

GRAYS HARBOR COLLEGE
Administrative Procedure

**Subject: STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
FOR FINANCIAL AID RECIPIENTS**

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Administrative Procedure Number: 410.01

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Students who receive financial aid at Grays Harbor College must meet satisfactory academic progress requirements in an eligible degree or certificate program offered by the college. Federal and state regulations require a review of students' Grays Harbor College academic records, including quarters that were not funded by financial aid, to determine if satisfactory progress is being made. The following criteria define satisfactory academic progress for financial aid recipients at Grays Harbor College:

Grade Point Average (GPA)

Students must achieve a quarterly GPA of 2.0 or higher and have a minimum cumulative GPA of 2.0 at the end of their sixth quarter of attendance.

Credits Earned

Students must earn 100% of the quarterly credits for which their financial aid was awarded.

Pace of Progression

Students must complete at least 67% of their cumulative credits attempted at Grays Harbor College. Pace of progression is evaluated quarterly. As an example, after three quarters a student has attempted a total of 45 credits, but has only completed (earned with a passing grade) 35 credits. This student's pace of progression is equal to 78% ($35 / 45 = 78\%$), which is acceptable because it is not below 67%.

Degree Completion/Maximum Timeframe

Students must earn their degree/certificate within 125% of the program credit requirements. This includes all attempted college-level credits at GHC and transfer credits from other colleges. Attempted credits are those for which you received letter grades of A, B, C, D, F, as well as P, U, I, V and W. As an example, the Associate in Arts (AA) degree requires 93 credits to graduate. 125% of 93 credits is 116 credits ($93 \times 1.25 = 116$). This means a student pursuing an AA degree may only attempt up to 116 credits to remain eligible for financial aid.

Warning Status

Students placed in a warning status are eligible to receive financial aid for their next quarter of attendance. A warning is assigned in the following situations:

- A student earns a quarterly GPA of less than 2.0.
- A student earns less than 100%, but more than 50%, of the quarterly credits for which his/her financial aid was awarded.
- A student's cumulative pace of progression is less than 67%.

If, during his/her next quarter of attendance, the student meets satisfactory academic progress requirements the warning is removed and the student is in good-standing.

Suspension Status

Students whose financial aid has been suspended are not eligible for future financial aid. A suspension is assigned in the following circumstances:

- A student in a "warning status" earns less than a 2.0 GPA, completes less than 100% of the required credits, or has a cumulative pace of progression of less than 67% after the next consecutive quarter.
- A student earns less than 50% (or 100% if less than half-time) of the quarterly credits for which his/her financial aid was awarded. This applies to any quarter in which a student receives financial aid funding.
- A student's cumulative GPA is less than 2.0 after the end of his/her sixth quarter. A student in this scenario will be not be eligible to appeal the suspension until s/he has completed, without financial aid funding, the number of credits/quarters needed to raise the cumulative GPA up to 2.0.

Financial Aid Reinstatement

Students whose financial aid has been suspended may be considered for reinstatement of financial aid eligibility by taking action that corrects the reason(s) for the suspension. Students may submit a request for reinstatement upon completion of the following requirements:

- If a suspension is the result of **failing to meet the pace of progression** requirement, the student must complete, without financial aid funding, the number of credits needed to raise their pace of progression up to 67%.
- If a suspension is the result of having a **cumulative GPA below 2.0 after six quarters** of attendance, the student must complete, without financial aid funding, the number of credits/quarters needed to raise the cumulative GPA up to 2.0.
- If a suspension is the result of the **quarterly GPA falling below 2.0 or due to failing to complete the required quarterly credits**, the student must complete a quarter without financial aid funding at the enrollment level they were funded during the quarter that caused their suspension. During this quarter they must pass all of their classes and earn at least a 2.0 GPA. If the student was enrolled in more than 10 credits during the quarter they were suspended, s/he may qualify for reinstatement by earning at least 10 credits with a 2.0 GPA.

Once the above requirements have been completed, the student submits an appeal form to the Financial Aid Office requesting a review of his/her financial aid eligibility. A letter will be sent to the student regarding the outcome of the request.

Financial Aid Suspension Appeal

If extraordinary circumstances prevented a student from meeting satisfactory academic progress requirements, resulting in a suspension, s/he may submit an appeal to request a reinstatement of financial aid eligibility. Appeal forms are available online at www.ghc.edu. The appeal form must include a statement explaining the circumstances that prevented the student from completing the quarter successfully, how those circumstances have been resolved and the student's plan for success in future quarters. Additionally, the student must submit an academic plan, signed by a counselor/advisor, identifying required courses needed to complete their degree/certificate. A letter will be sent to the student regarding the outcome of the appeal. Students are normally limited to two suspension appeals at Grays Harbor College.

Probation Status

If a student's financial aid suspension appeal or reinstatement is approved, his/her financial aid will be reinstated in a probation status. As part of the appeal approval the student will be required to meet certain conditions. If the student does not meet the conditions stated in the appeal approval letter by the end of the next consecutive quarter, his/her financial aid will be suspended.

If the student's appeal is approved but s/he cannot mathematically achieve the pace of progression requirement in the next consecutive quarter, s/he may be placed on an academic plan and will remain on probation until the plan is successfully completed. If the student fails to meet conditions of the academic plan, his/her financial aid will be suspended.

Additional Information

Satisfactory academic progress will be reviewed for all financial aid recipients at the end of each quarter and at the beginning of each new academic year.

Students may repeat courses with failing grades (F, V, W and U) up to two times for an improved grade. Students may repeat courses passed with a C or less only once. In each case, the repeated classes are considered attempted credits towards a student's degree completion.

Only grades of A, B, C, D and "Pass" count as earned credits. Grades of U, F, I, V and W do not count as credits earned, but will be considered as credits attempted. V grades in all classes will result in a repayment of financial aid funds to the College by the student.

Adult Basic Education (ABE), G.E.D. preparation, personal enrichment courses and high school completion do not apply toward financial aid eligibility and do not count as attempted credits.

Students may receive financial aid to take up to 45 credits of required developmental work. Once this limit is reached, students must take college-level courses that apply to their degree to be eligible for future financial aid.

Students must be enrolled in an eligible degree or certificate program at Grays Harbor College to receive financial aid.

Eligible students who apply for financial aid late in the academic year may receive some types of financial aid for quarters already completed, if satisfactory academic progress was made during those quarters.

Additional Information, Continued

Students who complete their degree/certificate within maximum number of credits allowed (125% of program credit requirement) may be eligible for funding to pursue a second degree/certificate, but classes will be limited to only those that are required to earn the second program. A maximum timeframe appeal may be required.

If a student is in a warning or suspension status due to incomplete (I) grades, the status may be removed when documentation of passing grades is submitted by the student to the Financial Aid Office.

Attempted credits will be reviewed at the beginning of each academic year to determine if a student will be able to earn his/her degree or certificate within 125% of the number of credits allowed for your program. If it is determined that a student will not be able to complete their program within the maximum number of credits allowed, he/she will be ineligible for any future financial aid. The student may appeal for additional credits to complete the program if there were extenuating circumstances that prevented him/her from completing the degree or certificate within the allowable timeframe.