

WARREN COUNTY COMMUNITY COLLEGE

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Federal Regulations require institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving financial aid.

Students will be expected to achieve certain minimum levels of progress toward the successful academic completion of course requirements for a degree or certificate. Progress is measured both qualitatively and quantitatively. To ensure that a student is making sufficient progress throughout their course of study, a maximum time frame divided into increments is required.

The Financial Aid Office will evaluate satisfactory academic progress once each academic year. At the end of each Spring Term all students who have attempted 12 or more hours, and are failing to make satisfactory academic progress, will be informed, in writing, of their ineligibility to receive future financial aid at the college.

At WCCC, the standards for maintaining SAP are as follows:

- **Qualitative Standard**

Federal regulations require students to attain a minimum cumulative grade point average (GPA). This GPA standard must be at least as stringent as the College's GPA requirements. The College has developed a graduated minimum GPA requirement, as shown on the next page, which increases along with the number of credit hours attempted. Developmental credits are not included in the GPA.

- **Quantitative Standard**

Federal Regulations also limit receipt of federal financial aid to no more than 150% of the course work required for any particular degree or certificate. For example, a student taking an Associate Degree program of 66 credits will not be eligible for any financial aid above the 99th credit attempted. Developmental/remedial courses will not be included in the hourly limitation. Transfer credit accepted towards a certificate or degree program will be included in the hourly limitation.

Satisfactory completion is defined as a letter grade of A, B, C, D or P. Unsatisfactory completion is defined as a letter grade of F, I, W, WF, WP or XF.

Students in non-credit programs also are subject to the 150% rule. For example, if the program is 600 clock hours, the student may receive financial aid for up to 900 clock hours of study

WCC Qualitative and Quantitative Standards for Satisfactory Academic Progress

Below is a summary of the qualitative and quantitative standards that the College will follow for students in **A.A., A.S. and A.A.S. programs**:

Credits Attempted	Credits Earned	Cumulative GPA
0-11 credits	----	----
12-18 credits	50.0%	1.4
19-36 credits	66.6%	1.6
36-48 credits	66.6%	1.8
49 + credits	66.6%	2.0

Below is a summary of the qualitative and quantitative standards that the College will follow for students in **Credit Certificate programs**:

Credits Attempted	Credits Earned	Cumulative GPA
0-11 credits	----	----
12-18 credits	50.0%	1.4
19-24 credits	66.6%	1.6
25 + credits	66.6%	2.0

Below is a summary of the qualitative and quantitative standards that the College will follow for **Non-Credit Career programs**:

- Students in non-credit programs must maintain a passing grade and must complete their program within 150% of the clock hours of their program.
- Non-credit students should consult with the Financial Aid office for details on their specific course of study

Remedial Courses

Remedial Courses do not count in the calculation of attempted hours or in a student's GPA. Students may attempt no more than one year's worth (24 credits of remedial courses) under the SAP policy.

Transfer Credits

Transfer Credits will count towards credits attempted, although they will not be computed into the GPA average. Students may appeal to remove from the quantitative standard any transfer credits that do not apply to their current degree program.

Withdrawal Grades

A student who officially withdraws from a course will receive a “W” grade, which will not affect the student’s GPA. After the 10th week and before the final week, withdrawals will not affect the GPA as long as a student receives a WP (Withdrawal with passing). A WF will be considered an F grade and calculated in a student’s GPA. All withdrawal classes are counted in the number of credits attempted.

Medical Withdrawal

A medical withdrawal, with appropriate documentation, will not count toward the student’s academic progress. Students with medical issues should contact financial aid.

Incomplete Grades

A grade of incomplete (I) may be reported for a student who has carried a course with a passing grade until the end of the semester, but due to illness or other unusual and substantiated cause has been unable to complete the final examination or some limited amount of assigned work.

Academic Forgiveness

Credits and grades removed as a result of Academic Forgiveness will not be counted under Satisfactory Academic Progress.

Audit Grades

Students cannot receive financial aid for audited courses.

SATISFACTORY PROGRESS, PROBATION AND SUSPENSION STATUS

Satisfactory Progress: Students whose credits earned and cumulative GPA meet or exceed the SAP requirement are considered to be making satisfactory progress.

Probation: Students who do not earn course credits in a progressive manner and/or achieve the cumulative GPA requirement for SAP will be placed on probation for their next semester. The student may continue to receive financial assistance, but they will not be eligible for loans.

Students who meet the SAP standards at the end of the probationary semester will be restored to Satisfactory Progress. Students who do not meet the SAP requirements at the end of the probationary period will be placed on Suspension.

Suspension: Students who do not meet SAP after the conclusion of their probationary semester will be placed on suspension. During this time, the student will not be eligible for financial aid. Eligibility for financial aid will be returned when the student meets the SAP standards.

Termination: Students who have exceeded the maximum credits permitted for their degree or certificate program may no longer be eligible for financial aid. Students who have completed their degree program are no longer eligible for financial aid.

APPEAL PROCESS

All students have the right to appeal the limitation or loss of financial assistance. If there are extenuating circumstances that prevent a student from achieving satisfactory academic progress, the student should submit an appeal to the Financial Aid Office.

The Financial Aid Office will notify any student placed on probation, suspension or whose aid has been terminated. A Financial Aid Appeal Eligibility form will be included in this notification. To submit an appeal:

- A) Complete the Financial Aid Appeal Eligibility form and include any supporting documentation related to the appeal.
- B) Forward the appeal by the date listed on the appeal form to:

Financial Aid Eligibility Appeal
Director of Financial Aid
Warren County Community College
475 Route 57 West
Washington, NJ 07882

Appeals Committee

An Appeals Committee, consisting of representatives from Financial Aid, Finance, Student Services and Academic Affairs will review each appeal and render a decision within one month of receipt of the appeal request. The decision of the Appeals Committee is final.

Questions

Students who have any questions on this process should contact the Financial Aid Office at (908) 835-2456. Students who have any questions regarding their grades or credits awarded should contact Student Services at (908) 835-2300.