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.

**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 online, on the Centralia College Financial Aid home page under “Forms”. If you were terminated 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 (previous option).

**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.