

# SATISFACTORY ACADEMIC PROGRESS

## Federal Guidelines

Federal regulations require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV Federal Financial Aid. Title IV financial aid includes Federal Pell Grant, Federal College Work Study, Federal Stafford Loan (subsidized and unsubsidized), and Parent Loans for Undergraduate Students (PLUS). SAP standards may also be required for some alternative/private loans.

Washburn Institute of Technology reviews the following items at the end of each semester for all students who received federal financial aid:

1. Qualitative Measure: Cumulative Grade Point Average: 2.0 (required for all students)
2. Program Pace:  
All financial aid recipients must maintain pace of completion of 67% or greater. A student's pace is calculated as cumulative credit hours successfully completed divided by cumulative credit hours attempted/number of enrolled credit hours. (Successfully completed is defined as a "C" or better). For example, if a student enrolls in, and attempts, 24 credit hours and successfully completes/earns, 20 credit hours, pace is 83% (20/24) and the student would meet the pace requirement. On the other hand, if a student enrolls in, and attempts, 24 credit hours and successfully completes/earns, 15 credit hours, pace is 63% (15/24) and the student would not have met pace.
3. Maximum Time Frame for Program Completion:  
The maximum number of credit hours for which a student is eligible to receive financial aid cannot exceed 150% of the published length of the program. For example, if the published length of an academic program is 48 credit hours, the maximum number of credit hours must not exceed 72 credit hours,  $48 \times 1.5 = 72$ . Students are required to meet with an advisor to discuss an academic completion plan if and when they reach 100% and have not met graduation requirements.

**Financial Aid Warning:** If a student falls below any of the SAP standards at the end of the semester, they are automatically placed on warning for the next semester they attend. Students may remain eligible for financial aid during the warning semester.

**Financial Aid Suspension/Cancellation:** Students who falls below any of the SAP standards at the end of a warning semester, or at the end of any future semester, the student is placed on financial aid suspension and not eligible for financial aid unless a student completes the appeal process and is approved to be placed on probation.

A student is not automatically eligible for financial aid upon re-enrolling in a program. A student must take-action to earn a satisfactory SAP status before eligibility for financial aid can be regained.

## Adding and Withdrawing Classes

Courses in which students receive a grade of incomplete "I", withdrawn "W", or failing "F", are not considered as completed hours for SAP purposes. However, an incomplete that becomes a satisfactory grade is counted in the cumulative GPA and as hours completed for SAP standards. Incompletes must be completed within the time frame

approved by the instructor and the Assistant Dean & Director of Student Services.

## Repeating Courses

If a student repeats any portion of a program, the most recent grade, not necessarily the best grade, is used when determining the qualitative and quantitative measures. However, all attempts are included when calculating pace and maximum time frame and all attempts remain on the transcript.

## Credit/No Credit Options

Credit/No Credit classes are accepted as enrolled hours for SAP purposes. These classes always count as credit hours attempted when measuring SAP standards. If a student receives credit, the credit hours are included in the number of credit hours successfully completed. If a student receives no credit, the credit hours are not included in the number of credit hours successfully completed. Since there is no letter grade assigned for these classes, they are not included when calculating the cumulative grade point average.

## Transferring Credits

Credits transferred to Washburn Tech from a previous institution are included when determining SAP.

## Changing Programs

All grades earned at Washburn Tech are included in the SAP calculation. This is true even if a student changes programs.

## Appeal Process

Appeals are accepted through the end of the 5th day of the subsequent semester.

Before students may appeal for reinstatement of financial aid eligibility, a Free Application for Federal Student Aid (FAFSA) must be on file for the semester funds are being requested.

Students who wish to appeal for reinstatement of enrollment must provide a written appeal to the Washburn Tech Financial Aid Office. Appeal forms are available in the Student Services Office. Written appeals must be supported with appropriate documentation. The SAP Appeal Committee reviews all appeals. The student will be notified in writing of the decision within ten days of receiving the appeal. This decision is final. If the appeal is approved financial aid may be reinstated.

Students who appeal because the maximum number of credit hours attempted was reached are required to meet with an advisor to review and revise their academic completion plan. The plan describes how the student intends to complete the program on a course-by-course or semester-by-semester basis.

However, reviewing the academic completion plan does not automatically reinstate financial aid eligibility. Students are required to follow the academic completion plan for each remaining semester to reach the graduation requirements successfully.

## Return of Title IV Funds – Withdrawal from Classes

The Return of Title IV Funds Policy set forth by the U.S. Department of Education applies to post-secondary students if they received, or were eligible to receive, federal financial aid. Federal financial aid includes Pell Grants and student loans.

The Institutional Refund Policy determines the amount of institutional charges the student incurred at the time of withdrawal. This calculation

is automatically performed for both official and unofficial withdrawals. A request from the student is not required. The Return of Title IV policy determines the amount of federal funding the institution and/or the student may retain. During the first 60% of the semester, a student "earns" aid in direct proportion to the length of time he or she attended class. A student who withdraws after the 60% point may retain 100% of the federal disbursements.

If a refund of federal financial aid is due, the student must generally pay a portion of the refund. If the refund is to the student loan program, the student repays the refund in accordance to the terms outlined on the Master Promissory Note (MPN). If the refund is to the Pell Grant program, the student must return the funds to the U.S. Department of Education or make satisfactory repayment arrangements with the U.S. Department of Education. For the student to remain eligible for future financial aid, this must be done within 45 days of receiving notification from Washburn Tech.