



# Satisfactory Academic Progress Policy

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## What is Satisfactory Academic Progress (SAP)?

All students who apply for financial aid must maintain satisfactory academic progress. The Department of Education defines three criteria for satisfactory academic progress students must meet in order to be considered meeting SAP standards. These criteria are:

- **Quality**—Students must maintain a minimum grade point average (GPA) of 2.0 each quarter. Students are also required to have a minimum cumulative GPA of 2.0 at the end of the second academic year (six quarters) and thereafter regardless of number of credits attempted. Students working toward a certificate but not a degree must maintain a cumulative 2.0 GPA for the entire length of their program. Program-specific GPA requirements which vary from this criterion do not impact SAP for the purpose of financial aid eligibility.
- **Pace of Progression Towards Maximum Time Frame**— Financial Aid grant funding is available for cumulative attempted credits up to 150% of the total number of credits needed to complete the program. An appeal due to extenuating circumstances is allowed if an extension of financial aid is needed to complete the degree or certificate.
- **Quantity**—Students must complete 100% of their attempted credits to meet SAP in good standing, with Warning as a one-term grace for 67-99% completion rate – see Financial Aid Warning below for more information. Completion percentages are rounded to the nearest whole percentage following normal rounding rules (i.e. 66.67% rounds up to 67%). Attempted credits refers to any credits for which the student was enrolled as of the census date each term. The financial aid census date for Summer quarter is the 8<sup>th</sup> day of instruction, and the 10<sup>th</sup> day of instruction for Fall, Winter, and Spring. Withdrawing from a course after the census date does not remove those credits from inclusion in SAP status calculations.

## Determination of Financial Aid Satisfactory Academic Progress (SAP) Status

Satisfactory Academic Progress will be evaluated for all financial aid applicants prior to processing aid. If a student has previous academic history at Green River College, the SAP determination will be based on the student's college transcript, regardless of the age of the courses. There is no time limit after which a student's SAP status resets. When SAP statuses are calculated, all three criteria above are evaluated, and a student's status is based on the most severe. For example, if they earned a 1.5 GPA for the term (Warning status) but only completed 50% of their classes (Suspension status), their status would be Suspension, as that is more serious.

A student's grades from other colleges are not included in our SAP review. However, transcripts showing strong academic performance elsewhere can strengthen a SAP appeal. All program credits, including current program transfer credits, are taken into consideration whether or not aid was received.

Pace of progression is calculated by dividing the number of completed credits by the number of attempted credits. The formula is

$$\text{Pace of Progression} = \frac{\text{Completed Credits}}{\text{Attempted Credits}}$$

Up to 45 credits of developmental, transitional, or remedial coursework can be excluded from pace of progression calculations; any credits over this amount will count towards pace of progression. This means that up to 45 credits earned from classes that are not college-level (with a course number lower than 100) will be subtracted from the number of completed credits when calculating pace of progression. Any transferred credits that do not apply to the current program of study will also be excluded from the total number of attempted credits.

Satisfactory Academic Progress will be reviewed after final grades post at the end of every term and students will be notified via their preferred email if SAP standards are not met. If changes to grades are processed after this date, students can request that their SAP status be recalculated to reflect any changes in performance.

#### Satisfactory Academic Progress Status Descriptions:

Based on the criteria of quantity, quality, and pace, a student will end up with a SAP status of Meeting, Warning, Suspension, or Time Frame Exceeded.

#### Meeting Satisfactory Academic Progress

Student earns a quarterly GPA of 2.0 or higher, has a cumulative GPA of at least 2.0 after six (6) quarters, completes the 100% of the credits registered for on the census date of each quarter, and the student is able to graduate within 150% of the credit length of the program. Grades of 0.0 – 0.9, I, N, W, NC, or Y do not count toward completed credits. Repeated courses where the final grade is not an improvement over earlier attempts will not count toward completed credits.

#### Financial Aid Warning

Student earns a quarterly GPA between 1.9 and 1.0 or completed between 67% and 99% of the credits registered for on the census date of the quarter, and student is able to graduate within 150% of their program length. Completion percentages are rounded to the nearest whole percentage following normal rounding rules (i.e. 66.67% rounds up to 67%). A student is able to receive financial aid while on financial aid warning status but must meet SAP standards during the following term of enrollment to remain eligible for financial aid.

#### Financial Aid Suspension

Student does not complete at least 67% of their attempted credits, earns less than 1.0 quarterly GPA, or has a cumulative GPA of less than 2.0 after six quarters of attendance. Student is not eligible to receive financial aid while on Financial Aid Suspension. Green River applies this suspension to all types of aid, including Work Force funding and Foundation or outside scholarships. Suspension is also the result of the student not meeting SAP standards while in Financial Aid Warning or Financial Aid Probation status.

#### Financial Aid Probation

Probation status is granted only if a SAP appeal is approved. A student may receive financial aid for one term while in Probation status but must meet SAP standards by the end of that term to remain eligible for financial aid in following terms.

#### Maximum Time Frame Exceeded

A student must finish their program before they reach 150% of the credits their program requires. For example, a 90-credit program allows a student up to 135 total attempted credits. Once it becomes mathematically impossible to finish within that limit, aid is paused. A student may be considered for financial aid beyond the maximum of 150% of the program length by filing a [Petition to Extend Financial Aid](#). Petitions are considered on a case-by-case basis and approved under exceptional circumstances only. Students can also request that their time frame be recalculated if they have changed programs or completed a degree or certificate. Time frame limits do not supersede lifetime aid limits set by the Department of Education or the Washington Student Achievement Council.

#### Reinstatement of Financial Aid Eligibility

Financial aid eligibility may be reinstated with 1) an approved appeal, 2) an official change of grade, or 3) when the student self-reinstates by paying for classes out of pocket for one term.

### 1) Satisfactory Academic Progress Appeal

Students may submit a Satisfactory Academic Progress (SAP) Appeal when failure to maintain good academic standing was due to personal or academic circumstances beyond the student's control.

Common reasons for appeals include:

- Long-term illness, hospitalization, or other serious health issues with documentation from a doctor.
- A serious illness or death in their family during the quarter.
- An emergency or crisis that was beyond their control.
- Any other special situations that negatively impacted their ability to succeed.

If an appeal is approved, the student's financial aid will be reinstated on a probationary basis. During this time, they will need to finish all attempted credits with at least a 2.0 GPA. The SAP Appeal can be found on the [GRC Financial Aid Forms](#) page.

### 2) Official Change of Grade

Most commonly this occurs when the student submits the required coursework to their instructor to resolve a grade previously reported as Incomplete. Students have one year from the end of the term to complete their coursework and have an Incomplete converted to a grade. If that does not occur, the I will be updated to a 0.0 and all impacts of that will apply. Until an Incomplete is updated to a passing grade, they will be considered uncompleted credits and will negatively impact a student's SAP status.

Another option for receiving an official change of grade is to be approved for an exception to the [Withdrawal & Refund Rules](#). A Withdrawal/Refund Exception Request is a formal petition to have a late withdrawal treated as though it occurred before the census date. While such an exception does not automatically result in the resolution or update of a student's SAP status, it is our institutional policy to accept an approved Withdrawal/Refund Exception Request in lieu of a SAP appeal for reinstating aid eligibility. The Financial Aid Office does reserve the right to modify this policy when deemed appropriate.

### 3) Self-Reinstatement

Students can work towards getting back on track by completing at least five (5) credits in a quarter without financial aid, with a 2.0 GPA and all credits finished. During this time, they need to pay for tuition and related costs without using state or federal financial aid. Non-Aid financial assistance such as Work Force funding can be used to pay for these credits.

Students are encouraged to contact the Financial Aid Office to ask about the impact of dropping or withdrawing from classes before making changes to their schedule.

### Official Satisfactory Academic Progress Policy

Green River College's official Financial Aid Satisfactory Academic Progress Policy can be found at [SA-17 Satisfactory Progress for Financial Aid](#). This document is only intended to clarify and explain policies regarding Satisfactory Academic Progress. In the case of any variance in policy as outlined in the official policy and in this document is unintentional and the official policy will take precedence. The Financial Aid Office reserves the right to make exceptions to this policy as necessary under the purview of Professional Judgement.