

## Satisfactory Academic Progress Policy

### Financial Aid Office, Shoreline Community College

To be eligible for financial aid, federal regulations require students to make satisfactory progress in an eligible program of study. Students must be in good academic standing with Shoreline Community College. All credits attempted at Shoreline will be considered when determining academic progress and financial aid eligibility.

If students do not meet the requirements, they will be on either financial aid probation or cancellation status. If they are on probation, students must make satisfactory progress in their next quarter of enrollment or their financial aid eligibility will be canceled. Eligibility can be reinstated using one of the options in this policy. Specific requirements for probation status are listed on the back of this page.

#### General Policy Requirements

- Achieve each quarter and maintain a cumulative grade point average (g.p.a.) of at least 2.0
- Complete the minimum required credits (quarterly and annually)
- Complete a program of study within the maximum time frame, 125% of the required credits

### Satisfactory Academic Progress Requirements

#### Grade Point Average (G.P.A.)

Each quarter students must earn at least a 2.0 grade point average (g.p.a.) and maintain at least a 2.0 cumulative g.p.a. A quarterly g.p.a. below 2.0 will result in probation status. A cumulative g.p.a. below 2.0 will result in cancellation.

#### Completion of credits

If you receive financial aid for enrolling:	You must complete: at least	<b>Probation</b> status if you only complete:	<b>Cancellation</b> status if you complete less than
Full-time (12+ credits)	12 credits/quarter	6-11 credits/quarter	6 credits/quarter
¾-time (9-11 credits)	9 credits/quarter	5-8 credits/quarter	5 credits/quarter
½-time (6-8 credits)	6 credits/quarter	3-5 credits/quarter	3 credits/quarter
Less than 6 credits	All credits for which you registered	<i>no probation available</i>	All credits for which you registered

**NOTE:** The following grades do **not** count as completed credits: 0.0, F, H, I, N, NC, V, W, Z, and audited classes.

**a) Quarterly:** Students are expected to complete the credits for which they enroll and receive financial aid. Credit completion progress is reviewed each quarter and status will be determined according to the chart above.

**b) Annual:** Students must complete a minimum of 75% of the credits for which they attempt (register). Progress is monitored before financial aid is awarded for the academic year.

#### Maximum Timeframe

Financial aid is available to complete a program of study, up to **125% of the credits required** to complete the program. Students are strongly encouraged to **a) limit their electives and limit PE credits; b) focus on classes required for their degree program; c) meet regularly with their academic advisor; and d) use the Planning Sheets** available in Advising and Counseling and on the internet at [www.shoreline.edu/planning.html](http://www.shoreline.edu/planning.html). All attempted courses are counted, including: incompletes, withdrawals, audits, repeated courses, courses for which students received no credit, and transfer credits.

When students have completed their program, or have attempted 125% of the credits required, they will be ineligible for financial aid. Students who have unusual circumstances beyond their control that prevented them from completing their degree and who need additional required courses to complete the degree can submit a Maximum Timeframe petition.

Students may attempt 45 credits of prerequisite classes, changes in program, and other preparatory or developmental courses. ESL credits below level 090 and ABE credits are not counted in the maximum credit limit. Students pursuing two programs simultaneously will only be evaluated for one program at a time.

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## Unsatisfactory Academic Progress

**Probation** When on probation, students must make satisfactory progress in their next quarter. Students must complete the credits for which they receive financial aid, a minimum of 6 credits, with at least a 2.0 g.p.a. for the quarter; and maintain (or achieve) a cumulative g.p.a. of at least 2.0. For example, if a student on probation receives financial aid for 12 or more credits, the student must complete at least 12 credits to make satisfactory progress. Students with two consecutive quarters of probation will lose eligibility to receive financial aid. See below for reinstatement options.

**Cancellation** Students who have two consecutive probationary quarters or who fail to achieve the required cumulative g.p.a. or complete the minimum number of credits for which they received aid (*see chart on other side*) will lose aid eligibility. Students who lose eligibility must reinstate their eligibility using one of the options described below.

**Reinstatement of Eligibility** When students lose eligibility for aid due to unsatisfactory progress, students may use one of the following options to reinstate eligibility in their next quarter of enrollment:

- 1) Complete at least 6 credits in a quarter (preferably required credits, no repeated classes or PE) without financial aid and achieve at least a 2.0 g.p.a. for the quarter. The credits must demonstrate progress towards a degree and capacity for future academic success. Students must also have maintained or achieved at least a 2.0 cumulative g.p.a.  
—or—
- 2) Students who believe that unexpected exceptional circumstances, beyond their control, such as illness, injury or a death in the family, prevented them from making satisfactory progress may submit a petition for reinstatement of eligibility. Students must attach supporting documentation to their petition before it can be considered.

If a petition is denied, students must use option #1 to regain eligibility. Students have the right to appeal if their petition is denied. The appeal must be submitted in writing and include any additional information or documentation not submitted with the original petition. After students reinstate their eligibility, they will be on probation status. On probation, students must make progress as specified in the section above on Probation. It is possible that students who reinstate their eligibility might not receive their original award, as aid will be based on the funds available at the time of reinstatement.

- In some circumstances, aid might be reinstated for only a limited amount of grant (no loans) for one or two quarters.
- Petitions are reviewed for academic progress over the whole course of study. Multiple quarters of unsatisfactory progress and more than one (or even multiple) petitions will generally not be approved for continued financial aid.

### Reinstatement—125% Maximum Timeframe

Students who have attempted (registered for) the maximum limit of 125% of the required credits but have not completed their program are not considered to be making satisfactory progress; they are ineligible for additional aid. Students with exceptional circumstances may petition for additional aid. The petition must explain the unusual circumstances beyond their control that prevented them from completing the program within the maximum number of credits. The petition form must be signed by the advisor listing the remaining courses required to complete the degree. Petitions will be considered only for the remaining required coursework.

## Additional Information

**Second Program** Students who complete a degree or change their program of study might have eligibility for an additional program. Before aid eligibility will be considered for a degree or a change in program, students must have their credits from the prior degree program(s) evaluated by Admissions or by a program advisor for transferability to the new program. Students attempting multiple programs without completing a degree will not be considered as making progress.

**Transfer Students** Students who have lost aid eligibility due to unsatisfactory progress at a prior school might not be eligible for aid at Shoreline. Eligibility may be regained using the options listed above in the section on Reinstatement of Eligibility. Credits transferring from prior schools towards a degree or certificate at Shoreline will be counted in the total maximum credit limits of eligibility for aid at SCC. Until a Transfer Credit Evaluation is completed by the Advisor or the Admissions office at Shoreline, all prior credits noted the Admissions system are assumed to be transferable.

**Withdrawals/Stopping Attendance or participation (*Unofficial Withdrawal*)** Students who withdraw from, stop attending or stop participating in classes after receiving financial aid (including student and Parent PLUS loans) might be required to repay some tuition to Shoreline and repay some financial aid. Unpaid amounts due will be referred for collection to the appropriate agency up to and including the U.S. Department of Education and WA Higher Education Coordinating Board. Students will not have eligibility for financial aid until the aid and tuition are repaid, including payment of all legal costs associated with collections.

*This publication is available in alternate formats by contacting the financial aid office at (206) 546-4762 or through the Washington State Relay Services at (800) 654-5984 (TTY).*