

Once you receive financial aid, you are expected to successfully complete your classes. This means you will:

- ✓ Register only for credits required for your program of study here at Highline College.
- ✓ Maintain a cumulative 2.0 grade point average.
- ✓ Complete at least 67% of the credits you attempt.
- ✓ Complete your degree or certificate within 125% of your program length.

### 1. Overview of Financial Aid Satisfactory Academic Progress Policy Standards

There are three standards of Satisfactory Academic Progress (SAP) evaluated at the end of each quarter and/or annually during the yearly eligibility review. Students must meet these academic standards to maintain eligibility for federal, state, and institutional financial aid. Students who do not meet the SAP policy standards lose eligibility and are placed on financial aid Suspension; work-study, student loans and all grants are cancelled. Students are notified of their Suspension status through their student Highline email account and portal (be sure to check your spam/junk folder).

- Note: The College has a separate Academic Standard policy from the Financial Aid Office. Please contact the Registration and Records Office for more information concerning the college's academic standards. Students are not eligible for financial aid if academically suspended from the college.
1. Cumulative Grade Point Average (CGPA): The qualitative measurement used to monitor the quality of academic achievement. Students are required to maintain a CGPA of 2.0 to remain eligible for financial aid.
  2. Pace of Progression (Pace): A quantitative measurement used to monitor the number of completed credits. Students must maintain a quarterly 67% Pace to maintain aid eligibility, meaning students must complete 67% of their attempted credits.
  3. Maximum Time Frame (MTF): A quantitative measurement used to monitor progression to degree completion. Students are required to complete their certificate or degree within 125% of program's total credits.

**Note:** The college has a separate Academic Standard policy from the Financial Aid Office. Please contact the Registration and Records Office for more information concerning the college's academic standards. Students are not eligible for financial aid if academically suspended from the college.

### 2. Cumulative Grade Point Average (CGPA)

- All students receiving financial aid at Highline must maintain a 2.0 CGPA. The CGPA is monitored at the end of each quarter and annually at the time of application review.
- Transfer-in credits are not included in the CGPA calculation.
- All Highline classes are included in the CGPA calculation even if the classes were not paid for by financial aid. Financial aid includes all Highline classes in the CGPA calculation, even if those classes were approved for academic forgiveness by the college.
- Students who previously attended Highline and do not have a 2.0 CGPA can file a Suspension Appeal provided any previous Financial Aid Probation requirements were met.
- Currently attending Highline students who do not have 2.0 CGPA at the quarterly academic check are will have their aid suspended. These students are also eligible to file a Suspension Appeal provided any previous Financial Aid Probation requirements were met. To learn more about regaining eligibility see the section "Regaining Eligibility: Two Options."
- To calculate a GPA or a CGPA see the SAP Calculator in the forms section of our website.

### 3. Pace of Progression (Pace)

- All students receiving financial aid at Highline must maintain a 67% Pace i.e. complete 67% of attempted credits. Attempted credits are defined as all credits that appear on your Highline academic history, including repeated, failed, incomplete, withdrawals, remedial/developmental coursework, audits, pass/fail, and credits for which you did not receive financial aid. Transfer in credits are included in the Pace calculation. Pace is monitored at the end of each quarter and annually at the time of application review.
- At the end of each quarter, students who received financial aid and who do not meet the 67% Pace requirement have their aid Suspended. For students who previously attended Highline, financial aid will also be Suspended if at the time of annual review the Pace calculation is less than 67%.
- Pace is calculated by dividing the number of completed credits by the number of attempted credits, for example completing 10 credits out of an attempted 15 credits equals 67% ( $10 \div 15 = 67\%$ ). For a student who completes a total of 60 credits and has attempted 85 credits ( $60 \div 85 = 71\%$ ) calculates to a 71% Pace and reflects good standing. However, a student who has completed a total of 10 credits but has attempted a total of 20 credits would have a 50% Pace and would be on Suspension.
- Students have two options for regaining eligibility. See the section "Regaining Eligibility: Two Options."

#### 4. Maximum Time Frame (MTF)

- All students receiving financial aid at Highline must complete their degree or certificate program within the 125% Maximum Time Frame. When students have attempted all of the college level classes required for their degree or certificate/program of study, they are considered to have completed 100% of their program.
- Students who attempted 100% of their classes but still need additional classes to complete their program of study can file an Exhausted Eligibility Appeal to receive an additional 25% of funding.
- Students who are approved to receive additional funding may be placed on a Financial Aid Academic Plan.
- Students who are unable to mathematically complete their degree or certificate program within the 125% MTF lose financial aid eligibility. A student's academic history is reviewed before the 125% maximum is considered.
- Transfer-in credits are included in the Maximum Time frame calculation as both attempted and completed credits. MTF is monitored at the end of each quarter and annually at the time of application review.
- MTF is calculated by multiplying the total number of required program credits by 125%. For example an AA degree requires 90 credits,  $90 \times 125\% = 112$  credits that a student can attempt before eligibility is lost. Part-time attendance is included in the MTF calculation.

#### 5. Suspension Status

Students who are on Suspension because they do not meet the SAP standards cannot receive grants, loans or work study. Students on Suspension have two options for regaining eligibility. See the section "Regaining Eligibility: Two Options."

#### 6. Remaining Eligibility: Two Options

Depending upon the situation, students have two options for regaining eligibility; they can either: File a Suspension Appeal or a Request for Reinstatement.

##### A. File a Suspension Appeal

- Students who have lost eligibility because they don't meet all of the standards may file a Financial Aid Suspension Appeal. Students must have experienced an extenuating circumstance, such as the death of a relative, an injury or illness, or other special circumstance. A written statement explaining what happened must be attached to the Suspension Appeal form and students must identify the changes they will make to ensure successful completion of future quarters.
- Suspension Appeal approvals are based on a student's ability to meet all the SAP standards. Students are notified of their appeal status through their Highline student email (be sure to check your spam/junk folder). The approval of a Suspension Appeal results in students being placed on Financial Aid Probation with an Academic Plan. Probation may extend one or more quarters depending on the situation; see the Probation and Academic Plans section for more information.
- The Suspension Appeal form is located at [financialaid.highline.edu/forms-and-downloads](http://financialaid.highline.edu/forms-and-downloads).

##### B. File a Request for Reinstatement

- Generally, the Request for Reinstatement form is used by students who were on previously on financial aid probation but did not meet the requirements of their Financial Aid Academic Plan. Students must pay for their own classes or can use other funding sources to pay for tuition and books such as scholarships or Workforce Education Services (WES). (Please check with the appropriate department for eligibility requirements.) Once students successfully complete sufficient credits to meet both the CGPA and Pace standards, aid eligibility is regained provided the student can still complete their degree within the 125% MTF. Students must notify the Financial Aid Office that they meet the SAP eligibility requirements by submitting the Request for Reinstatement.
- Students cannot appeal to waive repayments of any aid that is owed due to the Return of Federal or State Financial Aid Funds Policy or the Census Date Policy.

#### 7. Probation and Academic Plans

- Students on Probation have had a Suspension Appeal approved and are required to follow a Financial Aid Academic Plan (FAAP).
- Your Financial Aid advisor identified the number of classes you can take the next quarter you attend and recorded that information on your partially completed FAAP, which your Financial Aid advisor then uploads to your portal.
- Students who will be on probation for more than one quarter must meet with their Faculty Advisor or an Academic Advisor to help them create their plan for the remainder of the time until the SAP standard is met.
- Download, save and open your FAAP from the Financial Aid portal after your Suspension Appeal has been approved.
- Students who fail to meet their FAAP while on probation lose eligibility for grants, loans and work study and must pay their own tuition until the SAP standards are met.

## 8. Changing Program of Study

- Students are limited to studying two programs (not concurrently) while attending Highline. Students are allowed one program change (pursuing one of Highlines' Bachelor of Science programs is not considered a program change).
- An Exhausted Eligibility Appeal/Degree Change Appeal must be completed for a second program. Students must meet the SAP standards in order to receive aid for a second program; students who are currently suspended cannot regain eligibility by changing programs.
  - The Exhausted Eligibility/Degree Change Appeal form is available online at [financialaid.highline.edu/forms-and-downloads](http://financialaid.highline.edu/forms-and-downloads).

## 9. Transfer Students/Transfer Credits

Credits transferred in are included in the Pace and MTF; however, they are not included in the CGPA calculation. On a case-by-case basis, students may be asked to provide official or unofficial copies of transcripts to assist with determining eligibility and degree/certificate completion. You must complete at least 23 required program credits at Highline College in order to earn a degree from this college.

## 10. Grades

- Grades reflecting successful completion are grades ranging between 0.7 to 4.0 and "CR". Grades which reflect unsuccessful completion are grades of 0.0 – 0.6, "N" (audit), "W" (withdrawal), "NC" (no credit), "I" (incomplete), and "\*" (missing grade).
- Grades included in the CGPA calculation are grades within the 0.0 and 4.0 grade point range. Students are required to notify the Financial Aid Office when grades change.
- Financial aid generally does not pay for repeating a course with grades of 1.0 to 4.0, "I", or "N" or "\*" unless a higher grade is required for progression into the next class in a sequence or series. Courses with all other grades may be repeated once and are included in CGPA, Pace, and MTF.

## 11. Eligible Classes and Programs

- Financial aid can pay for up to 45 credits of developmental/remedial coursework (courses below the 100 level). This maximum cannot be exceeded and may not be appealed.
- Some classes and programs are not financial aid eligible such as Certified Nurse's Assistant (CNA), Diagnostic Testing credits, Non-credit classes, High School Completion, GED classes, ABE, Running Start, Extended Learning/Continuing Education classes and certificate programs shorter than 45 credits.
- Not all 45 credit certificate programs are aid eligible. See the list of eligible programs at [financialaid.highline.edu/how-aid-works/eligible-programs](http://financialaid.highline.edu/how-aid-works/eligible-programs).
- All classes you take, even if they are not applicable to your program of study are included in the CPGA, Pace and MTF. Students must only take classes required for graduation in their program of study.

## 12. State Aid Satisfactory Academic Progress Policy

Washington State mandates different academic requirements for the State Need Grant (SNG) and State Work Study (SWS) programs. In addition to the standards below while receiving state aid, students must also maintain a CGPA of 2.0, a Pace of 67% and complete their program within the 125% MTF.

### 1. State Aid Warning

- Washington State Need Grant and State Work Study recipients may only be on State Aid Warning once an academic year.
- Washington State Need Grant and State Work Study recipients who complete between 50% - 99% of their enrolled credits are placed on State Aid Warning their next quarter of attendance.
- While on warning students are required to complete 100% of their credits. Student completing less than 100% lose eligibility and have their state aid suspended for the remainder of the academic year.
- Eligibility can only be regained the following year if the student meets the 67% Pace and 2.0 CGPA standards.
  - For example, a student attends fall quarter registers for 15 credits but only completes 10; the student will be placed on State Aid Warning their next quarter of attendance. They then attend winter quarter register for 6 credits and complete 5; eligibility is lost for the remainder of the academic year.

### 2. State Aid Suspension

- Washington State Need Grant and State Work Study recipients may only be on State Aid Suspension once an academic year.
- State aid recipients who complete less than 50% lose state aid eligibility at the end of the quarter and their State Aid Suspended.
- Students may file an appeal to regain state aid eligibility and, if approved are placed on State Aid Warning their next quarter of attendance.
- Students completing less than 100% of registered credits lose eligibility and have their State Aid Suspended for the remainder of the academic year.
- Eligibility can only be regained the following year if the student meets the 67% Pace and 2.0 CGPA standards.

- For example, a student attends fall quarter registers for 15 credits but only completes 5, at quarter's end the student's state aid is suspended, eligibility lost. The student files an appeal, it is approved, and the student is then placed on State Aid Warning the next quarter they attend. The student attends winter quarter registers for 6 credits and completes 5, their state aid is suspended, and eligibility is lost for the remainder of the academic year.
- Note: Regaining state aid eligibility is not a guarantee of receipt of funds.

### 13. Census Date Information

- The Census Date is the point in time that the Financial Aid Office evaluates all students' official enrollment status for financial aid payment finalization. The actual census time is 12 am, midnight (Pacific Standard Time) on the fifth calendar day of each quarter (except summer). Usually the Census Date is the last day to withdraw and receive a 100% tuition refund, however summer quarter is different. These are the dates that students' enrollment status is officially determined for the Federal Pell grant. The Census date does not apply to state aid programs, so adding or dropping credits after the initial disbursement does not result in a recalculation of state aid. Adding classes after the initial disbursement may result in tuition charges that students are responsible for paying.
- Listed below are the 2018-2019 Census Dates:
 

• Fall 2019: Friday, September 27, 2019	• Winter 2020: Friday, January 10, 2020	• Spring 2020: Friday, April 10, 2020	• Summer 2020: Thursday, July 2, 2020
---	---	---	---
- If you drop classes before the Census Date and fall below the number of credits for which you received aid, you will be required to pay back the difference in funding. If you drop credits after the Census Date you may be on a Warning or Suspension status.
- If you add credits after the Census Date, your grant aid cannot be increased and you are responsible for any additional tuition charges.
- Waitlisted classes are not included in the number of credits you are enrolled in and you must be added in these classes before the Census Date.
- If you are receiving loans, you must be enrolled in at least 6 credits (half-time enrollment) at all times or you lose your loan eligibility.
  - The Census Date does not apply to Federal Direct student loans.

### 14. Withdrawing from All Classes

- If you withdraw from school or stop attending all your classes, you may be required to repay all or part of the financial aid you received. You may also be:
  - Required to pay back, to the college, all or a portion of tuition charges.
  - Be blocked from registering for future quarters, grade transcripts will be held, and you will not receive financial aid until the Return of Financial Aid debt is repaid.
  - Note: This debt is not appealable and cannot be waived, even if you receive a 100% refund based on an appeal for medical reasons.
- Federal Aid: Students who attend more than 60% of the quarter are considered to have earned 100% of the federal aid received.
  - Visit [financialaid.highline.edu](http://financialaid.highline.edu) for more information on Return of Federal Financial Aid funds.
- Withdrawal on or after the following dates will not require a repayment:
 

• Fall 2019: November 11, 2019	• Winter 2020: February 19, 2020	• Spring 2020: May 13, 2020	• Summer 2020: July 23, 2020
-----------------------------------	-------------------------------------	--------------------------------	---------------------------------
- State Aid: Students who attend more than 50% of the quarter are considered to have earned 100% of their state grant.

### 15. Additional Information

- Register only in the credits that are required for completion of your degree or certificate program.
- Faculty and staff other than financial aid staff are not required to know financial aid policies.
- You will be notified of your status through your @students.highline.edu email at the end of each quarter after grades are posted (be sure to check your spam/junk folder).
- Financial Aid cannot pay for you to retake classes that you successfully completed.
- The Satisfactory Academic Progress Policy is subject to change without notice.

*The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services in Building 99, 1st Floor, room 180, email: [access@highline.edu](mailto:access@highline.edu), phone: (206) 592- 3857 TTY (206) 592-4853, VP (253) 237-1106.*