SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal regulations require Wor-Wic Community College (WWCC) to define and institute standards of satisfactory progress for students receiving Title IV Federal Financial Aid. Title IV financial aid may be in the form of a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, Federal Subsidized and/or Unsubsidized 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 and published online at http://www.worwic.edu/Academics/AcademicInformation.aspx.

Financial Aid SAP policy must be at least as strict as the academic policy governing students not receiving financial aid. To be eligible, you must meet all of the following SAP standards described below. Students are evaluated for satisfactory academic progress when they apply for financial aid each year and at the end of every term. Progress evaluation includes all periods of the student’s enrollment, even periods in which the student did not receive Federal Student Aid (FSA) funds. Earned credits include courses in which a passing grade (A, B, C, D, and P) was received. Grades of W, I, and R are not considered passing grades and are not included in earned credits. All transfer coursework is included in the evaluation for maximum timeframe. Failure to maintain satisfactory academic progress results in the termination of your Title IV financial aid and state aid, but does not necessarily prohibit you from continuing enrollment with your own resources.

Financial Aid Satisfactory Academic Progress (SAP) Policy has four standards:

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<th>Minimum Completion of Coursework</th>
<th>During each term of enrollment at WWCC, you must pass at least 67% of the credits that you attempt, as measured by comparing your total earned credits to your total attempted credits for the term. Progress for new students will be monitored after attempting nine credits.</th>
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<td>2</td>
<td>Minimum Cumulative Grade Point Average (GPA)</td>
<td>You must maintain a minimum cumulative GPA of 2.00 during your enrollment at WWCC. Progress will be monitored after attempting nine credits of college-level (100-level or higher) coursework.</td>
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<td>3</td>
<td>Maximum Timeframe</td>
<td>You must complete your graduation requirements within a timeframe no longer than 150% of the published length for your respective program. All transfer credits are included in this calculation.</td>
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<td>4</td>
<td>Developmental-Level Course Limitation</td>
<td>You are not permitted to receive financial aid for more than 30 credits of developmental (lower than 100-level) coursework (such as ENG-095). You must complete all of the developmental coursework required for your program of study before your financial aid will be reinstated. <em>This standard cannot be appealed.</em></td>
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Financial Aid Satisfactory Standing

By meeting each of the four standards each term, you remain in *satisfactory* standing. If you fail to meet one or more of the four standards, your status will change to one of the statuses described as follows.

Financial Aid Warning Period

If you do not meet standards one and/or two for satisfactory academic progress, you may be placed on financial aid warning during your next term of enrollment. You will continue to receive financial aid during the warning period. If at the end of your next term of enrollment you meet each of the four standards for satisfactory academic progress, you will return to satisfactory standing.

You are not eligible for financial aid warning if any of the following apply: you have had an appeal approved of a previous suspension, you have exceeded your maximum timeframe, or you have exceeded the developmental-level course limitation.
**Financial Aid Suspension**

If at the end of your warning period your performance does not meet one or more of the four standards for satisfactory academic progress, you will be placed on **financial aid suspension** and your eligibility to receive financial aid for all future terms will be terminated. You may appeal your suspension status by following the SAP appeal process as stated below.

**Suspension 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 recurring lack of achievement over multiple terms, the reasons stated in the appeal letters must indicate an understanding of the cumulative nature of these measures. Acceptable reasons for an appeal are typically a result of extenuating/mitigating circumstances. Appeal letters must also indicate that you understand the policy requirements and the nature of the specific policy violation and clearly state plans to avoid future violations of the policy.

*Each standard has specific requirements for what should be submitted when requesting an appeal. These requirements are as follows:*

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<th>Standard</th>
<th>Requirements</th>
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| 1. Minimum Completion of Coursework | - Written letter of appeal to the director of financial aid  
- Signed Academic Plan Form for Standard #1: Minimum Completion of Coursework  
- Printed copy of your program evaluation from myWor-Wic that indicates the courses needed to complete your program of study |
| 2. Minimum Cumulative Grade Point Average (GPA) | - Written letter of appeal to the director of financial aid  
- Signed Academic Plan Form for Standard #2: GPA completed by you and your academic advisor  
- Attendance at a SAP session. You may register online at http://www.worwic.edu/SAP |
| 3. Maximum Timeframe | - Written letter of appeal to the director of financial aid  
- Signed Academic Plan Form for Standard #3: Maximum Timeframe  
- Printed copy of your program evaluation from myWor-Wic that indicates the courses needed to complete your program of study |

An appeal may be approved only if it is determined that you will be able to make SAP standards. If the appeal is approved, you will be placed on **financial aid probation**. You will continue to receive financial aid during your probation period, provided you meet all requirements of your academic plan. If your appeal is denied, you are responsible for all charges incurred. If denied, you may submit a new appeal request after you have completed six credits without financial aid and have shown satisfactory academic progress as determined by the director of financial aid.

**Academic Plan Fail**
If you fail to adhere to the terms of your academic plan you will be placed on **academic plan fail**. Your eligibility to receive financial aid for all future terms will be terminated. You may request that your financial aid be reinstated after you have successfully regained eligibility without financial aid by earning passing grades for at least 67% of the credits attempted each term while maintaining a 2.0 cumulative GPA.

**Permanent Suspension**
If you have previously been on financial aid probation and fail to adhere to the standards of the SAP policy you will be placed on **permanent suspension**. This decision is not appealable. Your eligibility to receive financial aid for all future terms will be terminated. You may request that your financial aid be reinstated after you have successfully regained eligibility without financial aid by earning passing grades for at least 67% of the credits attempted each term while maintaining a 2.0 cumulative GPA.