

Lake Washington Technical College – Financial Aid Satisfactory Academic Progress 2011 – 2012

Students receiving financial aid are required to make satisfactory academic progress. Since satisfactory progress is a financial aid eligibility requirement, **all quarters and all credits must be considered regardless of whether financial aid was received.** The Financial Aid Office's satisfactory progress requirements for financial aid, worker-retraining, training completion aid, work-first tuition assistance, and most veterans' benefits recipients are summarized below.

Qualitative Measure

All students must be in good standing with the college and maintain a minimum quarterly and cumulative grade point average (GPA) of 2.0. Students failing to meet this standard will be placed on "warning" status for one quarter.

Quantitative measure

Students must complete the minimum number of credits required for the enrollment level they attempt each quarter. Enrollment levels at LWTC are:

12 credits and more: full-time
6 through 8 credits: half-time

9 through 11 credits: three quarter-time
Less than 6 credits: less than half-time

Students who complete at least 50%, but less than the minimum number of credits required for the enrollment level attempted in a quarter, will be placed on "warning status" for one quarter. Students who complete less than 50% of credits (or all credits for less than half-time students), for the minimum enrollment level attempted in a quarter will be placed on suspended status, and are ineligible for further aid.

Pace of Progression Measure

Students must complete at least 67% of credits attempted, measured cumulatively, to meet **pace of progression** requirements. Pace of progression is based on the total cumulative credits completed versus cumulative credits attempted for the student's program.

Pace of progression is evaluated at the end of each quarter and is based on the cumulative credits completed divided into the cumulative number credits attempted. Students must meet a minimum 67% completion rate for their program. Students who fail to meet the pace of progression standard will be placed on "warning" status for one quarter.

Maximum Time Frame Measure

Students have a **maximum time frame** for completing a program of study:

- For both degree and certificate programs, the student must complete their program in no more than 150% (or 125% for the State Need Grant) of the number of credits (attempted) that are required for their declared program.
- Students who mathematically cannot complete their program in at least 150% of the maximum time frame allowed for their program are no longer eligible for aid.

Satisfactory Progress Measurement Requirements

- Grades of .7 to 4.0, "S", "P", are satisfactory. **Grades of less than .7 and letter grades of "I", "IP", "Y", "N", "V", "U", "W" and "Z" do not count as completed credits.** A student may only receive aid for a course that is repeated if it is deemed academically necessary; a repeated class that has been passed with a grade of 2.0 or higher may only be funded once more, even if the class is deemed academically necessary.
- Remedial classes are included in GPA, qualitative, pace of progression and maximum time frame requirements.
- Transfer credits are not included in GPA, qualitative requirements or pace of progression requirements, but are included in maximum time frame requirements if applicable to the student's program.
- Repeated classes, incompletes, and withdrawals/dropped classes are included in all measurements.
- ABED and ESL classes are excluded from all measurements and are not eligible for financial aid.




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Satisfactory Progress Limitations

Students failing to meet satisfactory progress requirements as noted above will be placed on warning or have their aid suspended. Students on warning or probation must meet all applicable satisfactory progress requirements in the next quarter to regain good standing. **Students are no longer eligible for aid at LWTC when one of the following occurs:**

1. Two consecutive quarters of unsatisfactory progress (“warning” status) have occurred.
2. Less than 50% of credits for the minimum enrollment level attempted (or all credits for less than ½ time) in a quarter are completed.
3. The maximum amount of credits attempted (150%, or 125% for State Need Grant) towards their degree or certificate has been used.
4. A student cannot complete their program in the maximum time frame allowed due to pace of progression requirements.
5. A student placed on probation after an appeal is approved fails to meet satisfactory academic progress, or a student placed on an academic plan fails to meet the requirements of the plan.
6. **Students may receive aid for a maximum of 2 programs, whether the program is completed or not.**

 **Students receiving aid are subject to federal and state refund and repayment regulations, as well as the college’s own refund policy. Students withdrawing partially or totally may be required to repay part or all of their financial aid. A student who has not attended any class is not eligible for aid in that quarter.**

Reinstatement of Aid

Aid may be reinstated for students on suspension under the following conditions:

- For students whose aid has been suspended after two quarters on “warning” status from qualitative (GPA), or quantitative (credits completed in a quarter) requirements, financial aid eligibility may be reinstated after the student has completed a quarter, at their own expense, at the level (full-time, half-time, etc.) they were enrolled in during the quarter for which their aid was cancelled.
- For students failing to meet **pace of progression** standards, financial aid eligibility may be reinstated after students have completed the number of credits, at their own expense, needed to raise their pace of progression to the required 67%.

The credits required for reinstatement must be completed at LWTC **and the student must meet all applicable satisfactory academic progress requirements (including qualitative, quantitative, pace of progression and maximum time frame) during the make- up period.** Awarding of financial aid for students whose aid is reinstated is on a funds-available basis only.

Appeals

Students who fail to meet minimum satisfactory progress standards may be ineligible for financial aid. In some cases, there may be extraordinary circumstances (beyond the student’s control) which may be considered. A written petition, along with supporting documentation, must be submitted to the Financial Aid Office to appeal a satisfactory academic progress suspension. Students must identify the unusual or extraordinary circumstance beyond their control, and how the situation has been resolved in their petition.

Students whose petition has been approved will be placed on **probation** or on an **academic plan**. **Students on probation who fail to meet satisfactory academic progress, or a student on an academic plan who fails to meet the conditions of the plan, will be placed on suspended status and are no longer eligible for aid.** The Financial Aid Office reserves the right to determine continued eligibility. Appeal decisions are final. Awarding of financial aid for students whose appeals are approved is on a funds-available basis only.