

Procedure 5041.32

Satisfactory Academic Progress

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The US Department of Education (ED) requires Northern Wyoming Community College District (NWCCD) to establish, publish and apply Satisfactory Academic Progress (SAP) standards. SAP standards are used to monitor academic performance and progress towards a degree. To maintain federal financial aid eligibility for each semester, all students receiving federal financial aid must adhere to NWCCD SAP standards.

As required by ED regulation, the NWCCD minimum SAP requirements include one qualitative standard (grade-based) and two quantitative standards (time-based). Students are making Satisfactory Academic Progress and will be eligible for federal financial aid at NWCCD as long as all three of the following requirements are met at the end of each semester:

- Grade Point Average (GPA) – Students must maintain a minimum of a 2.0 cumulative grade point average. Student grades of A, B, C, D, and F are counted in the GPA calculation.
- Completion Rate (67% Pace Rule) – Students must, at a minimum, maintain a completion rate of 67% or higher. The completion percentage is calculated by dividing the cumulative number of credits completed (numerator) by the cumulative number of credits attempted (denominator) at the end of each semester. Satisfactory completion means that a student has earned grades of A, B, C, D or S, which are included in the quantitative measure. Courses with a status of U(Unsatisfactory), W(Withdrawn) or I (Incomplete) are not considered successfully completed courses, are counted in the quantitative measure, but not counted in the qualitative measure. Courses taken for Audit/No Credit (AU) are not included in the qualitative or quantitative measures, are not included in a student’s enrollment status, and are ineligible for federal financial aid.
- Maximum Time Frame – Students must complete their degree program within 150% of the published program length, as measured in credit hours. Students who change degrees, are double majors, and/or are in pursuit of a second degree are all monitored under the same Maximum Time Frame measures and are expected to complete their degree program within 150% of the program published length. When a student withdraws from the semester, all courses will count as attempted courses, will be included in the quantitative measure and will affect the student’s ability to complete their program within the 150% Maximum Time Frame.

Course Attempts: All credits attempted and completed are counted towards the quantitative measure regardless of whether the student is receiving federal financial aid. Each time a

course is taken counts as an attempt and only the first time a passing grade is received is it counted as a completion. However, some courses are an exception to the repeat policy based on curriculum approval and credit can be granted on multiple attempts. Courses taken at another institution (host) through a Consortium Agreement are included in NWCCD's (home) SAP quantitative and qualitative measures.

Course Repeats: For purposes of federal financial aid, the repeat of a course is included in the student's enrollment status. A previously passed course means any grade higher than an F grade. If the student fails the course on the second attempt, this is counted as their retake and the student will not be allowed to include any subsequent course attempts in their enrollment status for purposes of federal financial aid. Some courses are an exception to the repeat policy based on curriculum approval and credit can be granted on multiple attempts. All repeated credits are included in both the qualitative and quantitative SAP calculation.

Remedial Courses: All remedial courses are included in the qualitative and quantitative SAP calculations. Students are eligible to be paid federal financial aid for a maximum of 30.0 remedial credit hours.

Transfer Credits: transfer credits accepted by NWCCD will be included in the student's next SAP evaluation. Transfer credits will count towards the student's qualitative measure, but not the quantitative measure. When a student is participating in a Consortium Agreement with another institution, the quantitative (pace) and qualitative (GPA) will be included in the student's next SAP evaluation.

The academic history of a student starts the first semester the student is enrolled at NWCCD and is monitored regardless of whether he/she has previously received financial aid at NWCCD. The Office of Financial Aid evaluates SAP on all students after the end of each semester of enrollment. The SAP evaluation determines whether a student is meeting the required standards and is placed on one of the following SAP eligibility standards:

- Satisfactory: A student is meeting both requirements of maintaining a cumulative 2.0 GPA, is successfully completing 67% of the credit hours attempted.
- Warning: A student has fallen below one or both SAP requirements after being in Satisfactory Standing the previous term and is still eligible to receive federal financial aid for one payment period.
- Suspension: A student did not bring their GPA and/or percentage of completion to the standard requirements while on Warning Status. A student on Suspension Status cannot receive federal financial aid.

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- Maximum Time Frame: A student whose total attempted credits have exceeded the number of credits required to earn a degree by 150%. A student placed on Maximum Time Frame cannot receive federal financial aid.
- Probation: A student has regained federal aid eligibility with an approved SAP appeal. The student will continue to maintain federal aid eligibility as long as the conditions of the appeal are met for each semester thereafter.

Reinstatement: A student placed on Suspension Status can have their status overridden and federal financial aid reinstated when one of the following occurs: 1) the student has an approved SAP Appeal 2) the student enrolls and successfully completes without federal financial aid until SAP standards are met.

When failure to meet and maintain NWCCD's SAP standards are caused by extenuating circumstances, federal regulations allow those students to submit an appeal for reconsideration. Extenuating circumstances may include but are not limited to: illness of a student or student's family member, death of a family member, personal accident or injury of a significant nature, or other extenuating circumstances that are outside of the student's control. The SAP appeal process is administered by the Student Appeals Committee. Instructions to submit an appeal are available in the Office of Financial Aid. The Student Appeals Committee reviews and determines the approval or denial of all submitted SAP appeals.