Introduction

Grays Harbor College is responsible for monitoring the academic progress of financial aid recipients. Satisfactory Academic Progress Regulations (SAP) exist in both the Washington State Administrative Code (WAC), and in the Code of Federal Regulations (CFR). The colleges SAP Policy must be as strict as, or stricter than, the academic regulations that are applied to students who do not receive student aid funding at the college.

The financial aid that students are eligible for also differs between enrollment levels (e.g. Full-Time, Part-Time). This policy provides the minimum standards and applies to all students whether or not financial aid was received. The colleges Financial Aid Census Date (10th day – Fall, Winter, & Spring; 6th day - Summer) is the point in which students are held accountable for their academic progress of attempted hours. Credit adjustments students make after disbursement but prior to Census date may result in a repayment being owed and/or holds being placed on future disbursements.

The Grays Harbor College Financial Aid Office reviews their SAP policy annually, and implements necessary changes in order to maintain compliance. Any policy changes will be reflected in an updated version of this handbook, the GHC website, and any printed pieces of information we distribute on this topic. If students have any questions or concerns regarding the requirements as described in this handbook, contact the Financial Aid Office at finaid@ghc.edu or (360) 538-4081.

Please read all of this information carefully. Students are responsible for understanding these requirements and must meet the academic performance standards outlined in this SAP policy handbook as a condition of initial or continuing eligibility for financial assistance.

Policy Summary

Policy Details

1. Overview

1.1. Evaluation Period

Federal Regulation: "Require that SAP be reviewed for all students receiving financial aid on a yearly basis (quarterly for certificate programs); Federal Policy also requires that the review coincides with the end of a payment period, and that

Federal Aid Program   A

- x   Federal Pell Grant (Pell)
- x   Federal Supplemental Educational Opportunity Grant (SEOG)
- x   Federal Work Study (FWS)
- x   Federal Direct Subsidized Loan (DL Sub)
- x   Federal Direct Unsubsidized Loan (DL Unsub)
- x   Federal Direct PLUS Loan (DL PLUS)
- x   Federal TEACH Grant (TEACH)

State Aid Program

2. Requirements

2.1. Maximum Timeframe (MTF)

a. The federal policy states that for an undergraduate program measured in

2.2. Grade Point Average (GPA)

a. "Students enrolled in a program of more than two academic years must have a GPA of at least a "C" or its equivalent or must have an academic standing consistent with your school's graduation requirements" (FSA Handbook, pg. 1.11)

b. The institution's policy must contain a qualitative standard. The qualitative standards used to comply with federal satisfactory progress standards is acceptable (WSRC WCG & CBS Program Manual, pg. 38).

c. Students must maintain a cumulative GPA of at least a 2.0. A warning or suspension will occur when a student does not meet this standard. Suspension status students will have the option to appeal and if the appeal is approved, will be placed on a Scholastic Expectation Plan or in a "probation" status.

2.3. Pace of Progression (POP)

a. The federal policy states that institutions must specify the quantitative standard (pace) at which students must progress through their program to ensure that they will graduate within the maximum timeframe, and each academic progress check must measure this. You calculate the pace at which a student is progressing by dividing the total number of hours the student has successfully completed by the total number he has attempted" (FSA Handbook, pg. 1.13).

b. : To continue eligibility for financial aid, a student can attend up to 150% of the program.

2.4. Credit Hour Completion

The state policy indicates that "to meet minimum Satisfactory progress standards, a student must complete at least one-half of the original amount of credits for which (o)-1 (

3. Other Policies

3.1. Repeat Courses

 "A student may be repeatedly paid for repeatedly failing the same course (normal SAP policy still applies to such cases), and if a student withdraws before completing the course that he or she is being paid Title IV funds for retaking, then that is not counted as his or her one allowed retake for that course. However, if a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time" (FSA Handbook, pgs. 1.9 & 3.35).

 Financial aid will only fund a previously passed or failed course once. The repeat is counted in credits attempted and completed and the replaced course is counted as attempted credits only. This policy will be superseded by restrictions outlined in approved appeals.

3.2. Remedial or Prerequisite Coursework

 "A student can receive aid for up to 45 credits of remedial or prerequisite coursework that is included as part of a regular program. As long as the student qualifies for aid for remedial courses, you must include the remedial courses in the student's enrollment status. Some schools give no credit or reduced credit for remedial classes. To determine enrollment status, credit hours for the remedial class should be the same as for the comparable full credit class" (FSA Handbook, pgs. 1.4, 1.13, & 1.20).

 Remedial and prerequisite courses will count toward the minimum credit course totals completed for SAP. Remedial courses that do not count towards the student's degree will still be considered when determining SAP. Students may be notified when they are nearing the 45 credit maximum.

3.3. Satisfactory Course Completion

 School Determined (FSA Handbook, pg. 1.14 & A.78)

 Course Grades that are defined as being satisfactory in terms of completion are: "A", "B", "C", "U" "W" & "V". Unsatisfactory or incomplete courses do not meet SAP and are counted towards a student's total attempted courses but aeg sa(f)-7Dg7

4. Re-Establishing Eligibility-Appeal Process

4.1. Overview

"All schools may use the financial aid probation as part of their satisfactory progress policy. When a student loses FSA eligibility because he failed to make satisfactory progress, if the school permits appeals, he may appeal that result on the basis of: his injury or illness, the death of a relative, or other special circumstances. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation". "If you determine, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, you may place him on probation without an academic plan. You must review the student's progress at the end of that one payment period probation status is for one payment period only. If you determine, based on the appeal, that the student will require more than one payment period to meet progress standards, you may place him on probation and develop an academic plan for the student. You must review the student's progress at the end of one payment period as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. Your school determines the process and documentation required for an appeal. It may decide to require more extensive information on an initial appeal and some type of an update statement on a subsequent appeal. The regulations do not specify what grades or progress must be met in an academic plan. The school has

status they may submit an appeal. Approval of the appeal is not guaranteed and the student is held responsible for any debt that is incurred while on financial aid suspension. If the appeal is approved, the student will be placed on 1 quarter of probation or a multiple term Scholastic Expectation Plan (SEP). Financial aid eligibility is then reinstated for the timeframe that the appeal has been approved. Workforce Funding coordinators will have the authority, on a case-by-case basis, to override a Suspension status for their specific funding source (BFET, EAG, OG, WRT, & WF).

4.2.   Appeal and Reinstatement Process

The process is completed entirely online through www.ghc.edu. Forms must be submitted no later than the published quarterly dates and will not be reviewed unti26.74 0 a1(5 T30.98 -1. Td[8j0.0i scn(

x   The Appeal Committee will review a student's appeal for reinstatement of aid. They will review each student's individual situation, assessing their current and previous academic performance, as well as any documentation submitted to determine whether there is significant justification to warrant an exception to the existing SAP Policy for the student's individual circumstance.

x   It is important to remember that the appeal process is a request for an exception to the SAP policy. Not all circumstances will warrant an exception to the SAP policy.

x   Appeals submitted by students who failed to meet the terms of their probation or SEP must clearly explain what extraordiwhhiw6-diw6-diw6-9 (ar1ab1295c2e)3 (m)12 (rd)6 (iw

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- x   If a student's appeal is not approved notification will be sent via mail and/or email.
- x   The student will no longer be eligible to receive financial aid funding but will have the option to regain eligibility by completing the Request for Reinstatement requirements listed in the next section.

4.2.2. Request for Reinstatement

4.2.2.1. Federal Funding

Students may submit a Request for Reinstatement form once they have successfully completed enough credits to meet the minimum GPA and POP standards. This may take more than one term to meet both the GPA and POP standards.

4.2.2.2. State and Institutional funding

Students may submit a Request for Reinstatement after successfully completing one term without financial aid funding. Successful completion is defined as 100% completion of all attempted credits (5 credit minimum) with a 2.00 Quarterly GPA. If a student withdraws from a class during this term, they will no longer meet the 100% completion requirement for a Reinstatement.

4.2.2.3. Approval

- x   If a student's reinstatement is approved, they will be sent a notification via mail and/or email.
- x   Aid eligibility is reinstated from the point of the reinstatement approval forward. Students will not be eligible for retroactive payments for terms that they were on suspension status.

4.2.2.4. Denial

- x   If a student's reinstatement is not approved a notification will be sent via mail and/or email.

4.2.3. Maximum Timeframe Appeal

4.2.3.1. Circumstances and Resolutions

Circumstances: The student's appeal must explain why they failed to make academic progress. Thus, the request on the appeal form asks for an explanation of what led to the academic deficiencies.

Resolutions: The student's appeal must also explain what has changed in their situation that will allow them to make progress at the next evaluation. Thus, the request on the appeal form asks for an explanation of the steps they have taken or plan to take to resolve the issues and how their situation has changed to allow them to satisfy the requirements as set forth by the college's SAP standards.

4.2.3.2. Supporting Documentation

Not only does the appeal need to contain an explanation of circumstances and resolution but it also requires a signed Education Plan detailing the remaining required classes needed for the student to complete their degree or certification program. The plan must

be signed by their academic advisor (or designated Student Services staff). In addition to the signed Education Plan, a student may need supporting documentation to verify the circumstances cited in their explanation. (Please note that providing documentation does not guarantee appeal approval.)

4.2.3.3.   Review

x   Financial Aid Staff will review a student's MTF appeal looking at each student's individual situation, assessing their current and previous academic performance, as well as any documentation submitted to determine whether there is significant justification to warrant an exception to the existing SAP Policy for the student's individual circumstance.

x   It is important to remember that the appeal process is a request for an exception to the SAP policy. Not all circumstances will warrant an exception to the SAP policy.

4.2.3.4.   Approval

x   If a student's MTF appeal is approved, a notification will be sent via mail and/or email stating the conditions they must meet to retain eligibility.

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4.3. Considerations

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