FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY 2015-16

The Policy

To be eligible for financial aid, students must maintain satisfactory academic progress toward a degree or certificate, based on federal, state, and school requirements. Four different measures are used to determine whether students are making normal progress in their academic programs:

- Minimum GPA requirement, quarterly and cumulative, of 2.0;
- Completion of 100% of credits attempted (registered for) each quarter while receiving financial aid;
- Minimum cumulative credit completion percentage, or “pace of progression,” of at least 67% of all credits attempted overall;
- Ability to complete the degree/certificate program within a “maximum timeframe,” by not exceeding 125% of the required credit total for the program.

In order to begin or continue receiving financial aid, students must meet all four minimum requirements. Satisfactory progress is reviewed when a student applies for financial aid each year (all prior enrollment, completion, and GPA history, including transfer credits, whether or not aid was received) and again at the end of each quarter for which aid was received on an ongoing basis (quarterly grades and completion rate).

Please read the summary information provided below. You are responsible for knowing this policy—please contact us if you have any questions about the policy or your own eligibility.

Grade Point Average (GPA)

You must earn at least a 2.0 GPA each quarter and maintain at least a 2.0 cumulative GPA. A quarterly GPA below 2.0 will cause you to be placed in warning status* for the next quarter. A cumulative GPA below 2.0 results in cancellation of future quarters’ financial aid.

Credit Completion (% required to complete each quarter to meet normal academic progress standards and % required to complete cumulatively to finish program on time)

Generally speaking, you are expected to complete all of the credits you attempt (register for) each quarter to be eligible for the next quarter. “Complete” means successfully finish (pass) the class. Grades of: 0.0, F, H, I (incompletes), N, NC, V, W (withdrawals), Z, and audited classes do not count as completed credits. However, such grades will be counted as part of your attempted credits in the calculations for Pace of Progression (the result when we divide your completed credit total by your attempted credit total on an ongoing basis to make sure it is at least 67%). See the chart below to determine how your enrollment status affects the minimum number of credits to be completed each quarter.
Warning status means you did not meet the GPA, quarterly completion rate, and/or cumulative pace of progression minimums for the first time. When you are placed on warning status, you may still receive your aid for next quarter but you must resolve the SAP issues by completing all of your credits for the next quarter with at least a 2.0 GPA. If you were placed on warning status due to your cumulative GPA, you must receive high enough grades to raise it to 2.0 by the end of the next quarter on aid. If you were placed on warning because you did not complete enough of your attempted credits, you must regain a 67% cumulative completion rate and demonstrate the ability to complete your program within 125% of the required credit limit. If you meet these conditions, you will be removed from warning status. If you do not meet these conditions during your warning quarter, the remainder of your aid award will be cancelled.

**Maximum Timeframe to Complete a Program (125% of the number of credits required for the degree or certificate)**

You may receive financial aid to take up to 125% of the required credits for your program of study. All attempted courses are counted, including incompletes, withdrawals, audits, repeated courses, courses for which you received no credit, and credits transferred from other institutions. When we check your progress, if you cannot mathematically complete your program within its maximum credit limit, you are no longer eligible for aid.

To complete your program within its credit limit, you are strongly encouraged to: a) limit electives and PE credits; b) focus on required classes; c) meet regularly with an academic advisor; and d) use program Planning Sheets at [www.shoreline.edu/planning](http://www.shoreline.edu/planning).

Note: You may attempt up to 45 credits of prerequisite classes and other preparatory or developmental courses without the credits counting against your maximum timeframe. ESL credits below 095 and ABE credits or others that are not eligible for aid are not counted in the maximum credit limit. Students pursuing two programs simultaneously will be evaluated for aid for only one program (i.e., your maximum allowed credits will be for only one of the programs).
Degree/Certificate Funding Limitations

The following limits apply to all credits and degree/certificate programs, whether or not you received financial aid for your previous coursework:

You may work concurrently on two programs but you must complete both programs within the maximum timeframe for one program (the longer of the two).

You may change your degree or certificate program once before finishing it. If you are changing from one transfer program to another transfer program, please review the section on Maximum Timeframe in our Satisfactory Academic Progress policy. If you are changing from a professional/technical program to a transfer program, you must submit the Transfer Degree Request for Transcript Evaluation form. If you are changing to a professional/technical program (either from a transfer program or another professional/technical program), you must submit the Unofficial Credit Evaluation for Change in Program to have your aid eligibility (maximum timeframe requirements) re-evaluated.

Summary of Funding Limitations if You Already Have a Degree or Certificate

Students who have already completed one program at any school may have limited eligibility for another program, as shown below. Please review the instructions for your particular circumstances detailed following the chart below.

### Programs for which you may have possible aid eligibility

<table>
<thead>
<tr>
<th>If you have already completed:</th>
<th>Transfer Degree (AA, AS, AAS-T, etc.)</th>
<th>Non-Transfer or Prof/Tech Degree (AAAS)</th>
<th>Certificate Programs (Total # at All Schools)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's degree (or higher)</td>
<td>NO</td>
<td>YES</td>
<td>OR 2 CERTIFICATES</td>
</tr>
<tr>
<td>Transfer degree (AA, AS, AFA, AS-T, AAS-T, etc.)</td>
<td>NO</td>
<td>YES</td>
<td>OR 2 CERTIFICATES</td>
</tr>
<tr>
<td>Non-transfer degree (AAAS)</td>
<td>YES</td>
<td>OR</td>
<td>YES</td>
</tr>
<tr>
<td>One or more certificates</td>
<td>YES</td>
<td>OR</td>
<td>YES</td>
</tr>
</tbody>
</table>

If you have already completed a transfer degree from any school (AA, AS, AFA, AM, AS-T, AAS-T, etc.), you may not pursue a second transfer degree and receive financial aid. Shoreline does not fund second transfer degrees, no matter when the first was granted, but you may be eligible to complete one non-transfer professional/technical degree (Associate of Applied Arts & Sciences, or AAAS)* OR up to two eligible certificate programs (most certificates of 24 credits or
more are eligible). Certificates already earned count, except any awarded as part of your associate degree or any short-term certificates (less than 24 credits). You must submit the Unofficial Credit Evaluation for a Second Program form to have your remaining aid eligibility (maximum timeframe) evaluated. (If you have an associate degree but need to take prerequisites for a bachelor’s degree program, see the Petition for Prerequisite Coursework form.)

If you have already completed one non-transfer professional/technical degree (AAAS), you may be eligible to complete a second professional/technical degree* OR one transfer degree* OR up to two eligible certificate programs (most certificates of 24 credits or more are eligible). Certificates already earned count, except any awarded as part of your associate degree or any short-term certificates (less than 24 credits). For a second professional/technical degree or a certificate program, continuing SHORELINE students must submit the Unofficial Credit Evaluation for a Second Program form to have your remaining aid eligibility (maximum timeframe) evaluated (not required for new incoming students). If you wish to obtain a transfer degree, you need to complete the Transfer Degree Request for Transcript Evaluation form.

If you have already completed one or more certificate programs (but no degrees) and you now wish to pursue a two-year degree, continuing SHORELINE students must submit the Unofficial Credit Evaluation for a Second Program form to have your remaining aid eligibility (maximum timeframe) evaluated for a professional/technical degree (AAAS). (No credit evaluation required for professional/technical credits completed at other schools.). For a transfer degree, you need to turn in the Transfer Degree Request for Transcript Evaluation form.

If you have not completed any two-year degree programs at any school and do not wish to pursue a degree at Shoreline, you may apply for aid for up to four eligible certificate programs. If you have already completed certificates of 24 credits or more at SHORELINE or other schools, they count as part of the four total. If you are a continuing SHORELINE student, you must submit the Unofficial Credit Evaluation for a Second Program form to have your remaining aid eligibility (maximum timeframe) evaluated (credit evaluation not required for professional/technical credits from other schools).

If you have already completed a bachelor's or a graduate degree, you may be able to receive funding for one professional/technical certificate or degree but will only for student loans. See the note about federal loan limits below. (If you need to take prerequisites for another bachelor’s degree or graduate program, see the Petition for Prerequisite Coursework form.)

Aid eligibility is further restricted by federal program limits: Students may receive Pell Grant for a total of six years only; the Direct Loan program’s undergraduate lifetime limit for independent students for Subsidized Loan is $23,000 and $57,500 combined Subsidized and Unsubsidized Loans; and dependent students can borrow $23,000 in Subsidized and $31,000 in combined Subsidized and Unsubsidized Loans.

* Note about the Washington State grant programs (State Need Grant, College Bound, Passport to College): Students may receive such funding for a second associate degree only if five years have passed since the first degree was granted.