

Satisfactory Academic Progress Policy (For Financial Aid Recipients)

Effective for Semesters of Enrollment beginning July 1, 2011 and thereafter

Federal regulations require schools to monitor the academic progress of each student who applies for financial aid and to certify that each student applicant is making satisfactory academic progress toward a degree, diploma, or certificate. Federal regulations require schools to establish Standards of Satisfactory Academic Progress (SAP) that include qualitative and quantitative measures of progress and a timeframe for completion of a program of study.

These standards are applied to students who receive financial aid from any of the following programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant, North Carolina Community College Grant, North Carolina Education Lottery Scholarship, - Federal Direct Subsidized and Unsubsidized Loans, Federal Direct PLUS loans, and institutional grants, scholarships and loans. Students' academic performance is evaluated at the end of each semester of enrollment. Any student not meeting the minimum standards outlined below will be given a financial aid warning status and notified by email from the Financial Aid Office. The student must meet the minimum requirements by the end of the financial aid warning semester; if not, financial aid will be - suspended until the standards are met.

Note: Pre-curriculum courses do not count toward completion of a degree and are therefore not used in calculating cumulative GPA or cumulative completion rate to determine Satisfactory Academic Progress for financial aid recipients.

Qualitative: Cumulative Grade Point Average (GPA) Requirement

In accordance with federal regulations, a student's cumulative GPA must be reviewed at the end of each semester of attendance, including summer.

1. Students must have earned a cumulative 2.0 GPA when grades are reviewed at the end of the semester.
2. Students who do not earn the required cumulative 2.0 GPA will be placed on financial aid warning for their next semester of attendance.
3. While on financial aid warning, the student remains eligible for financial aid:
 - a. If the student earns a cumulative 2.0 GPA (or higher) by the end of the financial aid warning semester, the warning will be lifted (provided the student meets all other SAP guidelines).
 - b. If the student does **not** earn a cumulative 2.0 GPA by the end of the financial aid warning semester, financial aid will be -suspended. The student will not qualify for financial aid effective the next semester of attendance until such time as the student again meets all SAP guidelines.

Quantitative: Completion Rate Requirement

In accordance with federal regulations, students must successfully complete at least 67% of cumulative credits attempted in order to meet the requirements for financial aid. For example, if a student has attempted 60 credit hours during enrollment, he/she must successfully complete 40 or more of those hours. Student completion rates are reviewed at the end of each semester of attendance, including summer.

1. Students must earn a cumulative 67% completion rate. Grades are reviewed at the end of each semester.
2. Students who do not earn a cumulative 67% completion rate will be placed on financial aid warning for their next semester of attendance.
3. While on financial aid warning, the student remains eligible for financial aid:
 - a. If the student completes sufficient credits to earn a 67% completion rate by the end of the financial aid warning semester, the warning will be lifted (provided the student meets all other SAP guidelines).
 - b. If the student does **not** complete sufficient credits to earn a 67% completion rate by the end of the financial aid warning semester, financial aid will be -suspended. The student will not qualify for financial aid effective the next semester of attendance until such time as the student again meets all SAP guidelines.

Maximum Time Frame

The maximum time frame within which to complete a degree (or other program of study) is 150% of the published length of the program. For example, if the published length of a program of study is 64 semester hours, a student may attempt up to 96 semester hours ($64 \times 150\% = 96$). To determine the published length of a program, please refer to the Wake Technical Community College Academic Catalog.

Appeals

Students may appeal the -suspension of their financial aid eligibility in the event of documented extenuating circumstances, such as illness or injury of the student or the death of an immediate family member. The appeal must address why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress in the future. Appeals must be submitted in writing to the Financial Aid Office and addressed to the Financial Aid Director. The Satisfactory Academic Progress Appeals Committee will review the appeal and notify the student in writing regarding the status of the appeal. Students are limited to two termination appeal requests while attending Wake Tech. All requests for appeals must be submitted according to the following timetable:

- Fall semester appeals must be submitted by August 1.
- Spring semester appeals must be submitted by December 1.
- Summer semester appeals must be submitted by May 1.

If the date indicated above falls on a weekend or holiday, the appeal is due the next business day.

Students whose appeals have been approved will be placed on financial aid probation for their next semester of attendance. The student will, in conjunction with the SAP committee, develop an individualized academic plan that must be followed in order to continue enrollment. The plan may include requirements for academic performance, meetings with an academic advisor, or Wake Tech counseling services. Students who meet these requirements will continue to be on probation for the next semester, and a new academic plan will be developed. Continued eligibility for financial aid is contingent on meeting the requirements of each semester's academic plan. Financial aid probation status will not end until the student successfully establishes a cumulative 2.0 GPA and 67% completion rate. Failure to meet the requirements of the academic plan will result in -suspension of financial aid the next semester of attendance.

Treatment of Selected Grades

Withdrawals: Credit hours in which a student receives a grade of "W", "WP", and "F" are included in the number of hours attempted but do not count toward successfully completed hours; consequently, students who withdraw may have difficulty meeting the satisfactory progress requirements.

Incompletes: Students will not be affected by "incompletes" at the time of the review.

Transfer Credit: Students transferring from another institution will be considered making satisfactory progress at the time of enrollment. A student's maximum timeframe for receiving financial aid will be reduced by the number of transferred credit hours applied towards his/her program of study at Wake Tech.

Audits: An audit (AU) grade is not considered attempted coursework. It is not included in the determination of grade point average or completion rate. A student cannot receive financial aid for an audited course.

Credit by examination: Credit hours earned by examination are considered attempted and completed coursework and therefore **will** be considered in calculating a student's completion rate. Financial aid does not pay for credit hours earned by examination.

Repeated course: In accordance with Wake Tech policy, a student is permitted to repeat any course twice. The last grade earned is calculated in the GPA. For financial aid purposes, the previous hours attempted and earned will continue to be counted in the student's cumulative hours attempted and earned.

Summer terms: Credit hours attempted and earned during summer term will be included in the calculation of satisfactory academic progress, just as those earned during any other enrollment period.

Successful completion: A grade of A, B, C, D, X, or P is considered successful course completion. A grade of F is not considered a successful completion.

Eligibility Status

Satisfactory: Students who have met the criteria explained above, cumulative GPA of 2.0 and cumulative completion rate of 67%, have satisfactory status.

Financial Aid Warning: Students who have not earned the required GPA or completion rate will be placed on financial aid warning for the following semester. Satisfactory academic progress will be monitored at the end of each semester to determine if the student meets the standards of progress and is eligible to continue to receive financial aid.

Financial Aid -Suspension: Students on financial aid warning status who have not successfully earned a cumulative GPA of 2.0 and cumulative completion rate of 67% at the conclusion of the warning period will have their financial aid

-suspended. Financial aid will also be -suspended for students who have attempted the maximum allowable credit hours for their program of study.

Financial Aid Probation: Students whose appeals have been approved by the Satisfactory Academic Progress Appeals Committee are placed on financial aid probation.

Notification of Financial Aid -Suspension or Warning: The Financial Aid Office will send an email to any student who is placed on financial aid warning or -Suspension; however, failure to receive correspondence does not negate a -suspension or warning status.

Regaining Eligibility: Students who continue to attend school without federal financial aid may regain eligibility for financial aid by earning a cumulative GPA of 2.0 and a cumulative completion rate of 67%. A student may request reconsideration of eligibility for financial aid by submitting a written request to the Financial Aid Office once all requirements are met.

A student who exceeds the maximum allowable time frame for completing a program of study may appeal by using a student petition. The student must provide a graduation plan signed by his/her academic advisor; if the plan is deemed reasonable, the student will receive financial aid on a probationary basis for one or more semesters until the degree is completed.

Petition of Waiver of Satisfactory Academic Progress Standards: Students who have been disqualified from receiving financial aid may request a waiver of the satisfactory progress requirements by submitting a Satisfactory Academic Progress Appeals Form, if extenuating circumstances have affected academic performance. The circumstances must be explained and documented in writing and submitted to the Satisfactory Academic Progress Appeals Committee. Extenuating circumstances may include but are not limited to illness or injury of the student or an immediate family member, death of a family member, and full-time employment. If the student's financial aid is reinstated, the student is expected to meet the satisfactory academic progress standards by the end of the semester. All appeals are reviewed by the SAP Appeals Committee, and the decision of the Committee is final. Appeals are not retroactive; they are approved for the current semester only. The Committee is composed of the Financial Aid Director, the College Registrar, an Academic Counselor, and a faculty member.

Returning students are evaluated on a continuing basis from the last enrollment, unless an extenuating circumstance is considered. Returning students who enrolled under an earlier academic progress policy will be required to meet the standards of the current policy upon returning.

Complete academic record: To measure a student's satisfactory progress toward degree, diploma, or certificate requirements, the student's complete academic record at Wake Tech must be evaluated, whether or not the student received aid for the entire time of enrollment. Any course grades of W or WF that were forgiven by Wake Tech

must be included in a student's cumulative record when determining satisfactory academic progress standards. When students complete coursework for more than one major, academic progress standards for each major must be met to receive student financial aid.

Please note that satisfactory academic progress warning status or -suspension status can be changed only by successfully completing classes – it is not enough to sit out a semester. The status remains until you earn both a cumulative GPA of 2.0 and a cumulative completion rate of 67%. You must meet both criteria to be considered in good standing for financial aid.

The person designated by Wake Technical Community College to provide financial aid information to students is the Financial Aid Director or her designee. Office hours: 8 a.m.-6 p.m., Monday-Thursday, and 8 a.m.-4 p.m. on Friday by appointment.