

Financial Aid Satisfactory Academic Progress Policies

Federal and state financial aid regulations require schools to set minimum standards for satisfactory academic progress and to hold students accountable for meeting the standards. Satisfactory Academic Progress is checked prior to awarding aid, even if students did not receive financial aid in past quarters. It is also checked at the end of every quarter aid is received. This document outlines the requirements for financial aid satisfactory academic progress at Cascadia Community College.

Credit Completion Requirement

Students must complete the appropriate minimum number of credits each quarter based on their enrollment level.

Received financial aid at the following enrollment level	Minimum # of credits to complete
Full-time (12 or more credits)	12 credits
Three-quarter time (9 - 11 credits)	9 credits
Half time (6 - 8 credits)	6 credits
Less than ½-time (1 - 5 credits)	all credits

Enrollment level is based on the number of credits enrolled in as of the end of the last day to add/drop classes for the quarter, or the number of credits a student is registered in when a financial aid award is made, if after the add/drop deadline for the quarter. This date is published in the College’s Academic Calendar and can be found online at: http://www.cascadia.edu/campus_news_events/calendars/academic.aspx.

Grades of “I” (incomplete), “H” (course in progress), “N” (audit), “V” (unofficial withdrawal), “W” (official withdrawal) and “Z” (hardship withdrawal) do **not** count as completed credits. Only credits completed by the end of the scheduled quarter will count as “completed” for Satisfactory Academic Progress.

* Running Start, high school completion, ESL, Basic Skills, audit, Tech Prep and continuing education credits do not count towards the financial aid credit completion requirement.

GPA Requirement

Students must have a 2.00 cumulative GPA at the end of each quarter.

Students without a calculated cumulative GPA due to the type(s) of grade(s) received will be considered to have met the 2.00 cumulative GPA requirements if they meet the credit completion requirement for their most recent quarter of attendance.

Time Limit Requirement

Students must complete their program of study within a maximum time frame in order to receive financial aid.

Associate Degrees

Students will no longer be considered for financial aid when the number of credits they have attempted equals 125% of the credits required for their degree, rounded down to the nearest whole credit. All attempted courses are counted, including incompletes, withdrawals, unofficial withdrawals, hardship withdrawals, failed courses, audit classes, repeated courses, and transfer credits.

Please note: Washington State Need Grant will not be awarded to any students who has attempted 125% or beyond of the credits required for their program, regardless of a whether a time limit petition is approved.

Certificate Programs

Students will no longer be considered for financial aid when the number of credits they have attempted equals 125% of the credits required for their degree, rounded down to the nearest whole credit. All attempted courses are counted, including incompletes, withdrawals, unofficial withdrawals, hardship withdrawals, failed courses, audit classes, repeated courses, and transfer credits.

Please note: Washington State Need Grant will not be awarded to any students who has attempted 125% or beyond of the credits required for their program, regardless of a whether a time limit petition is approved.

Transfer credits from other institutions or from one completed program of study at Cascadia to another count toward the time limit requirement.

The following courses do not count toward the time limit requirement:

Basic Skills, ESL, high school completion, non-credit courses, and up to 45 credits of developmental courses (developmental courses are for-credit English, Math, and Human Development courses below the 100 level)

Time Limit Appeal forms are available in Kodiak Corner, or via our website at:

http://www.cascadia.edu/campus_resources/forms/financial_aid.aspx.

Developmental Courses

A maximum of 45 for-credit developmental credits will be excluded from the time-limit requirement. For financial aid purposes, “for-credit developmental courses” are English, Math, and Human Development courses which are below the 100 level.

Non-credit developmental courses are not counted towards the time limit requirement, nor are they counted towards cumulative GPA.

Changing Your Program of Study

If you stop pursuing a program of study and switch to another one, your attempted credit count will not start over. All previously attempted credits will count toward the maximum allowed for your new program of study. Therefore, it is very important that you discuss your changes with Student Financial Services so you can become informed about how many attempted credits you have remaining.

Repeated Coursework

The retake of coursework using financial aid may be permissible under certain circumstances. All coursework that is be retaken must be a requirement to complete your program of student.

Coursework may not be retaken using financial aid if the class was previously taken (regardless if financial aid was used) and a grade above a 0.0 was earned, except when a pre-requisite requirement of 2.0 is needed to advance to the next course in the sequence.

Classes that are repeated to earn a better grade or GPA will not be covered if repeated (except in the case of a pre-requisite course-see above).

A reduction or repayment of financial aid may be required if it is determined that a student is repeating a course that does not qualify to be repeated.

Each time a class is repeated, whether or not financial aid paid for the course, the credits are counted again toward the time limit requirement and/or the 45 credit limit for developmental courses.

Consortium Agreements

Students who must take a required class at another college (the host college) must complete a Consortium Agreement which is signed by the host college’s financial aid office. Consortia are only allowed once a student has met with an academic advisor and the advisor has determined that this is the only option for the student to meet his/her program requirements. The agreement and a copy of the registration from the host college must be submitted to our office. At the end of the quarter, grades from the host college must be submitted for our evaluation before any future financial aid can be disbursed.

Concurrent Programs vs. Consecutive Programs

Concurrent programs means that a student is pursuing two programs simultaneously. At Cascadia, students may only pursue and receive financial aid for **one program of study at a time**. “Program of study” means either an associate’s degree program or a certificate program that is 24 or more credits in length.

Consecutive programs means that after completing one program, the student begins working towards a second program. Financial aid for the second program will not be awarded until the completion of the first program appears on the student’s academic transcript. Students may only receive financial aid for 1 Associates (AA) degree program, 1 Associates in Applied Science-T (AAST) and 1 certificate program while at Cascadia. An educational plan and degree audit are required and credits from the first program of study must be evaluated by an academic advisor for transferability to the second program. Financial aid will only fund remaining credits to complete the second degree per the educational plan.

Earning Reinstatement after Being Terminated from Financial Aid Eligibility

If you are terminated from financial aid eligibility for reasons other than having reached the time limit requirement, you can earn reinstatement one of two ways:

a) Earn Reinstatement on Your Own

Register for 6 or more credits at Cascadia Community College at your own expense, complete the appropriate number of credits based on your enrollment level (see information on the front page of this document) and have a 2.00 or greater cumulative GPA at the end of the quarter. **You will not automatically be reinstated.** Once your grades have been posted for the quarter you must notify the Student Financial Services office in writing, using an appeal form, stating that you earned reinstatement.

b) Earn Reinstatement via the Appeal Process

Submit, and secure approval of, a written documented appeal for reinstatement. The appeal should be based on unusual or extraordinary circumstances beyond your control that can be documented. Appeal forms are available in Kodiak Corner/Student Financial Services or via the Cascadia website. If you were terminated after being on probation, you can include in your petition any unusual or extraordinary circumstances, if applicable, that led to your being placed on probation. If you submit an appeal and it is denied, you must earn reinstatement on your own (option “a”, above).

If you are terminated from financial aid eligibility because you have attempted the maximum number of credits allowed, there is a separate appeal process. Time Limit Appeal forms are available in the Student Financial Services Office or on our website.

Satisfactory Academic Progress (SAP) Chart

Enrollment level for which you received financial aid*	To remain in, or return to, good standing, you must...	You will be placed on Financial Aid probation ** if you...	You will be terminated from Financial eligibility if you...
Full-time (12 or more credits) and <u>not</u> currently on probation	Meet all requirements	Complete 6 - 11 credits and/or have a cumulative GPA of less than 2.00	Complete 5 or fewer credits
Three-quarter time (9-11 credits) and <u>not</u> currently on probation	Meet all requirements	Complete 5 - 8 credits and/or have a cumulative GPA of less than 2.00	Complete 4 or fewer credits
Half-time (6-8 credits) and <u>not</u> currently on probation	Meet all requirements	Complete 3 - 5 credits and/or have a cumulative GPA of less than 2.00	Complete 2 or fewer credits
Less than half-time (1-5 credits) and <u>not</u> currently on probation	Meet all requirements	Complete at least 1 credit (but less than 100% of your credits), and/or have a cumulative GPA of less than 2.00	Complete 0 credits
Currently on probation, all enrollment levels	Meet all SAP requirements	N/A	Do not meet all SAP requirements during your probationary quarter
All students, all enrollment levels			Have attempted the maximum number of credits allowed for your degree or certificate

* See explanation on the front page of this document under "Credit completion requirements", specifically enrollment level.

** **Financial Aid Probation:** Financial aid probation status is considered a warning. Students on probation may still receive financial aid. Students may be required to take a reduced course load while on probation. Financial aid probation is for one quarter. During that quarter, the student must pass the required number of credits for their enrollment level and meet the GPA requirements to be returned to satisfactory progress. Students who fail to complete the minimum credit and GPA requirements during any probationary quarter will be terminated from financial aid for subsequent quarters.

Financial Aid Termination: Students on financial aid termination are not eligible to receive any type of federal or state financial aid including grants, loans and work study.

Cascadia Community College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, gender, disability, national origin, citizenship status, age, sexual orientation, veteran's status, or genetic information. All Cascadia materials are available in alternative formats and can be requested by contacting the Human Resources office.