



# Financial Aid

## Satisfactory Academic Progress Policy

### 2018-2019

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#### FACTS TO KNOW:

Financial aid will only pay for required classes in eligible programs at Green River.

Subsidized loan eligibility for new borrowers is limited to a student's 150% timeframe. Students must complete a certificate or degree within the 150% timeframe AND show official program completion. Otherwise, you will lose the interest subsidy on your loan. Your successful completion will save you money!

High school completion, continuing education, adult basic education, transitional studies (below TS 101) and/or ESOL are NOT eligible for financial aid. Apprenticeships do not qualify for financial aid.

Students at Green River College are required to maintain *Satisfactory Academic Progress* in order to be eligible for aid and receive financial aid. This policy defines what is meant by satisfactory academic progress. The college will look at all attempted credits regardless of the source of tuition payment. Per Department of Education policy, the Financial Aid Office is not allowed to recognize grade forgiveness.

***If you have any questions or concerns about this policy and how it pertains to you, please contact the Financial Aid Office. It is your responsibility to understand and comply with this policy as it directly impacts your eligibility to receive financial aid funds.***

Green River's policy consists of three basic requirements:

**GRADE POINT AVERAGE:** Students are expected to maintain a minimum grade point average (GPA) of 2.0 each quarter. Students are also required to have a minimum cumulative GPA of 2.0 at the end of the second academic year (six quarters) and thereafter regardless of enrollment level (i.e., the number of credits for which a student has registered).

**PACE OF PROGRESSION:** Students must successfully complete the highest number of credits attempted each quarter based upon the chart below. To complete a program in the allowed timeframe and maintain financial aid eligibility, students need to complete at least 67% of their attempted cumulative credits. All program credits (including transfer and developmental/below college level) will be taken into consideration whether or not aid was received.

**MAXIMUM TIMEFRAME:** Students will have time limits for completing their programs of study. Students can be considered eligible for financial aid for the equivalent of 150% of a program's length which includes all attempted college level credits (125% for state financial aid purposes). "Program" includes all pre-requisites, any changes in degrees or certificates and transfer credits that apply toward the program at Green River. Normally, changing to a different program of study will not start a new 150% timeframe\*(125% for state financial aid purposes).

The following chart shows the number of credits needed to maintain good academic standing each quarter:

One Quarter of Enrollment	Full Time 12 + Credits	Three- Quarter time 9 – 11 Credits	Half-Time 6 – 8 credits	Less Than Half-Time 5 or fewer credits
<b>Good Standing 2.0 + GPA</b>	Completed 12 credits	Completed 9 credits	Completed 6 credits	Must complete all credits
<b>Warning Status GPA = 1.5 – 1.99</b>	Completed 6 – 11 credits	Completed 5 – 8 credits	Completed 4 – 5 credits	No Warning
<b>Termination Status GPA = 0.0 – 1.49</b>	Completed less than 6 credits	Completed less than 5 credits	Completed less than 4 credits	Less than attempted credits

## Timeframe and Academic Progress

A **timeframe** usually means nine (9) full-time quarters of attendance for a 90 credit program (100 level classes and above) for an Associate Degree. Baccalaureate Degree students will be allowed an additional nine (9) quarters for the junior and senior years. Attempted credits are counted even when they do not show on the grade transcript.

The timeframe will be expanded for students enrolling part-time. If attending **three-quarter time** (9-11 credits), Associate Degree students can receive financial aid for 12 quarters of attendance. If attending **half-time** (6-8 credits), Associate Degree students can receive financial aid for 18 quarters of attendance. If choosing to attend **less than half-time** (5 credits or less), Associate Degree students can receive financial aid for up to the equivalent total of the first 9 full-time quarters of attendance. Part-time enrollment is counted as  $\frac{1}{4}$ ,  $\frac{1}{2}$  or  $\frac{3}{4}$  of a quarter.

Transfer credits will count toward the overall financial aid eligibility and timeframe. Grades from transfer credits are not included in the cumulative grade point calculation.

Financial Aid *only* covers classes which count toward the eligible program of study at Green River. Certificates with fewer than 24 credits cannot be covered. Students wanting to drop classes should do so prior to the start of the quarter as dropping classes will affect eligibility, and students may owe a repayment of grant funds.

**\*Program Change Exception:** With prior permission from the Financial Aid Office, students may make ONE program of study change to allow an additional three quarters of financial aid eligibility

**Warning:** If you change your program of study and cannot complete your new program within the original 150% timeframe (125% for state financial aid purposes), you will lose eligibility for financial aid (aside from the program change exception listed above).

The following information details how warning status and termination status will affect your financial aid eligibility.

**Good Academic Standing** (2.0 GPA or higher) and completion of credit level:

- Students must continue to complete attempted credits and maintain a 2.0 quarterly GPA to receive aid. If struggling, contact your academic advisor or the Financial Aid Office as soon as possible to find out how we can assist you.

**Warning Status** (GPA = 1.5 to 1.99) and/or reduction in completed credit level:

- Students on warning status are eligible to receive aid for the following quarter.
- Students are placed on warning status for not completing their attempted credits (as noted on the chart) and/or having a quarterly GPA between 1.5 and 1.99.
- Students are allowed only two warnings (Associate Degree), a third quarter of warning will make students ineligible for aid. BAS students may have two more warnings at the junior/senior level.
- The two warnings **cannot** be back-to-back. Back-to-back warnings will result in termination of eligibility.



**Termination Status** (GPA = 0.0 to 1.49): Students are NOT eligible to receive grants, loans or work-study funds.

- Because quarterly GPA and credits completed determine a student's academic standing, termination status can occur after the first quarter of attendance. Warning status does not necessarily occur before termination.
- If students have had two quarters of warning status, they will lose financial aid eligibility the next time classes are dropped or the quarterly GPA falls below 2.0. The two warning quarters cannot be back-to-back. During the junior and senior years, a Baccalaureate Degree student will lose financial aid eligibility with a third warning.

- If students completely withdraw either officially or unofficially after the fifth class day of the quarter and complete “0” credits, they will lose eligibility for financial aid. Repayment of all or part of the grant funds (used for tuition and fees or disbursed to the student) may also be required if students did not earn the aid received.
- Dropped classes during the 100% refund period are non-punitive if all financial aid funds, including any funds refunded to the student, are recovered.
- If students fail to complete the required credits indicated on the chart, the quarterly GPA drops below 1.5, or the cumulative GPA is less than 2.0 at the end of the second academic year (six quarters), students will lose eligibility for aid.
- If students do not complete their programs of study within the allowed timeframe, their eligibility for aid will expire.

## Repayment Obligations

**Census:** Eligible enrolled credits are counted on the tenth day of Fall, Winter and Spring quarters. The Summer quarter census date varies. Financial aid pays tuition and begins disbursing funds the first day of the quarter. Students who add or drop classes during the first ten days of the quarter may change their enrollment level and require a recalculation of grant eligibility. The Financial Aid Office will pay additional grant funds for students adding classes to a higher enrollment level (such as part-time to full-time). Students dropping to a lower payment level will be considered “overpaid” **and will be responsible for repaying the overpayment.**

**Repayments:** Students who officially withdraw or stop attending all classes will be billed for the amount of aid they were not eligible to receive. Repayment of all or part of the funds used to pay tuition and fees or disbursed to the student can be owed. Aid is earned based upon the number of days of class attendance or online participation. Students who receive funds and never begin attendance in classes will be billed for 100% of their financial aid award amount. Students owing money to the college are blocked from future enrollment and will remain blocked until repayment has been made.

If the debts are not paid, they will be referred to an agency for collection.

## Appealing Loss of Financial Aid Eligibility

Failure to maintain good academic standing may be the result of circumstances beyond the student’s control. In cases of illness, injury, a death in the family or unusual circumstance, students may appeal their loss of financial aid eligibility to continue their financial aid by filing an **Academic Progress Petition** to request reinstatement of financial aid. The appeal form (petition) is available [online](#) or in the Financial Aid Office. Students must show they are able to complete their programs with a minimum 2.0 GPA in the allowed time-frame in order for the appeal (petition) to be approved. If reinstated, they may be asked to develop an educational plan which may include enrolling part-time or taking developmental course work. After an appeal has been approved, students will be placed on probation status, and they must restore their good academic standing within one quarter. Students may **NOT** file another appeal (Petition) for lack of academic progress at the end of a probationary quarter.

The last day to submit a completed appeal is by the 5th day of the quarter. They will be reviewed by the 10th day of the quarter, and students will be notified with the decision via email. For Summer quarter, appeals should be completed during the first week of the quarter or sooner.

## Reinstatement of Financial Aid

Unless an appeal is approved, students who have not maintained satisfactory academic progress are not eligible for financial aid. Students are required to pay their own tuition. To reinstate financial aid eligibility a student must:

- Successfully complete all classes (see below for minimum credits needed) in a subsequent quarter with a 2.0 GPA or higher, with no dropped classes. The cumulative GPA must be at least 2.0 at the end of the second academic year (six quarters) regardless of enrollment level. Students must be able to successfully complete their programs of study within the allowed financial aid timeframe.
- If enrolled the *prior quarter for 12 or more credits*, they must enroll, pay for, and successfully complete **6 or more** credits. If enrolled the *prior quarter for 11 credits or less*, students must enroll, pay for, and successfully complete **5 or more** credits (without dropping any classes).

**Please notify the Financial Aid Office as soon as you believe you have satisfied the above requirement so that your eligibility status can reviewed.**

## Additional Information about Green River’s Satisfactory Academic Progress Policy

- Students may receive financial aid to take up to 45 credits of developmental coursework (courses below 100 level).
- Financial aid will pay for students to repeat a class **once** if the original grade was less than 3.5. Financial aid will also pay to retake a class with an “I” (incomplete) grade if re-registered in the class.
- Grades of **0.0 – 0.9, I, N, W, NC, or Y** do not count toward completed credits.
- Adult Based Education (ABE), G.E.D. Preparation, English for Speakers of Other Languages, Continuing Education, some High School completion classes, and Parenting classes are not eligible for financial aid and do not count toward attempted credits for the period of enrollment. Apprenticeships do not qualify for financial aid unless they are required credits for an approved certificate or degree.
- If financial aid applications are completed late in the year, students may be paid retroactively for the quarters already completed during the current academic year, as long as they were considered in good academic standing for the prior quarter(s) and at the time the financial aid eligibility is determined.
- Students must be working toward an eligible degree or certificate program to receive financial aid, and all classes must apply toward the degree or certificate program at Green River.
- If students have documented disabilities, they can be allowed reasonable accommodations to make up credits and improve grades. These decisions will be based on individual circumstances and determined by the Financial Aid Office.



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Green River College is committed to a policy of nondiscrimination in employment and educational opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, creed, color, national origin, gender, gender identity, sexual orientation, age, marital status, religion, disability, genetic information or any other unlawful basis.

Harassment of an individual or group on the basis of race, creed, color, national origin, gender, gender identity, sexual orientation, age, marital status, religion, disability, genetic information or any other unlawful basis has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Green River College is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior.

Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).