



Lower Columbia College
Financial Aid Satisfactory Academic Progress
Effective July 1, 2011

You must maintain a satisfactory academic progress (SAP) in your program of study at Lower Columbia College (LCC) to retain your eligibility for federal and state student financial aid.

Beginning in the 2011-12 academic year, the Department of Education has instituted a new standard of SAP that differs from Washington State requirements. Students are required to achieve SAP based on the type of aid they are receiving. Students receiving both types of aid will be held to both standards. Both, the federal and state requirements are monitored quarterly.

Quantitative and Qualitative Measurements

FEDERAL MEASUREMENT

Students receiving federal aid (Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Direct Loans) will be held to the federal standard and must meet both Pace of Progression and GPA requirements to be in good standing:

- **Pace of Progression** is measured cumulatively to make sure you complete your academic program within the 150% federal Maximum Time Frame (MTF), which is the maximum length of time a student is eligible for federal student aid. LCC is also required to count credits you transfer in from other schools as attempted and completed credits. LCC must also count all credits you have attempted and completed regardless of whether you received financial aid for those credits. Example: your academic program is 90 credits in length, $90 \times 150\% = 135$ credits.

To meet Pace of Progression you must complete a minimum of 67% of your attempted credits. This is calculated by dividing your cumulative completed credits by your cumulative attempted credits.

Examples:

1. You register for 12 credits, but you only complete 8 credits, $8 \div 12 = 67\%$. You met SAP.
2. You enroll in 15 credits; complete 5 credits. 5 divided by 15 = 33% completion. You did not meet SAP; see Financial Aid Warning and Suspension section below.

- **Grade Point Average (GPA)** of a minimum 2.0 quarterly, and cumulatively at the end of the 6th quarter of attendance at LCC.

STATE MEASUREMENT

Students receiving state aid (State Need Grant, State Work Study) will be held to the state standard and must meet the following:

If You Are Funded for	Satisfactory Progress Is Completing	Warning Status	Suspension Status
Full time / 12+ credits	12 credits	6-11 credits	0-5 credits
¾ time / 9-11 credits	9 credits	5-8 credits	0-4 credits
½ time / 6-8 credits	6 credits	3-5 credits	0-2 credits
< ½ time / 1-5 credits	Complete All Attempted Credits	No Warning Available	Less than Attempted Credits
A minimum quarterly GPA of 2.0 is required regardless of the enrollment level to avoid Warning Status, OR Suspension if you are already on Warning Status.			

- The Maximum Time Frame (MTF), which is the maximum length of time a student is eligible for State Need Grant, is 125%. Example: your academic program is 90 credits in length, $90 \times 125\% = 113$ credits.
- Students who have received an AA degree are ineligible for State Need Grant funding for 5 years after the date they have complete their AA degree.

General Standards Applicable to all Financial Aid Students

- The Financial Aid Office will set your quarterly enrollment at the time of your original disbursement or based on additional eligible credits added in the first week of the quarter. The financial aid census date is the 5th day of the quarter (last day for 100% refund). No award adjustments will be made after the 5th day. If you were awarded for the first time after the 5th day of the quarter your attempted credits will be the number of credits you were registered for on the day you were awarded. This enrollment will be considered your attempted number of credits for the quarter for both state and federal aid programs.
- Financial aid can only pay for classes that are published as required to complete your academic program, skill building and prerequisite classes. You are allowed up to 45 attempted credits in skill building and/or prerequisite courses in addition to the credits required to complete your degree program. These credits are also counted in Pace of Progression. In addition ABE, ESL, CEO, high school completion, HOFL, JTOS, and GED classes do not count toward your degree program. If paid for by financial aid it may result in warning, suspension, or repayment of financial aid funds. If you register for one or more of these classes check with the Financial Aid Office to see if you need an award adjustment.
- Letter grades that **count as attempted credits, but not earned:** W – Official Withdrawal, V – Administrative Withdrawal, F – Fail, I – Incomplete, N – Audit. Receiving an F grade will negatively affect your GPA.
- You may repeat a class you did not pass. You may also repeat, one time only, a class you did pass. However, remember that each attempt will count into your total attempted credits and possibly impact your future funding under Maximum Time Frame.
- If you are placed on Financial Aid Warning, you are still eligible to receive financial aid for your next quarter of attendance. You may not be placed on Financial Aid Warning two consecutive quarters. If you are placed on Warning you must meet SAP the next quarter or your financial aid will be Suspended. The Financial Aid Office will notify you if you are placed on Warning or Suspension. Students are held to Warning and Suspension even if the notice was not received.
- At approximately 110% of MTF (i.e. 100 credits, if in a 90 credit program), the Financial Aid Office will notify you that you are approaching MTF. Your final credits may be restricted and/or limited. If it is determined that you cannot complete your program within MTF you become ineligible for financial aid. You may also request that the Financial Aid Office review your file for MTF at any time. Students are held to MTF even if notice was not received.
- You may receive federal funding for two degrees or two certificates or a combination of one each at Lower Columbia College as long as you meet eligibility and Satisfactory Academic Progress. You may only attempt one degree at a time.

Financial Aid Warning will occur if:

Federal Aid:

- Your cumulative completed credits are less than 67% of your cumulative attempted credits.
- Your quarterly GPA is less than 2.0 at the end of the quarter.

State Aid:

- You did not complete the minimum number of credits for which you received financial aid.
- Your quarterly GPA is less than 2.0 at the end of the quarter.

Financial Aid Suspension will occur if:**Federal Aid:**

- You were placed on Financial Aid Warning and then do not meet 67% progression in your next quarter of attendance.
- You were placed on Financial Aid Warning and do not achieve a minimum quarterly GPA of 2.0 in your next quarter of attendance.
- You complete zero credits in the quarter. NOTE: If you complete zero credits you may owe all or a portion of your financial aid back to financial aid programs.
- Your cumulative GPA is below 2.0 at the end of your 6th quarter of attendance.
- You meet the 67% Pace of Progression, but you routinely withdraw from excess attempted credits. Example: you attempt 12 credits each quarter, but only complete 8 credits each quarter.
- It is determined that you cannot mathematically complete your program in the time remaining.
- You have reached 150% of your program credit requirements.
- You have completed all degree requirements, but are not applying for graduation until a future quarter.

State Aid:

- You were placed on Financial Aid Warning and then do not complete 100% of the credits for which you received financial aid in your next quarter of attendance.
- You were placed on Financial Aid Warning and do not achieve a minimum quarterly GPA of 2.0 in your next quarter of attendance.
- You complete less than 50% of your attempted credits for which you were paid in the quarter. NOTE: If you complete zero credits you may owe all or a portion of your financial aid back to financial aid programs.
- It is determined that you cannot mathematically complete your program in the time remaining.
- You have reached 125% of your program credit requirements.
- You have completed all degree requirements, but are not applying for graduation until a future quarter.

Self Reinstatement

If your financial aid has been suspended you may reinstate your aid by meeting the following requirements:

Federal Aid:

1. After repaying in full any financial aid debt owed
AND
2. After completing at your own expense, a minimum of 5 credits or the number of credits required to raise your Pace of Progression to 67%, whichever is higher
AND
3. After achieving a minimum quarterly GPA of 2.0 **and** a minimum cumulative 2.0 GPA at the end of your 6th quarter of attendance.

State Aid:

1. After repaying in full any financial aid debt owed
AND
2. After completing at your own expense, 5 credits
AND
3. After achieving a minimum quarterly GPA of 2.0.

Financial Aid Appeal

If your financial aid is suspended and an extraordinary circumstance such as illness, injury, death of a relative or other extraordinary circumstance prevented you from meeting SAP, you may submit an appeal to the Appeal Committee requesting reinstatement of your financial aid. You may also appeal for MTF and additional degrees. The Appeal Committee meets monthly to review appeals. Appeal forms are available in the Financial Aid Office and detail all procedural requirements necessary to submit an appeal. The appeal process cannot be used if you owe a repayment of student aid funds and cannot be used for Warning Status. Quarterly deadlines apply, please plan accordingly.

If the Appeal Committee approves your appeal, your financial aid will be reinstated in a **probationary** status at the time your appeal is approved. Your new award will be based on available funding at the time of reinstatement and may not be the same as your original award. The Appeal Committee may impose conditions as part of the approval. If you do not meet the conditions of the approval your financial aid will be suspended.