Federal regulations require WWCC to define and institute standards of satisfactory progress for students receiving Title IV student assistance. Title IV student assistance may be in the form of a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant (ACG), Federal Work-Study, Federal Subsidized and Unsubsidized Stafford Loans or Plus Loans. The standards are applied in conjunction with the college’s academic progress policy as stated in the college catalog under the section Academic Information/Requirements for Continuous Enrollment. The standards are stricter than the college’s academic progress policy.

This policy uses the following definitions:

**Academic Achievement**: The measurement of a student’s achievement based on a comparison of the cumulative number of credits earned to the cumulative number of credits attempted.

**Credits Attempted**: Credits for which a student registers and maintains registration beyond the drop period.

**Credits Earned**: Credits for which a student receives a grade of A, B, C, D, or P.

**Graduation Level Performance**: The measurement of a student’s quality of performance based upon a four point grading scale in relationship to graduation requirements.

**Suspension**: A period of non-enrollment required by Wor-Wic Community College Satisfactory Academic Progress Policy.

**GENERAL OVERVIEW OF REQUIREMENTS**:

1. Students must be eligible for continuous enrollment according to the college’s standards and be making satisfactory academic progress according to the standards of this policy in order to be eligible to receive federal Title IV financial aid. Therefore, this policy represents more stringent academic standards of recipients of federal aid.

2. Grades of A, B, C, D, & P are considered both “attempted” and “earned.” Grades of F, W, I, S, N, R, U, and AU (audit) are considered “attempted” and not earned. Note: Students are not eligible for aid for classes they audit.

3. Student progress is reviewed annually after the Spring semester of each academic year as required by federal regulations before any awards for the ensuing academic year are made. Students who are enrolled in a certificate program (one year or less) are reviewed each semester.

4. The student’s entire academic history at the college is reviewed (whether or not financial aid was received) in accordance with all four (4) standards set forth herein to determine a student’s eligibility.

5. Failure to maintain satisfactory academic progress results in the cancellation of a student’s Title IV financial aid but does not prohibit the student from continuing enrollment with his/her own resources or non-federal financial aid.

6. Students who withdraw from classes jeopardize their completion rate.

7. Students are not allowed to receive any Title IV financial aid if they have already earned two Associates degrees, or one Bachelor’s degree, or have reached the maximum allowable amount of credit hours (99+ credit hours).

**FOUR STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**:

1. **Minimum Completion of Course Work**: The academic achievement evaluation involves a comparison of the students' attempted credits and their credits earned. Students are expected to successfully complete the classes they register for each semester. Passing grades are A, B, C, D, and P. Grades of F, I, AU, and W are not successful completion of courses attempted. This expected achievement ratio grid is found below.

   **Expected Achievement Ratio Grid Instructions**: Students must earn the minimum number of credits indicated after the slash (/) compared with the credits they have attempted as indicated before the slash.
2. **Minimum Cumulative Grade Point Average:**

Students must maintain a level of performance consistent with the college’s standards for graduation as measured at the midpoint of the maximum allowable attempted credits for an Associate Degree. A more detailed explanation of the college’s policy may be found in the college catalog under Requirements for Continuous Enrollment (page 50). Students must maintain a minimum cumulative GPA according to the college’s policy:

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Minimum GPA</th>
<th>Minimum Percentage of Credits Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-9</td>
<td>No evaluation</td>
<td>No evaluation</td>
</tr>
<tr>
<td>10-18</td>
<td>1.40</td>
<td>30%</td>
</tr>
<tr>
<td>19-27</td>
<td>1.55</td>
<td>40%</td>
</tr>
<tr>
<td>28-36</td>
<td>1.70</td>
<td>50%</td>
</tr>
<tr>
<td>37-45</td>
<td>1.85</td>
<td>60%</td>
</tr>
<tr>
<td>46+</td>
<td>2.00</td>
<td>No evaluation</td>
</tr>
</tbody>
</table>

For financial aid measurements, students must have a minimum GPA of 2.0 once they have attempted 46 credits hours while completing an associate degree and have a 2.0 once they have attempted 23 credits for a certificate.

3. **Maximum Time Frame:**

The maximum time frame for completion of the degree or certificate is 150% of the published length of the program. For example, a 66 credit degree program will have a maximum time frame of 99 credits. A 30 credit certificate will have a maximum time frame of 45 credits.

4. **Developmental Level Course Limitation:**

Students are not allowed to receive financial aid for more than 30 credits of developmental course work and/or ESL courses. However, unlike standards 1-3, this limitation only applies to developmental courses.

**SPECIAL CATEGORIES:**

**Transfer Students:**

Transfer students are considered to be making satisfactory academic progress at the time they enroll. All credits transferred are included in measuring the students’ academic progress.
Re-entry Students:
Students who are permitted to enroll while on academic suspension are eligible for financial aid once they obtain satisfactory academic progress according to the college’s policy.

Students who have been academically suspended two or more times from the college are eligible for financial aid once they re-establish satisfactory academic progress according to the college’s policy.

APPEAL PROCESS:

Appeals regarding the loss of financial aid due to the lack of satisfactory academic progress must be made in writing to the Director of Financial Aid. Since the lack of satisfactory academic progress is the result of recurring lack of achievement over a lengthy period of time, the reasons stated in written appeal letters must indicate an understanding of the cumulative nature of these measures. Appeal letters must also indicate the student’s understanding of the policy requirements, the nature of their specific policy violation, and clearly state in your letter how you plan to avoid future violations of the policy.

All appeals must be filed by August 1st for the Fall semester and December 1st for the Spring semester. Students must 1.) submit a letter of appeal and 2.) schedule and attend a mandatory suspension hearing with the Director of Financial Aid. Students are informed of the decision at the interview and information is recorded on the appeal letter. All appeals will be processed within 30 days from the receipt date. Late appeals may not be processed in time for the upcoming semester.

REINSTATEMENT: A student may be re-instated for receipt of Title IV funds through the appeal process, or by increasing his/her completion rate and/or GPA to the minimum standard.

07/2009