

## 2008-2009 Satisfactory Academic Progress Requirements For Financial Aid Recipients South Seattle Community College

Students receiving financial aid are expected to declare a program of study with the college and **complete course work within that program**. It is very important that the financial aid office has accurate information regarding your program of study. The following outlines this college's requirements for satisfactory academic progress for **all financial aid recipients**.

### Qualitative Requirements

All students must be in good academic standing with the college. The details regarding the required grade point average (GPA) as it pertains to individual programs are available in the college catalog. Financial aid recipients must have a cumulative GPA of 2.0 or better each quarter they receive aid. One probationary period is allowed. Two consecutive quarters of a cumulative GPA below 2.0 or a total of three quarters with a GPA below 2.0 will result in suspension.

### Quantitative Requirements

Students are expected to complete the credits for which they receive aid. Credits completed will be reviewed at the end of each quarter to determine satisfactory progress status as described in the chart below.

If You <b>Enroll In</b>	You Must Success-fully <b>Complete</b>	You Will Be Placed On <b>Probation</b> If You Only Complete	Aid Will Be <b>Suspended</b> If You Complete Less Than
Full Time 12 or more credits	12 credits per quarter	6-11 credits per quarter	6 credits per quarter
$\frac{3}{4}$ Time 9-11 credits	9 credits per quarter	5-8 credits per quarter	5 credits per quarter
$\frac{1}{2}$ Time 6-8 credits	6 credits per quarter	3-5 credits per quarter	3 credits per quarter
Less Than $\frac{1}{2}$ Time 1-5 credits	All credits per quarter	Not Applicable	All credits per quarter

Grades of 0.7 to 4.0 and "S" count toward **successfully completed** credits. Grades of "N" (audit), "W" (withdrawal), "NC" (no credit), "Y" (on going), and "I" (incomplete) **do not** count toward successfully completed credits.

Grade changes must be processed before the beginning of the following quarter. Grade changes processed after this time will not be considered and will not change your financial aid Satisfactory Academic Progress status.

Financial aid cannot pay for courses to be retaken if grades of 2.0 to 4.0, "I", "N", or "Y" were received. Courses with all other grades may be repeated **once**.

Students placed on probation must successfully complete the number of credits for which they received aid and achieve a 2.0 GPA (for the probationary quarter) to continue receiving aid.

Students with two consecutive quarters or three or more quarters on probation status will be placed on financial aid suspension.

## Right To Appeal

Financial Aid recipients who do not meet the above standards may petition for reinstatement of aid upon completion of one or more of the following and subject to funds availability:

1. Submit a Suspension Appeal Form, along with supporting documentation, to the Financial Aid Office if the suspension status is based on **extenuating circumstances** (beyond the student's control), which can be documented and demonstrated as no longer being a problem.
2. Enroll and complete 6 or more credits and receive a 2.0 GPA or higher. Once the student meets the minimum standard for one quarter, submit the Suspensions Appeals Form along with an unofficial transcript. Requests will be reviewed to determine if aid will be reinstated, while maintaining compliance with Federal and State regulations.

## Satisfactory Progress Limitations

1. Students may register only in **the credits that are required** for completion of their program. Students who have utilized the maximum time frame may develop an academic plan with their advisor and petition for an extension of time. However, extensions will be granted only when allowable within Federal and State guidelines and on a case-by-case basis. When credits have been received at any other school, those classes that apply toward completion of the degree from South Seattle Community College will be subtracted from credits required for the current program.
2. A maximum of **45 credits** may be added to the allowable credits attempted for **remedial** work required as identified by a college placement test. Students are ineligible for aid if additional remedial work is needed beyond the 45 credit maximum.
3. Completed credits at all colleges will be considered regardless of whether or not financial aid was received. Students are **required to have an official transcript evaluation** performed by the Admissions Office for **all** course work taken from **all** previous colleges. This process takes 6-8 weeks and **may delay your aid**. It is the student's responsibility to submit the completed transcript evaluation to the financial aid office.
4. Students will be allowed financial aid for a maximum of two programs of study, provided all other academic progress criteria have been satisfactorily maintained. Students are advised to consult with their advisor prior to making a change in their program of study. Some funds may not be available for a second major. If a student has extenuating circumstances, the financial aid office may use professional judgment to allow an additional program of study provided it doesn't exceed the federal and state time limit regulations.

## Transfer Students

Transfer students applying for financial aid are required to have an official transcript evaluation completed by the Credentials-Admissions Office, for all colleges and universities previously attended. It is the student's responsibility to submit the official evaluation to the Financial Aid Office. Financial aid files will not be considered complete and aid will not be awarded until an official evaluation has been submitted.

Students with a bachelor's degree (or its foreign equivalent) who are pursuing an associate's degree are not eligible for aid. Bachelor's degree holders who are pursuing a professional or technical certificate/degree may be eligible for institutional aid.