



## MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

### Financial Aid Satisfactory Academic Progress Policy

All students receiving financial aid under Title IV must meet the same standards of student progress applicable to all students at the institution. The following policy became effective Fall 2011 in order to meet the U.S. Department of Education regulations. This policy is more detailed and requires a semester by semester review, including summer. The terms “warning” and “probation” are now for the first time defined in the federal regulations.

### Good Standing

To be in good standing students must satisfy all of the following elements of the policy:

1. **Successful Completion Ratio: Earn 67% or above of cumulative credits attempted, combining all Wallace College credits and all transfer credits accepted into the students program of study (including all developmental/remedial credits);**
2. **Cumulative Grade Point Average: Earn a cumulative grade point average (cum GPA) as outlined in the Wallace College Standards of Academic Progress, based on the following indicated points in students program of study:**

12 – 21 semester credit hours	1.50 Cumulative GPA
22 – 32 semester credit hours	1.75 Cumulative GPA
33 or more semester credit hours	2.00 Cumulative GPA

**This element will be monitored by the Registrar’s Office of the College. (See Grading System in the General Policies Section of the Catalog).**
3. **Maximum Time Frame: Graduate within 150% of the normal length for the student’s program, including all Wallace College attempted credits and all transfer credits accepted into the students program of study.**

### Successful Completion Ratio

This standard requires students to successfully complete (with letter grade of A, B, C, D and S) a minimum of 67 % of the total number of credits attempted. [For example, if the student has attempted a total of 30 credits, they must successfully complete 20 credits. (30 credits x .67 = 20 credits successfully completed)] Attempted credits include all credits in which the student is registered at the end of the add/drop period. Letter grades of F, W, WF, U, I or IP will not be considered as credits successfully completed or earned. Students who repeat a course for any reason should be aware that each time they enroll in a course it counts as an attempt, but only one attempt is considered earned. Repeated courses will have an impact on the ability to complete a program within the required maximum time frame.

### Cumulative Grade Point Average (cum GPA)

Students are required to earn a cumulative grade point average (cum GPA) based on the following indicated points in their program of study:

12 – 21 semester credit hours	1.50 Cumulative GPA
22 – 32 semester credit hours	1.75 Cumulative GPA
33 or more semester credit hours	2.00 Cumulative GPA

### Maximum Credit Review/Pace

Under this standard students must complete their degree or certificate within 150% of the program length, **including** all Wallace College attempted credits and all attempted transfer credits accepted into the students program of study. All attempted credits, including incomplete grades and repeats, are counted toward the 150 % maximum time frame. Students who change their education program or graduate and reapply to a new program must still adhere to the maximum credit policy. In other words, all of the students previous Wallace College attempted credits and all attempted transfer credits will count toward the 150% time frame. Consideration will be given to students completing a second degree or certificate. However, a degree audit

must be requested from the Registrar's Office for the second degree or certificate. The student will be allowed to continue to receive federal financial aid for 150% of the normal length of the second program of study minus hours transferred from the first program of study.

### **Financial Aid Warning**

A student will be placed on Warning when the following condition is not met:

- Successful Completion Ratio

Students can continue to receive financial aid while on Warning, even though they are not in Good Standing, with the understanding that all the Good Standing criteria **must be met** at the end of the Warning term or they will be suspended.

### **Financial Aid Suspension**

A student who is not in Good Standing after the warning period will be ineligible for financial aid and will be placed on Financial Aid Suspension. Financial aid (which includes grants and work-study) cannot be received once suspension occurs. An appeal of suspension is allowed, and will be approved only in the cases of a documented exceptional personal circumstance beyond the control of the student. The first time a student is suspended and an appeal is approved for not meeting the overall completion rate and/or not earning the required cum GPA, the status will be changed to Probation. If the terms of Probation are not met, (see Financial Aid Probation) the student's status will be returned to suspension and may not be appealed again.

### **Financial Aid Probation**

If the student's appeal of suspension is approved, the status of Probation is given for the next period of enrollment for **one final opportunity** to demonstrate satisfactory academic progress. Students can continue to receive financial aid while on probation, even though they are not in Good Standing. Students on Probation will be reviewed at the end of the Probation semester to determine if they have returned to Good Standing. If, at the end of the Probation semester, they have not returned to Good Standing, but have met the terms of their Probation, they will continue on Probation for the subsequent semester of enrollment.

As part of probation status, the following conditions must be met:

- Students who are approved for Probation will be required to successfully earn at least 67% of all credits attempted during the Probation term and earn a 2.0 term GPA for the Probation term and in each subsequent semester of enrollment until they return to Good Standing.

### **Administrative Review**

The college reserves the right to conduct an Administrative Review on a case-by-case basis, when a student fails to meet the requirements of Probation, if there was a significant one-time unanticipated life changing event while on Probation causing the student to withdraw from classes during a probationary semester. Request for an Administrative Review should be sent to the Financial Aid Office.

### **Reinstatement from Financial Aid Suspension**

Students who fail to maintain successful completion rate and/or cum GPA while on Probation will be suspended from future financial aid and must return to Good Standing at their own expense prior to being eligible to receive financial aid in a future semester. Please note: Reinstatement does not pertain to the suspension for exceeding the maximum time frame (150%). Students are responsible for notifying the Office of Financial Aid when their grades are brought into compliance with the policy. Financial aid is not retroactively paid for any periods of enrollment during which the student is not eligible.

### **Academic Suspension**

When a student who is eligible for Title IV federal financial aid is suspended from Wallace Community College or other colleges, whether the student serves the suspension or is readmitted on appeal, the student is not eligible to receive financial aid for the duration of the suspension. The student remains ineligible to receive financial aid until he or she (1) meets the **cumulative grade point average** required for the number of credit hours attempted at the institution or (2) the grade point average for that term is 2.0 or above (based on at least 12 semester credit hours or above attempted at the institution during that term).

### **Developmental/Remedial Courses**

A student may receive financial aid for a maximum of 30 attempted developmental credits. After the student has attempted 30 developmental/remedial credits, any additional developmental/remedial credits taken by the student will not be included in determining the enrollment status of the student for financial aid.

### **Repeat Courses**

The Department of Education recently published new regulations which affect students who repeat courses. The regulations prevent financial aid from paying for a course that has been passed and repeated more than one time. In order for a repeated course to be counted towards your enrollment status for financial aid purposes, you may only repeat a previously passed course once (a total of two attempts). The regulations also allow a student to receive financial aid to repeat any failed or withdrawn course. All repeated courses do affect financial aid satisfactory academic progress (completion ratio and maximum time frame) calculations.

### **Non-Credit Courses**

These courses are not eligible for Title IV assistance and do not satisfy requirements of any Title IV eligible academic program. As such, they are not considered in the Standards of Satisfactory Academic Progress.

### **Prior Baccalaureate Degree**

Students who have completed a baccalaureate or professional degree from an institution, regardless of whether the institution is unaccredited or a foreign school, are not eligible for federal or state grant funds.

### **Program of Study**

Students receiving financial assistance must be enrolled in a program of study that leads to a degree, certificate, or diploma.

### **Financial Aid Appeal**

Any student who has had eligibility to receive financial aid terminated may appeal this decision in writing to the Director of Financial Aid, who will advise the student regarding the proper procedures and provide assistance in achieving an equitable solution to the problem.