

Satisfactory Academic Progress (SAP) Policy

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 email, once grades are posted at the end of each quarter. Information regarding SAP will also be available in the student service center within ctcLink.

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 (150% of attempted credits)

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 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 suspension of financial aid eligibility for future quarters.

Students who are in a PLAN status are expected to attain a quarterly GPA of 2.5 or higher for the duration of their PLAN standing.

Quarterly Credit Requirements (Quantitative Standard)

All students must **successfully** complete the minimum number of credits associated with their enrollment level as of census (10th 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 WARNING if you complete:	Your aid will be SUSPENDED if you complete:
Full Time (12+ credits)	12 credits	6-11 credits	less than 6 credits
3/4 Time (9-11 credits)	9 credits	5-8 credits	less than 5 credits
1/2 Time (6-8 credits)	6 credits	3-5 credits	less than 3 credits
<1/2 Time (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. Incomplete grades are considered non-completed credits. The following grades do not count as successful completed credits:

E or F (failure)	V (unofficial withdrawal)
I or Y (incomplete)	W (official withdrawal)
N (audit)	Z (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 all developmental and college-level coursework that appears on the SVC academic transcript, including running start, course repeats, failed and incomplete attempts, and withdrawals. The cumulative pace of progression requirement is monitored on a quarterly basis, as well as the start of the awarding year.

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.

Definitions

Good Standing (MEET) – students who meet all of the criteria noted above will maintain good SAP standing (MEET) and have no additional requirements regarding their financial aid eligibility based on SAP.

Warning Status (WARN) - students will be placed on warning status if they were previously in good standing for satisfactory academic progress but:

- a. complete greater than one-half, but less than the minimum number of credits associated with their awarded enrollment level, or;
- b. fall below 67% cumulative Pace completion, or;
- c. fall 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 and regain “MEET” status.

Suspended Status (SUSP/2SUS/ZERO) – 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 150% maximum timeframe for their program of study **or** it is determined mathematically impossible to complete their program within these timeframes

Probation Status (PROB) – 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.

Academic Plan (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 placed on an “academic plan”.

While on an academic plan, student are required to meet the following standards **each quarter**:

1. Successfully complete 100% of the credits for which they attempt and are paid for;
2. Earn a **quarterly** GPA of 2.5 or higher.

Students in a PLAN status will be reviewed at the conclusion of each quarter to ensure both standards are being met. Students will remain on an academic plan until they reach a cumulative 2.0 GPA **and** a cumulative pace of progression of 67%. At that time, they will be placed back in “MEET” status.

Failure to meet the two requirements noted above at the conclusion of each quarter while in a PLAN status will result in a re-suspension of financial aid.

Regaining Eligibility upon Suspension:

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

1. 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 email notification that the petition has been accepted. The petition should be based on documented unusual or extraordinary circumstances beyond your control that prevented you from success. 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 below).

If your financial aid eligibility is suspended 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.

Petition Denial/Appeal of Decision

In the event your petition is denied, you have the right to appeal the committee’s decision. Appeals are reviewed by the Executive Director of Financial Aid. Appeals will be considered by the Executive Director when new evidence or a change in circumstances warrants a review of the appeal. The decision of the Executive Director of Financial Aid will be considered final.

2. Earn Reinstatement on Your Own

Register and take classes/credits at Skagit Valley College without the assistance of financial aid, until you meet the satisfactory academic progress standards outlined above (successfully completion of all enrolled credits in your most recent quarter – at least 5 credits required for your program of study, 2.0 cumulative GPA and 67% cumulative pace of progression). Once these requirements are met, students must notify the Financial Aid Office in writing to initiate a re-review of SAP. Your academic transcript will be reviewed and, if all SAP standards are being met, reinstatement will be granted.

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) without the assistance of 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, a re-evaluation of your SAP status may be conducted.

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. Students may be billed in the event that they 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. Aid recipients may not exceed **150%** of their program length in **attempted** credits toward degree requirements.

Attempted credits include running start, repeated, failed, incomplete, withdrawals, and transfer credits that have been applied to your academic transcript. 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, an Education Plan completed with an advisor 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 total 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 degree.

Petitioning for Extension of Maximum Timeframe

If unusual or extenuating circumstances have prevented the student from completing their degree or certificate within the maximum timeframe allowed, students may petition for an extension. **Note:** Petitions that cite the need for additional time as a result of having to repeat coursework to raise one's GPA will not be considered, as this is not an unusual or extenuating circumstance.

Petitions must include a Plan of Classes to Graduate or a copy of their Education Plan, signed by an advisor, and should include only coursework required for completion of the student's program. No repeat coursework will be covered by financial aid for students petitioning based on reaching maximum timeframe. If a student on an excessive credit approval plan does not meet satisfactory academic requirements in any given quarter, or enrolls in coursework that is not included on the Plan of Classes on file with their petition, financial aid will be suspended.

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, the student 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.

Changes to Degree/Program

Students may change their program of study **once** at any time up to 40 college-level attempted credits by completing a Request to Change Program form. Beyond 40 attempted credits, students must petition to request funding for a change

in program. Previously attempted credits that meet degree requirements will count toward the maximum allowed for their new program, if approved. Students within 25 credits of completing their current program of study will not likely be permitted to change programs and receive financial aid funding without exceptional circumstances.

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

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. This limit cannot be petitioned.

Developmental courses not eligible for financial aid (ABE, ESL, high-school completion) are not monitored for any satisfactory academic progress standards. However, students whose academic transcript indicates repeated struggles with these courses *may* be required to demonstrate success on their own before becoming eligible for funding.

Most credits associated with the *INVEST Program* (Individualized Next Steps Vocational and Educational Social Skills Training) are below 100-level but are still monitored for all SAP standards outlined above. However, these credits will not be counted in the 45-developmental credit exclusion from maximum timeframe – students enrolled in the INVEST program will also be monitored for maximum timeframe.

Repeat Coursework

All repeat coursework, regardless of whether financial aid is used or not, counts toward the maximum timeframe requirement and/or the 45 credit limit for developmental coursework.

Previously Passed Courses

Students are allowed to receive financial aid to repeat a previously passed course (previously passed is defined as D- or higher), **only once**, regardless of their program's GPA/grade requirement. Students may only receive funding for repeat courses that are required for their program of study. Repeating elective or gray area courses will not be funded, unless Skagit Valley College requires a better grade in order to complete your program. In these cases, only one attempt is eligible for financial aid. This limitation is not subjective and is federally regulated.

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.

Overall Attempts

Students are allowed **up to three total attempts** to successfully complete a course required for their program of study. Students who need to repeat a course after three unsuccessful attempts (unsuccessful is defined as E, F, V, W, or Z) must submit the Petition for Reinstatement and explain what the unusual or extenuating circumstances has been for failing to pass the course, as well as a substantial, detailed plan for how they will ensure success in their next attempt. Funding for coursework beyond three unsuccessful attempts is not guaranteed.

If students wish to retake a previously passed course, they will need to submit a **Repeat Coursework** form by the census date (10th day of the quarter). Forms are available online or by contacting the Financial Aid Office.