



2024-2025

Satisfactory Academic Progress (SAP) Standards

Federal and state financial aid regulations require schools to set minimum standards for Satisfactory Academic Progress and to hold students accountable for meeting those standards. Satisfactory Academic Progress is checked prior to awarding aid, even if students did not receive financial aid in past quarters. It is also checked at the end of every quarter for which financial aid is received. **Satisfactory Academic Progress is measured two ways: 1) Qualitative and 2) Quantitative.** This document outlines the requirements for financial aid Satisfactory Academic Progress at Centralia College.

Qualitative Measurements

All students receiving financial aid must be in good standing with the college and must maintain a minimum 1.5 quarterly GPA and 2.0 cumulative GPA. Students failing to meet this standard will be placed on "**suspension**".

Quantitative Measurements

All students receiving financial aid must complete all courses they are enrolled in and awarded for. Failure to complete some or all classes may place a student on "**warning**" or "**suspension**".

Warning Status: A student will be considered on "**warning**" status if he/she completes more than 67% of their credits, but less than the full credits for which they were awarded for the quarter.

Suspension Status: A student is considered "**suspended**" and ineligible for future quarters if they:

- complete less than 67% of the credits for which they were awarded for the quarter
- their cumulative pace of progression falls below 67%,
- earn less than a 1.5 quarterly GPA,
- earn less than a 2.0 cumulative GPA, or
- while on warning status the student fails to complete all credits enrolled in for that quarter.

A student earning 0 credits, with a 0.0 will automatically be suspended and most likely will have to repay financial aid funds they received.

Quarterly SAP Credit Requirement			
<i>If you are funded for:</i>	<i>Meeting SAP is earning:</i>	<i>Warning Status</i>	<i>Cancellation Status</i>
full-time (12+ credits)	12 credits	6-11 credits	0-5 credits
three-quarter time (9-11 credits)	9 credits	5-8 credits	0-4 credits
half-time (6-8 credits)	6 credits	3-5 credits	0-2 credits
less than half time (5 or less credits)	earn all funded credits	no warning available	earn less than funded credits

PACE OF PROGRESSION (related to Maximum Time Frame for program completion)

Included under the Quantitative Measurements is the federal requirement to track **Pace of Progression**. This is a measurement of the maximum length of time a student is eligible for federal financial aid in order to complete their program of study. To meet the Pace of Progression a student must complete a *minimum* of 67% of attempted credits. This is calculated by dividing a student's cumulative completed credits by cumulative attempted credits. Grades of "**I**" (incomplete), "**Y**" (course in progress), "**N**" (audit/non credit), "**W**" (official withdrawal) on or before the last class day do not count as completed credits.

SAP Progression* Requirement (67% or greater)	
Meeting SAP is earning at least 67% or more of funded credits	67% or greater
Suspension Status is earning less than 66.99% of funded credits	0% - 66.99%

*Progression is measured by dividing earned credits by attempted credits.

Enrollment Intensity Level - Census Policy Definitions

Financial aid amounts are initially awarded assuming a full time enrollment level (12+ credits). Financial aid is available at levels below full-time. An [Enrollment Level Revision Form](#) can be submitted on-line if a student needs their aid adjusted for a less than full-time enrollment status.

Beginning with the 24-25 aid year, the Pell Grant, Washington College Grant and College Bound Scholarship will no longer be based on enrollment status. Instead, disbursement amounts will be calculated using Enrollment Intensity - which is a percentage value based on the number of credits a student is enrolled in (rounded to the nearest whole percent) at **Census***. The chart below illustrates how enrollment intensity is determined based on credit load:

Credit Hours	Enrollment Category	Enrollment Intensity
12 (or more)	Full-Time	100% of the award
11	Three-Quarter Time	93% of the award
10		82% of the award
9		75% of the award
8	Half-Time	67% of the award
7		58% of the award
6		50% of the award
5	Less than Half-Time	42% of the award
4		33% of the award
3		25% of the award
2		17% of the award
1		8% of the award

***Eligibility for some federal and state grant aid is based on the type of aid and the number of credits enrolled in as of the Census dated, which is the 10th day of the quarter (8th day summer quarter), or the number of credits a student is registered in when the financial aid award is made, if after the Census date.**

QUARTER	Census* Date
Summer 2024	July 15, 2024
Fall 2024	October 4, 2024
Winter 2025	January 17, 2025
Spring 2025	April 18, 2025

Enrollment levels are verified after Census. If a student does not submit the Enrollment Level Revision Form prior to Census, then their award amounts will be adjusted to reflect the correct enrollment level as of this deadline. If a student's aid was disbursed at an incorrect enrollment level, paid toward classes that were not required to complete the student's degree with Centralia College or the student did not attend class, they will owe a repayment of financial aid to the college and will be billed accordingly. It is the students responsibility to check with the financial aid office to verify how schedule changes may affect their financial aid. Faculty and staff other than financial aid staff are not required to know financial aid policies.

Audit status, Running Start, high school completion, ESL, ELP, Basic Skills, Tech Prep, continuing education credits, and pre-requisite credits required to transfer to another school if a student does not have elective room in their program are not financial aid eligible and do not count towards a students enrollment level and funding amounts.

Maximum Terms of Eligibility:

Federal Pell program has a lifetime eligibility limit of 600%. State aid programs (Washington College Grant, College Bound Scholarship, and Passport to Careers) have a maximum term usage of 18 full-time quarters/12 full-time semesters/or the equivalent.

Maximum Time Frame - Associate and Certificate Programs:

Students will no longer be considered eligible for financial aid when the number of credits they have attempted equals 150% of the credits required for their degree, rounded down to the nearest whole credit. All attempted courses are counted, including in-completes, withdrawals, unofficial withdrawals, failed courses, audit classes, repeated courses, and transfer credits.

Running start and transfer credits accepted from other institutions or from a previously completed program at Centralia College will count toward the time limit requirement. The following courses do not count toward the time limit requirement: Basic Skills, ESL, non-credit courses and up to 45 credits of college prep (see Developmental Courses below).

Developmental Courses:

For financial aid purposes, "for-credit developmental courses" are English, Math, Reading and Student Development courses which are below the 100 level. Also included are those courses that are pre-requisite to a certificate/degree counting required course, e.g. PSYC 100 for PSYC 200. Developmental courses are included in GPA/qualitative and Pace of Progression/quantitative standards. A maximum of 45 for-credit developmental credits will be excluded from the maximum time-limit requirement.

Changing Program of Study:

If you stop pursuing a program of study and switch to another one, your attempted credit count will not start over. All previously attempted credits will count toward the maximum allowed for your new program of study. You can submit a Request for Change form if you have attempted less than 30 credits towards one program upon switching degrees. You will be required to submit an appeal if you have attempted a year or more (30-45 credits or more) towards one program upon switching degrees.

Previous Degree: Any student with a bachelor degree must appeal for a second educational certificate/degree.

Institutional funds are the only funds available to students with a prior bachelor degree. Students with a prior associates degree may be required to appeal for a second program of study depending on the degree they are pursuing. Please check with the Financial Aid Office if you have a prior associates degree. Students with prior certificates of completion qualify for a second certificate or degree, and are not required to appeal.

Repeated Coursework:

A retake of coursework using financial aid may be permissible under certain circumstances. Any repeated coursework must be a class required for the completion of a degree at Centralia College. A repeat will be funded once for any class that has not been passed previously (earned less than 1.0 or W grade). However, financial aid will not fund a repeat of a passed class that counts towards a students degree, except when a pre-requisite requirement of 2.0 is needed to advance to the next course in the sequence.

A reduction or repayment of financial aid may be required if it is determined that a student is repeating a course that does not qualify to be repeated. Each time a class is repeated, whether or not financial aid paid for the course, that attempt counts toward the total attempted credits and potentially impacts future funding under the Maximum Time Frame limitations.

Commencement of Attendance:

Students are expected to attend all classes. Failure to commence attendance in any class will result in your withdrawal and will have the potential for you owing some or all of your funding. It is your responsibility to notify your instructor(s) if you are unable to attend class.

Dual Program Enrollment:

Dual program enrollment happens when students are pursuing two programs simultaneously. At Centralia College, students may only pursue and receive financial aid for one program of study at a time. For example: when students pursue our selective admission Nursing program, they often are pursuing another program, in case they are not accepted into the Nursing program. For clarification or questions contact the Financial Aid Office.

0 credits earned and/or 0.00 quarterly GPA:

If you drop all of your classes during a quarter (or stop attending all classes) you will lose your future financial aid eligibility. It is also highly likely you will OWE money back to federal and state programs as well as the institution. When this happens you will not be able to enroll at Centralia College until the money is paid back. If you owe federal funds you will not be able to receive financial aid at ANY college/university. Once your debt is paid, you may appeal for reinstatement of financial aid.

Repayment Dates for Withdrawals or earned 0.00 GPA's

QUARTER	REPAYMENT DATE* (R2T4)
Summer 2024	August 2, 2024
Fall 2024	November 10, 2024
Winter 2025	February 20, 2025
Spring 2025	May 22, 2025

*Students who officially withdraw or stop attending all classes on or before this date may be required to repay a portion of the financial aid funds they received. Please review the Refund Repayment Withdrawal Policy for further guidance.

Earning Reinstatement after Being Suspended from Financial Aid Eligibility

If you are suspended from financial aid eligibility for reasons other than having reached the time limit requirement, you can earn reinstatement one of two ways:

Earn Reinstatement on a “Probationary” Status via the Appeal Process:

Submit and secure approval of a written documented appeal for reinstatement. The appeal should be based on unusual or extraordinary circumstances beyond your control that can be documented. Appeal forms are available on line, on the Centralia College Financial Aid home page under “Forms”. If you were suspended after being on warning, you can include any applicable unusual or extraordinary circumstances in your petition, that led to your being placed on warning. If you submit an appeal and it is denied, you must earn reinstatement on your own (see below).

Earn Reinstatement on Your Own:

Register and take classes at your own expense until you meet the GPA/qualitative and Pace of Progression/quantitative requirements needed to complete your degree. For example, your cumulative GPA is a 2.0 or above and the total attempted credits versus your completed credits must be 67% or greater. Please note that a student must enroll in the number of credits they would like financial aid to reinstate. If wanting full-time enrollment, the student would need to complete 12 or more credits on their own. Although a student may meet the requirements to reinstate under this option, **reinstatement is not automatic**. Students must notify the Financial Aid Office in writing, using an appeal form, stating that she/he is believed to have earned reinstatement. Reinstatement will not be granted until a complete review has been performed by the Financial Aid Office.

Financial Aid Status Definition

- **WARNING:** Students on warning are eligible for financial aid. A student placed on warning must successfully complete all registered courses (as of the 10th class day, [census date]) in the following quarter, while receiving financial aid. Failure to do so will result in suspension from financial aid and the student will no longer be eligible for financial aid.
- **SUSPENSION:** Students in suspension status are not eligible to receive financial aid funds. Review “Earning Reinstatement” for information on how to submit an appeal if you were suspended due to exceptional circumstances.
- **PROBATION:** Students on probation have had an Appeal for Financial Aid Reinstatement approved and are required to follow specified conditions to maintain good standing. Failure to meet these conditions during the probationary period will result in cancellation of student financial aid for all future quarters.
- **PACE OF PROGRESSION:** Refers to student’s rate of progression toward completing his/her degree requirements at Centralia College. This pace is determined based upon reviewing the cumulative credits completed versus cumulative credits attempted each quarter.