

## **SATISFACTORY ACADEMIC PROGRESS POLICY 2011-2012**

### **1. INTRODUCTION**

To receive federal, state, and institutional aid at Olympic College (OC), students must meet the Financial Aid Office Satisfactory Academic Progress (SAP) standards. There are qualitative and quantitative standards. Qualitative standard is measured through quarterly Grade Point Average (GPA). And the quantitative standards are measured through percentage of program length and pace of progression. Based on a student's SAP measure they are placed in Good Standing, Warning, or Cancellation. There are additional rules and appeal processes for students who do not meet SAPS. It is the student's responsibility to know and abide by the SAP standards. Rules are applied uniformly to all financial aid applicants, even if aid was not received in the past.

### **2. SAP MEASURES**

#### **Qualitative standards**

Students must maintain a 2.0 quarterly GPA to be in Good Standing. Credits assigned grades of F, I, N, W, NC, WP, WF, V, or Y are not completed credits and may adversely affect financial aid eligibility. Credits earned are credits assigned a decimal value or 0.7 or better or a "P" grade. Students who earn between 1.6 and 1.99 quarterly GPA are placed on probation. Students who earn less than 1.6 GPA during a quarter will be placed in cancellation status (See table below for examples).

#### **Quantitative standards**

**Pace of progression:** Students are required to complete 100% all courses enrolled in during a quarter up to their enrollment status. For example a student who enrolls full-time (12 credit hours per quarter) should complete 12 credits to be in Good Standing for SAP purposes. Similarly, if a student enrolls half time per term, they are expected to complete 6 credit hours to be in Good Standing. Student who completes more than half or 50%, but not all 100% of their credits are placed on Warning initially. However, if this occurs twice in an academic year they will have their suspended or cancelled. Students who complete less than half (less than 50%) of their quarterly credits are placed in Cancellation or suspension status immediately (See table below).

**Percentage of program length (150% and 125% Rule):** Students must also select the correct courses to make progress towards graduation for their declared program of study. Each program of study has a minimum number of credits hours that must be completed for graduation. The required credits needed for graduation make up a program length and students may receive financial aid for up to 150% of their program length (125% for state aid). For example, at OC most Associate degree programs are 90 quarter credits in length, 150% of 90 quarter credit hours is 135 quarter credits, which is the maximum program length allowed for federal aid for an Associate degree after which aid will be cancelled or suspended. Students may pursue additional degree/certificate(s) and receive aid. However, they must petition and complete an educational plan for the new degree or certificate goal program.

### 3. SUMMARY SAP MEASURES

Quarterly Enrollment Status		Financial Aid Status Measured at the End of Each Term		
		Good Standing	Warning	Cancellation
<b>Full Time</b>	<b>12+ Credits</b>	Earn a minimum of 12 credits and attain a minimum quarterly GPA of 2.00	Earn 6-11 credits, or attain a quarterly GPA of 1.60 to 1.99	Earn less than 6 credits, or attain a quarterly GPA less than 1.60
<b>3/4 Time</b>	<b>9-11 Credits</b>	Earn a minimum of 9 credits and attain a minimum quarterly GPA of 2.00	Earn 5-8 credits, or attain a quarterly GPA of 1.60 to 1.99	Earn less than half of all attempted credits, or attain a quarterly GPA less than 1.60
<b>1/2 Time</b>	<b>6-8 Credits</b>	Earn a minimum of 6 credits and attain a minimum quarterly GPA of 2.00	Earn 3-5 credits, or attain a quarterly GPA of 1.60 to 1.99	Earn less than 3 credits, or attain a quarterly GPA less than 1.60
<b>Less Than 1/2 Time</b>	<b>1-5 Credits</b>	Earn all credits attempted and attain a minimum quarterly GPA of 2.00	Earn half of all attempted credits, or attain a quarterly GPA of 1.60 to 1.99	Earn less than half of all attempted credits, or attain a quarterly GPA less than 1.60

### 4. WHAT THE TERMS MEAN

**Good standing:** Good standing means a student is eligible for financial aid.

**Warning:** Warning means that financial aid awarded will carry to the next term of enrollment. However, two warnings in one academic year will result in Cancellation.

**Cancellation or suspension:** Suspension or cancellation means a student is not eligible for further financial aid due to poor SAP. Student can petition or appeal for aid reinstatement.

**Probation:** When a student is reinstated through a petition or appeals, they will be on probation. Students who do not meet the conditions set out in probation will have their aid suspended again.

### 5. PETITIONS, APPEALS, AND REINSTATEMENT

Students who do not meet SAP may petition the loss of their eligibility by completing a Satisfactory Academic Progress Petition Form available in the Financial Aid Office. Student must state why they failed to make SAP and steps they plan to take or have taken to meet future SAP. Petitions and appeals require that students furnish documentation to support and verify any circumstances beyond their control that may have caused them not to meet SAP. Such circumstances may include illness, injury to student or immediate family, death of a relative, activation to active duty, and other circumstances that affected the student's academic progress. If a petition is not approved, students may reinstate themselves by registering at their expense for at least 6 credit hours in a subsequent term and complete course(s) in "Good Standing" and submit a SAP form and transcripts to show their grades. Petitions or appeals must be turned in at least four weeks before the end of the quarter for which the student is interested in receiving aid.

## 6. ADDITIONAL RULES

**Transfer credits:** Courses from other institutions, which are recognized by OC Office of Registration and Records will count towards a student's degree or certificate completion and will affect the percentage of time in their program of study (150% calculation). Also, credits earned by testing will be counted towards degree completion. Consortium hours for which Olympic College paid aid will count as part of the attempted hours.

**Developmental courses:** Developmental courses will count in the calculation of GPA and percentage completion. Developmental courses are less than 100 level courses, such as Math 094 or English 090. Adult Basic Education (ABE) courses are not counted.

**Repeat courses:** Repeated courses will count as attempted hours and if passed will be considered earned. However, if these courses are failed, they will be considered unearned.

**Mathematically impossible to complete program:** If it is determined that the student cannot mathematically complete their course either through quarterly or cumulative GPA, pace of progression, or percentage of time in program, the student becomes ineligible for aid immediately.