

Financial Aid Satisfactory Academic Progress Policy

Students applying for or awarded financial aid are required to make Satisfactory Academic Progress (SAP) in an eligible program of study and meet maximum timeframe requirements. Students may only receive financial aid for classes which meet the requirements for their degree or certificate program. All quarters and all credits attempted are considered, regardless of whether financial aid was received, when evaluating SAP.

The following information and charts outline South's satisfactory academic progress requirements for financial aid recipients. SAP is evaluated quarterly.

Satisfactory Academic Progress Requirements

SAP is reviewed prior to offering any financial aid, in addition to the review at the end of each quarter that some type of financial aid is received. Grades of 1.0 - 4.0, S and Y (where appropriate) will count toward completed credits. Grades less than a 1.0, I (Incomplete), NC (Non Credit), N (Audit), "*" (Missing Grade) and W (Withdrawal) do not count toward completed credits. Financial aid funds may be used to repeat courses once after the course is completed.

To fulfill SAP requirements:

1. Students must be enrolled in classes required for their declared program of study at South Seattle College.
2. Funding is allowed for pursuit of one program of study at a time. Program changes are allowed after approval from the Financial Aid Office.
3. Students must meet all qualitative measures, quantitative measures, and Maximum Timeframe requirements listed below.

Definition of Financial Aid Status

Warning – one or more of the qualitative or quantitative measures have not been met. Students placed on warning must successfully complete all the credits for which they enroll the quarter following the warning status and achieve a 2.0 quarterly GPA or higher to continue receiving aid.

Probation – students on probation have had an "SAP Appeal" approved and are expected to be eligible at the end of the term. At minimum, students must complete 100% of their attempted credits, earn a 2.0 or better quarterly GPA, and maintain a cumulative GPA of 2.0 or better during the conditional probation quarter(s).

Conditional Probation – students on conditional probation have had a "SAP Appeal" approved and are required to follow specified conditions of their reinstatement. Students are notified of their additional requirements. Failure to meet these conditions during the probationary period will result in becoming ineligible for financial aid for future quarters. At minimum, students must complete 100% of their attempted credits, earn a 2.0 or better quarterly GPA, and maintain a cumulative GPA of 2.0 or better during the conditional probation quarter(s).

Suspension / Ineligible – the student is not eligible to receive financial aid as they have not met all SAP minimum requirements. For reinstatement options, see the “Right to Appeal” section.

Maximum Timeframe WARNING – the student is nearly out of time to complete their degree with financial aid funding. The student must submit an Educational Plan to the Financial Aid Office by the end of the quarter. Students with this status are still eligible to receive financial aid funding until they reach 150% of their degree’s credit requirements, or they appeal for more time.

Maximum Timeframe – The student has reached the maximum number of credits they may receive for their degree with financial aid funding. If the student needs more time to complete their degree with financial aid assistance the student may appeal.

Meets – You are meeting the minimum requires of the college’s SAP policy, and you are eligible to receive financial aid in the following quarter.

Qualitative Measures – Grade Point Average (GPA)

A student must earn a quarterly GPA of 1.0 and a cumulative GPA of 2.0 at the end of each quarter. Failure to maintain a cumulative GPA of 2.0 will result in a "Warning" status. A student cannot have two consecutive quarters of warning status. A quarterly GPA below 1.0 will result in a suspension of financial aid eligibility.

Quantitative Measures – Quarterly Course Completion Rates

Students are expected to successfully complete all of the credits for which they enroll in each quarter. Students must earn a minimum of 50 percent of their attempted credits at the end of each term or their financial aid will be cancelled. To maintain a status of “Meets”, students must complete the appropriate number of credits based on their enrollment status as follows:

Enrollment Level	You must complete at least
Full-Time (12 or more credits)	12 credits per quarter
$\frac{3}{4}$ Time (9-11 credits)	9 credits per quarter
$\frac{1}{2}$ Time (6-8 credits)	6 credits per quarter
Less than $\frac{1}{2}$ Time (1-5 credits)	3 credits per quarter

Maximum Timeframe or Pace of Progression

Maximum Timeframe is evaluated against all attempted credits at South and any transferred credits and is based on the cumulative number of credits completed divided by the cumulative number of credits attempted. Students must maintain a 67% or higher rate of completion for their academic program.

Up to a maximum of 45 credits may be added to the allowable credits attempted for required remedial or developmental coursework as identified by a college placement test or program requirements. This includes Math 080-099, English 080-099, and ESL 080-099. No other classes below level 100 are counted as part of the 45 credits allowed and are not covered by financial aid funds.

Maximum Timeframe Federal Aid - Students must be able to complete their program of study (certificate or degree) within 150% of the published length of the program. Students who cannot mathematically complete their program in the maximum timeframe for their program of study are not eligible to receive financial aid.

Maximum Timeframe State Aid - State financial aid recipients have a maximum usage limit of five full-time years of eligibility for the Washington College Grant and a maximum usage limit of four full-time years of eligibility for the College Bound Scholarship (after enrolling within one year of high school graduation).

Right to Appeal

Financial aid recipients who do not meet the satisfactory academic standards as written may Appeal their SAP status to be placed on one of the Probation statuses and receive financial aid in the following quarter. All funding reinstatement is subject to availability of funds. Students may appeal by one or more of the methods below:

1. Submit a “SAP Appeal” form based on extenuating circumstances, i.e. death of a relative, unexpected injury, prolonged illness, etc. You may [click this link to view the Appeal Form](#).
2. Submit an “Statement” form to notify the office you are now meeting SAP requirements. Students must be meeting overall Maximum Timeframe and qualitative standards. You must also submit an Educational Plan that you created with your Academic Advisor. You may [click this link to view the Statement Form](#).
3. Submit a “Maximum Timeframe Appeal” form if your status is Maximum Timeframe and you would like more time to complete your degree while using financial aid assistance. You may [click this link to view the Maximum Timeframe Appeal Form](#).

New students may appeal at any point in their academic year. Continuing students who lost their eligibility between quarters of enrollment have a limited time to appeal to receive aid in the next quarter. This timeline is listed in your SAP Determination Letter.