



2018-2019 SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FINANCIAL AID

Students receiving Title IV Federal Aid, need-based state grants, and/or institutional aid are required to make *Satisfactory Academic Progress* (referred to as “SAP”) toward a degree or certificate in order to maintain eligibility for this aid. Warren Wilson College also applies the same “progress” standards to our institutional aid (need-based scholarships, honor/merit scholarships, international grants, etc.) for all students. SAP is evaluated for all students on a semester basis. In reviewing students’ progress, these standards are applicable regardless of whether or not financial aid has previously been received. For the purpose of administering financial aid, WWC defines an academic year as two 15-week semesters during which undergraduate students complete a minimum of twelve (12) credit hours per semester (full-time). Please keep in mind, if you earn only 24 credits each year, this is fewer than the number needed to progress in classification; freshman to sophomore.

This policy is effective beginning fall 2017. This policy may be amended whenever federal and state laws and regulations are changed. This policy will be included in the college catalog and other appropriate college publications. The policy will also be provided to each financial aid recipient on the college web site at www.warren-wilson.edu/finaid

The federal and state governments require each educational institution to define standards of progress for students seeking financial aid. All students who wish to qualify for financial aid while attending Warren Wilson College will be assessed on the following criterion at the end of each semester, including summer (if applicable):

- Minimum grade point average
- Minimum credit hour completion rate
- Has not exceeded 150% of required credit hours
- Completion of a degree within a maximum number of credit hours

These standards are applied uniformly to all Warren Wilson College financial aid applicants. If a student meets these standards, they are eligible to be considered for financial aid. If a student does not meet these standards, they will not be eligible to receive financial aid. Procedures for re-establishing financial aid eligibility are described in this policy. Financial aid is defined as all federally-funded aid programs, all state-funded student assistance programs, and all institutionally funded programs. (except as otherwise noted).

In this policy, “eligible for financial aid” means that a student meets the standards of the Satisfactory Academic Progress (SAP) Policy for Financial Aid. A student must also meet all other financial aid requirements in order to receive financial aid.

Incomplete Grades

If a student has incomplete grades for the semester in which SAP is being evaluated, their SAP status cannot be determined.

Therefore, the student will NOT be making SAP until their incompletes are turned into a grade or transcripts received from various programs, such as, study away programs.

Minimum Grade Point Average

Undergraduate students’ semester GPA must meet standards established by the Warren Wilson College Academic Catalog (2017-2018). If your **semester** GPA falls below the minimum standard, you will be placed on Financial Aid Warning for the next semester. If you continue to not meet the GPA standard, you will be placed on Financial Aid Probation and must submit an appeal. Financial aid will be cancelled immediately for any student who is academically suspended.

<i>Class</i>	<i>Required GPA</i>
Freshman	1.500
Sophomore	1.600
Junior	1.750
Senior	1.960
Graduate Students	2.950

Minimum Credit Hour Completion Rate Requirement

At the end of each academic semester a student (undergraduate and graduate) must earn a minimum of 67% of the credits they were registered for at the end of add/drop. Add/drop is usually during the first 5 to 7 days into the semester; please check the course schedule for specific dates. **All students must also complete 67% of their cumulative attempted hours, this will show PACE toward completion.**

This completion requirement measures both semester and cumulative credits and is referred to as *pace*. Pace defines the rate at which a student must progress to ensure educational program completion within the maximum timeframe.

number of hours student attempted x 67% = number of hours student must successfully complete to make SAP

Completion of a Degree within a Maximum Number of Credit Hours

Students are eligible to receive financial aid for a maximum of 150% of the credit hours required for the degree.

The length of an undergraduate program at Warren Wilson College is 128 hours. For undergraduate students, 150% of the 128 hours required is 192 hours. If you have attempted more than 192 hours, you will no longer be eligible for federal financial aid.

Graduate students may receive financial aid for a maximum of 150% of the hours required for the degree as well.

You are meeting the Completion Rate Requirement if:

overall attempted credit hours < = 150% of credit hours required for the degree

General Information

Grades of F, W, NC (no credit), or I (INCOMPLETE) are not acceptable for SAP. Therefore, if you have incompletes you will not be making SAP. This is a result of an incomplete GPA and hour evaluation for courses not completed.

Re-establishing Financial Aid Eligibility

The Financial Aid Office will notify students of their failure to meet the standards of this policy. Each student is responsible for knowing their own status, whether or not they receive this notification. If a student is not making SAP, they will be placed on Financial Aid Warning for the following semester. Students who fail to meet the minimum requirements at the end of the Financial Aid Warning semester will be placed on Financial Aid Probation. At that time, they will lose eligibility for federal financial aid until such time that the minimum SAP requirements have been met. All students placed on Financial Aid Probation as a result of the failure to meet these SAP standards have the right to appeal.

- **Financial Aid Warning** is a *warning* that the student has failed to meet the minimum SAP requirements. The student has one (1) semester to meet the minimum SAP requirements. Students will be notified by the Financial Aid Office if they are placed on Financial Aid Warning. **Students may receive federal funds during their warning period. However, students who fail to meet the minimum SAP requirements at the end of the warning period will be placed on Financial Aid Probation.**
- **Financial Aid Probation** is when a student fails to meet the SAP requirements after their warning period. **Students will not receive federal funds during their probation period until they submit all documentation for their appeal, and it is approved.**

Students may receive a maximum of two Financial Aid Probations (non-consecutively) during their academic career at Warren Wilson College. After the second probation, students will no longer be eligible for federal financial aid. Exceptions to this policy must be approved by the Director of Financial Aid.

- **Financial Aid Suspension** is when a student does not meet their academic plan OR make SAP during their Financial Aid Probation period and the student is no longer eligible for federal, state, or institutional aid (including work award which will impact residential status). At this point all financial aid will be canceled for the FA Suspension semester. If the student wishes to remain at WWC, they can pay in full to potentially regain a satisfactory SAP status. Students on FA Suspension are now allowed to live on campus, as they are not eligible for a work award.

Please refer to the Warren Wilson College SAP appeal process. You can find this policy on the Warren Wilson College Financial Aid website. (www.warren-wilson.edu/finaid)

Students who fail to meet the standards of this policy may re-establish their financial aid eligibility at Warren Wilson College in one of two ways:

- *The student can earn the number of credit hours for which they are deficient or improve their GPA without financial aid. **These hours may be earned at WWC, or, they may be earned at another institution and transferred to WWC for any term after the deficiency occurs.*** Students should get prior approval from the Registrar's Office to ensure that courses taken at another

institution will be accepted. After the deficiency is resolved, the student must submit a written appeal requesting the Financial Aid Office to review their eligibility to receive financial aid. Reminder grades are not transferred in, therefore any courses you transfer back to WWC will only affect your hours earned. Thus, if you are not making SAP due to not meeting GPA standards this scenario will not benefit you.

- If there were circumstances beyond the student's control that prohibited the student from keeping the standards of this policy, and those circumstances are now resolved, and those circumstances can be documented, the student may submit a written appeal to the Financial Aid Office, according to the SAP appeal calendar.

SAP Appeal Calendar

To receive financial aid for any semester, you should appeal no later than 5:00 p.m. on the last day of add/drop of the semester you wish to attend.

Once **all documentation** is received by the Financial Aid Office, you should expect an answer within two weeks.

SAP Appeal Process

Warren Wilson College students who are on Financial Aid Probation have the right to appeal.

Students may obtain a **SAP Appeal Form *and the* Financial Aid Probation: Academic Plan Form** from the Financial Aid Office. Both of these forms are required, along with documentation to be considered for an appeal. The appeal documents should be based on one of the following categories:

- **Death in the immediate family or relative**
- **Illness/injury or medical condition**
- **Extenuating/mitigating circumstances (you must include documentation of the circumstances)**

Appeals must include a detailed description of the extenuating circumstances that occurred during the semester in which the student failed to meet this policy. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved. If you do not have documentation of your extenuating circumstance, you will be asked to resubmit your appeal with documentation.

Students are encouraged to contact Academic Support, to develop an **Academic Plan**. This must be submitted with your appeal.

Students will be notified in writing of the decision within two weeks of all documentation being received. ***(Please note that students are responsible for any charges incurred until the appeal committee has rendered a decision.)***

Appeals may be approved or denied.

- **Approved appeals** – A student whose appeal is *approved* will be eligible to receive federal financial aid for the approved semester.
- **Denied appeals** – A student whose appeal was *denied* may take courses at their own expense until they meet the minimum SAP requirements. If an appeal is denied, the student may submit a second appeal to the Director of Financial Aid. Once the appeal has been reviewed by the director, notification will be sent to the student along with any other options available. If an appeal is denied a second time, the student is only eligible for private/alternative loans.

Students seeking to re-establish financial aid eligibility remain ineligible to receive financial aid assistance until the appeal process is complete and a decision has been made by the Financial Aid Office. Students should be prepared to pay tuition, fees, and other educational expenses until they have been approved to receive financial aid.

For further details, please visit the Warren Wilson College Financial Aid Office web page: www.warren-wilson.edu/finaid