

Financial Aid Satisfactory Academic Progress Policy

Students must meet Financial Aid Satisfactory Academic Progress Policy requirements as outlined below to be eligible for federal, state and institutional financial aid.

Requirements*

There are two standards of Satisfactory Academic Progress Policy that are evaluated at the end of each quarter:

1. Pace of Progression—Measured to ensure students complete their program within 150 percent of the expected completion timeframe for federal financial aid, or within 125 percent for state financial aid. **Under no circumstances will students receive state aid beyond 125 percent of published program lengths, or federal aid beyond 150 percent of published program lengths.** Bates Technical College may use professional judgment to exclude up to 45 remedial (90 level) credits for students required to take pre-college level coursework.

2. A 2.0 quarterly Grade Point Average (GPA)—Required to remain in good standing for continued financial aid funding. Students that do not meet Satisfactory Academic Progress will be placed on Financial Aid Warning or Suspension. Students will be notified in writing at the end of the quarter after grades have been posted.

***Please Note:** Washington State aid recipients have different completion requirements to remain eligible for state aid funding. Please refer to the *Washington State Aid* section of this policy.

Pace of Progression

Students must complete a minimum of 75 percent of the quarterly credits attempted and be on track to complete their degree within 150 percent of the expected completion timeframe. Transfer credits are included in the expected completion timeframe, as are attempted or completed credits for which you did not receive financial aid.

GPA

Students must maintain a quarterly GPA of 2.0 (“C” grade) or better to remain eligible for financial aid. **Additionally, any student who has attended six or more quarters must maintain a cumulative college-level GPA (CLGPA) of 2.0 or higher,** or they will lose eligibility for aid until their CLGPA again reaches at least a 2.0. (This requirement may not be appealed.)

Financial Aid Warning

Financial Aid Warning will be assigned when a student has not completed at least 75 percent of their quarterly credits attempted and/or their quarterly GPA is below 2.0. Students on Financial Aid Warning are eligible to receive financial aid for the next quarter of attendance

Academic Warning

Students placed on academic warning will be placed on Financial Aid Warning.



Financial Aid Suspension

Students whose aid has been suspended are not eligible for future financial aid (grants, work study or loans). Financial Aid Suspension will occur when:

- A student who is currently on Financial Aid Warning or Probation, and who still does not complete at least 75 percent of their quarterly credits attempted and/or does not achieve a minimum quarterly GPA of 2.0 in the consecutive quarter.
- A student officially or unofficially withdraws from all classes. Students who withdraw before the 60 percent point in the quarter may have to repay a portion, or all, of their financial aid.
- A student changes their program of study more than two times.
- A student reaches 150 percent of the expected program completion timeframe.
- It is determined that a student cannot reasonably complete their program within 150 percent of the expected completion timeframe.
- A student completes fewer than half of the credits for which their financial aid was received (if enrolled at full time, $\frac{3}{4}$ time or $\frac{1}{2}$ time), or if a student who is enrolled at less than $\frac{1}{2}$ time does not complete all of the credits for which they registered.

Academic Suspension

A student on Academic Suspension is also on Financial Aid Suspension and is not eligible to receive any type of financial aid. An Academic Suspension must be resolved before a Financial Aid Suspension appeal will be considered. Please review the Student Handbook for additional information regarding the college's Student Progress Policy. If a student has received an academic forgiveness for any coursework at Bates Technical College, this does not change the GPA for determining eligibility for financial aid.

Financial Aid Reinstatement

Students whose aid has been terminated may be considered for reinstatement after repaying or making satisfactory arrangements to repay any financial aid debt owed, and after completing, at their own expense, the number of credits required to raise their pace of progression to 75 percent of their cumulative credits attempted. If it is mathematically impossible to meet progression requirements, consideration for reinstatement of financial aid will be denied. If a student's aid was suspended because of low GPA, they may be considered for reinstatement after successfully completing one quarter or at least six fundable financial aid credits with a GPA of 2.0 or higher. Repayment, pace of progression and GPA requirements must be met to be considered for reinstatement. Students are responsible for notifying financial aid once reinstatement criteria have been met. When the student reinstates eligibility in this manner he/she will be placed in warning status for one quarter and will be subject to satisfactory progress criteria.



Financial Aid Satisfactory Academic Progress Appeal

If extraordinary circumstances beyond his/her control prevented a student from meeting the Satisfactory Academic Progress Policy requirements, he/she may submit an appeal requesting reinstatement of financial aid. The appeal must include a letter that explains what prevented the student from successfully completing the quarter and how circumstances have changed or would no longer be an obstacle to satisfactory progress. All appeal requests must include a delivery model from the instructor and/or advisor, and appropriate documentation of the mitigating circumstances. Appeals should be submitted to the financial aid office for consideration. The student should continue to attend their classes, until an appeal decision has been made. The decision of the Appeals Committee is final. Warnings may not be appealed.

Students are limited to no more than two Satisfactory Academic Progress Appeals per academic year.

Financial Aid Probation:

If a student's appeal is approved, his/her financial aid will be reinstated in a probationary status. Conditions may be imposed as part of the approval. If the student does not meet the conditions of the approved appeal by the end of the consecutive quarter, or if he/she fails to meet satisfactory academic progress in any way, his/her financial aid will be suspended.

How is Pace of Progression measured?

The Financial Aid Office will set quarterly enrollment at the end of the fifth day (census) of each quarter. Enrollment is equal to the number of credits attempted for the quarter, as of the census date. At the end of each quarter, the Financial Aid Office will check the Pace of Progression toward degree completion. Quarterly credits completed will be divided by quarterly credits attempted to establish the percentage of completion. Students must complete at least 75 percent of their attempted credits to remain in good standing with the standards set by the Satisfactory Academic Progress Policy.

- **Example 1:** Student is enrolled in 12 credits; completed 9 credits. $9 \text{ divided by } 12 = 75\%$ completion. Student is in good standing for the next quarter.
- **Example 2:** Student enrolled in 12 credits; completed 7 credits. $7 \text{ divided by } 12 = 58\%$ completion. Student's aid will be offered with a "warning" for next quarter.
- **Example 3:** Student enrolled in 12 credits; completed 5 credits. $5 \text{ divided by } 12 = 41\%$. Student completed $<1/2$ of the credits for which financial aid was received. Student's aid is suspended.
- **Example 4:** Student is enrolled in 5 credits (less than $\frac{1}{2}$ time); completed 3. Student enrolled for $<1/2$ time; did not complete all attempted credits. Student's aid is suspended.

Grades of IC (Incomplete Grade), NC (No credit) or 0 are not considered completed credits, but they *do* count as *attempted* credits. *Pace of Progression is based on 75 percent of all credits attempted versus credits earned. Extensions up to the 150 percent expected completion timeframe refers only to students receiving Pell Grants. (State Need Grant may only be extended up to 125 percent.) Loans are not allowed beyond 100 percent of the published program hours.*



Washington State Financial Aid Satisfactory Academic Progress Requirements

Qualitative Standards

At the end of each quarter, all students receiving state aid must be in good standing with the college and maintain a minimum cumulative GPA of 2.0 or higher. Students who fail to meet this standard may be placed on “warning” status for one quarter. Students are still eligible to receive financial aid while on warning.

Quantitative Standards

At the end of each quarter, students must have completed at least half of the credits for which their financial aid was awarded. **Any student who does *not* complete at least half of the credits for which they received aid will be suspended.**

Financial Aid Warning

The student will be placed on warning if they complete greater than half, but less than full credits for which they were awarded.

A student in warning status is eligible to receive aid the following quarter, but must successfully complete 100 percent of the credits required for his/her enrollment level. For example, if awarded at full time (12 or more credits per quarter), a student on warning must complete no fewer than 12 credits in the consecutive quarter. A student who fails to do this will be placed on suspension.

Financial Aid Suspension

A student will be suspended if, while on warning, they again fail to complete the minimum number of credits for which their financial aid was received. A student will also be suspended any time they fail to complete at least half of the credits for which their financial aid was received. Students who are in suspended status are ineligible to receive SNG, SWS, CBS, PPS, for future quarters.

Maximum Time Limit

Washington State aid (SNG/SWS/CBS/PPS) recipients may not exceed 125 percent of the published length of their program. All attempted credits are included in this count, as are transfer credits, whether or not you received financial aid for them. If a student is still completing degree requirements beyond 125 percent of their program requirements, they will not be eligible to receive SNG, SWS, CBS, PPS. State Need Grant will not be awarded if a student has received five years of term usage.

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