



## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FEDERAL STUDENT FINANCIAL AID**

Northwest College has established the following policy to define and administer satisfactory progress as determined in the Higher Education Act, Section 668.16. This policy establishes the criteria to receive funding from the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Leveraging Educational Assistance Partnership Program Grant, Federal College Work Study, and the Federal Family Education Loan Program. **All courses attempted** by the student will be included in the determination of satisfactory academic progress, regardless of whether or not the student received financial assistance for the period of enrollment. Standards for retention and renewal of scholarships are noted separate from this policy and are on each specific scholarship award/acceptance letter.

A student receiving federal financial aid must be admitted as a regular student in a program of study leading to a degree or certificate at Northwest College. For federal financial aid to be awarded and disbursed, a student must be enrolled in:

- Full-time funding – 12 or more credits
- Three-quarter time funding – 9 to 11.5 credits
- Half-time funding – 6 to 8.5 credits
- Less than half-time funding – 1 to 5.5 credits

### **Academic Progress**

Students must demonstrate satisfactory academic progress toward degree completion based upon funding status. Students' academic progress will be monitored at the end of each semester. All students are expected to complete **at least the minimum credits** for which funds were disbursed:

- 12 credits for full-time enrollment
- 9 credits for three-quarter time enrollment
- 6 credits for half-time enrollment
- Original credits enrolled for less-than-half-time enrollment

**Students must maintain a minimum cumulative** grade point average of 2.0.

### **Midpoint Academic Progress**

Mid-term grades will be monitored for any student receiving financial aid disbursements after the mid point of the semester. Attendance will be verified with instructors for any student who receives grades of U, F or I in all classes in which he/she is enrolled. Any remaining financial aid disbursements may be withheld until verification of attendance is determined, and if required, funds will be returned to the appropriate Title IV programs as required by statute.

**Successful completion** of a course is defined as grades of A, B, C, D, S, or P and these are considered as attempted and earned hours. Grades of U, F, Incomplete, Dropped and Withdrawal are counted as attempted but **not** counted towards successful completion or earned hours. Classes taken for Audit/No Credit are not counted toward hours successfully attempted or completed and are NOT fundable for federal financial aid. Transfer credits and courses taken in conjunction with another institution through a consortium agreement are counted as attempted and earned credit.

A student **may be funded for a maximum** of 30 credits of less-than-college level courses (remedial, enrichment & ESL courses).

Students **can be funded for any repeated class only one time** (in addition to the original enrollment in that class). Northwest College will not include a course taken for the third time in a student's cost of attendance or for awarding purposes. Repeated courses are counted as attempted & completed courses.

### **Maximum Time Frame**

Federal regulations allow a student to be funded for no more than 150% of the published length of the educational program. Students are expected to complete their program of study within a specified time frame. Students pursuing an Associate of Science, Associate of Arts or an Associate of Applied Science degree will be eligible for funding up to a maximum of 96 attempted credits. Students pursuing a one-year Skill Certificate will be permitted to receive financial assistance up to a maximum of 48 attempted credits. **All credits attempted** by the student will be included in the calculation of annual satisfactory progress credits regardless of whether or not the student received financial assistance for the period of enrollment. **Transfer credits** are also included in the attempted and completed maximum time frame credits. Federal financial aid funding for students pursuing a second degree program may be funded on an individual, case-by-case basis. (See **Appeal**.)

**Probation**

Students who fail to meet the minimum credit **and/or** GPA requirements will be placed on financial aid probation if they have successfully completed at least 50% of the original credits attempted at the end of the fall term, or at the end of the spring term if not enrolled for the fall term. Students placed on financial aid probation will be allowed to receive an additional semester of financial aid if they are eligible to receive federal financial assistance. Students successfully completing the credit hour requirements for their funding level with a semester grade point average of 2.0 or higher and a cumulative grade point average of 2.0 at the end of the probationary semester will be removed from financial aid probation. Students who are unsuccessful in meeting the credit hour **and/or** grade point average criteria will be placed on financial aid suspension.

**Suspension**

Students will be placed upon financial aid suspension for the following reasons:

- failing to complete at least 50% of original credits attempted for the semester
- failing to meet minimum GPA or credit hour requirements for two consecutive semesters of enrollment
- attempted credits in excess of a maximum of 96 credits for pursuit of AAS, AS, AA or a maximum of 48 credits for pursuit of a Skills Certificate

Any student placed on financial aid suspension must complete 12 credit hours with a minimum 2.0 cumulative semester grade point average at their own expense to re-establish eligibility for federal financial aid.

**Withdrawals and Total "F" Grades**

If a student officially withdraws from all classes or receives grades of "F"s" or "I"s" in all classes in which he/she was enrolled for the semester, the student will be placed on financial aid suspension, and must meet the requirements noted to re-establish financial aid eligibility. Students withdrawing from classes or receiving total "Fs" may also be required to repay a portion or all of the financial aid in accordance with Federal Return of Title IV Funds regulations.

**Appeal**

On a case-by-case basis, the Financial Aid Office may allow exceptions to these standards through the Appeal Process. Students must file an Appeal Petition explaining extenuating circumstances, and provide documentation supporting circumstance of the appeal.

Students may request a waiver of the maximum time frame requirement by filing a Maximum Time Frame Appeal/Second Undergraduate Degree Petition. Students are required to provide a degree audit completed by the Registrar's Office with their appeal application.

Appeal petitions are available in the Financial Aid & Scholarships Office (ORB 104). Petitions will be reviewed and written response will be mailed to the student.

\* Students may be granted a maximum of three appeals for all types of appeals at NWC.

**Changes in Satisfactory Academic Progress Standards**

Changes to any of the specific provisions of these standards may be made at any time, without publication, due to changes in Federal, State or Institutional regulations or policies.

Federal guidelines restrict the release of academic transcript information and financial aid suspension status to only the student.

***My signature below indicates that I have received a copy of the Satisfactory Academic Progress Standards policy for financial aid at NWC and that I understand that I am responsible for the information herein as well as any other information I receive expressly concerning a particular aid program. I further acknowledge that it is my responsibility as a recipient to be aware of these requirements and to inform the NWC Financial Aid Office of any significant change in my enrollment status or class attendance.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Further information can be obtained by contacting the Financial Aid & Scholarships Office either in writing or in person.

**Financial Aid & Scholarships Office**  
[financialaid@northwestcollege.edu](mailto:financialaid@northwestcollege.edu)  
[www.northwestcollege.edu/financialaid/](http://www.northwestcollege.edu/financialaid/)  
**231 West Sixth Street, Powell, WY 82435-1895**  
**307.754.6158 or 800.560.4692, ext. 6158**

Northwest College does not discriminate on the basis of age, race, religion, gender, sexual orientation, national origin, disability, or veteran status in its programs and activities. We are an Equal Opportunity Employer and Institution (EOE/EOI). Inquiries concerning Title VI, Title IX, Section 504, and ADA should be directed to the NWC Compliance Officer, Vice President of Administrative Services, 231 West Sixth Street, Powell, WY 82435-1895, 307.754.6404, or the Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd. #310, Denver, CO 80204-3582 – Telephone: 303.844.5695 FAX: 303.844.4303; TDD: 303.844.3417; E-mail: OCR\_Denver@ed.gov.