Students receiving financial aid are required to maintain satisfactory academic progress by completing all the credits for which they receive aid, maintaining a quarterly grade point average (GPA) of 2.0 or higher and only registering for classes required for their major/program of study.

**Definitions**

**Warning** – students on warning are eligible to receive aid. Students placed on warning must successfully complete all of the credits for which they enroll and achieve a 2.0 quarterly GPA or higher to continue receiving aid.

**Suspension** – students on suspension are not eligible to receive aid. For reinstatement options review “Right to Appeal.”

**Probation** – students on probation have had a Suspension or Pace of Progression Appeal approved and are required to meet the conditions of their reinstatement to continue receiving aid.

**Pace of Progression** – ability to complete major/program of study within the maximum time frame.

**Qualitative Requirements**

All students must be in good academic standing with the college and maintain a minimum quarterly 2.0 GPA. Students with a GPA of 1.99-1.00 will be placed on “warning” status. A GPA below 1.00 will result in suspension status.

**Quantitative Requirements**

Students are expected to complete all the credits for which they register each quarter to ensure they will complete their program of study within the maximum time frame. Students must complete 67% of credits attempted, to meet pace of progression requirements. Pace of progression is evaluated annually and is based on the cumulative credits completed divided by the cumulative number of credits attempted. **Students that cannot mathematically complete their program in the maximum time frame for their major/program of study are no longer eligible to receive financial aid.**

<table>
<thead>
<tr>
<th>If You Enroll In</th>
<th>You Must Successfully Complete</th>
<th>You Will Be Placed On Warning If You Only Complete</th>
<th>Aid Will Be Suspended If You Complete Less Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time 12 or more credits</td>
<td>12 credits per quarter</td>
<td>6-11 credits per quarter</td>
<td>6 credits per quarter</td>
</tr>
<tr>
<td>¾-time 9-11 credits</td>
<td>9 credits per quarter</td>
<td>5-8 credits per quarter</td>
<td>5 credits per quarter</td>
</tr>
<tr>
<td>½-time 6-8 credits</td>
<td>6 credits per quarter</td>
<td>3-5 credits per quarter</td>
<td>3 credits per quarter</td>
</tr>
<tr>
<td>Less Than ½-time 1-5 credits</td>
<td>All credits per quarter</td>
<td>Not Applicable</td>
<td>All credits per quarter</td>
</tr>
</tbody>
</table>

Grades of 1.0 to 4.0 and “S” count toward **successfully completed** credits. Grades of “N” (audit), “W” (withdrawal), “NC” (no credit), “Y” (on going), “I” (incomplete) and “*” (missing grade) do not count toward successfully completed credits.

Students must notify the Financial Aid Office when a grade is changed or a missing grade is submitted. Grade changes must be processed before the beginning of the next quarter. Grade changes processed after this time will not change your financial aid Satisfactory Academic Progress status.

Financial aid cannot pay for courses to be retaken if grades of 1.0-4.0,”S”, “I”, “N”, “*” or “Y” were received. Courses with all other grades may be repeated once.

Students with two consecutive quarters on warning or three or more quarters on warning will be placed on financial aid suspension.
Right to Appeal

Financial Aid recipients who do not meet the standards previously mentioned, may petition for reinstatement of aid upon completion of one or more of the following and subject to availability of funds:

1. Submit a Suspension Appeal Form if you had extenuating circumstances e.g. death of a relative, unexpected injury or illness, etc., along with supporting documentation to the Financial Aid Office.

2. Enroll in and complete 12 or more credits in a quarter at South Seattle, students must successfully complete all of the credits for which they enroll and receive a minimum 2.0 quarterly GPA. Once the student meets the minimum standard for one quarter, submit the Suspension Appeal Form along with an unofficial transcript confirming all classes were successfully completed and a 2.0 GPA.

Suspension appeals will be reviewed to determine if aid will be reinstated based on qualitative, quantitative, pace of progression and maximum time frame regulations. Students will be placed on probation status when their suspension appeal has been approved. Students on probation, who fail to meet satisfactory academic progress, will be placed on suspension status without the option to appeal and are no longer eligible to receive financial aid.

Satisfactory Progress Limitations

1. Students may only register in the credits that are required for completion of their financial aid approved major/program of study. Students who have utilized the time frame for completing their major/program of study may meet with an advisor to develop a petition for an extension of time (Maximum Time Appeal Form). However, extensions will only be granted when allowable within Federal and State guidelines and on a case-by-case basis. When credits have been received at any other school, those classes that apply toward completion of the degree from South Seattle will be subtracted from the credits required for the major/program of study at South Seattle.

2. Students will be allowed financial aid for a maximum of two programs of study, provided all other academic progress criteria have been satisfactorily maintained. However, only the longer time frame of the two programs is allowed, not the addition of the two time frames. Students are advised to consult with their advisor prior to making a change in their major/program of study.

3. A maximum of 45 remedial credits may be added to the allowable credits required for the student’s major/program of study, as identified by a college placement test. Students are ineligible for aid if additional remedial credits are needed beyond the 45 credit maximum.

Transfer Students

Transfer students applying for financial aid are required to have an official transcript evaluation completed by the Credentials Evaluation Office, for all colleges and universities previously attended. This process takes 8-10 weeks, please apply at the same time you complete your FAFSA. It is the student’s responsibility to submit the official evaluation to the Financial Aid Office. Financial aid files will not be considered complete and aid will not be awarded until an official evaluation has been submitted.

Students with an Associate or Bachelor’s degree (or its foreign equivalent) who are pursuing another transfer degree are not eligible for grant aid. Associate’s or Bachelor’s degree holders, who are pursuing a professional technical certificate, may be eligible for institutional grants.

South Seattle College complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, creed, national origin, sex, disability, age, religion, honorably discharged veteran or military status, or sexual orientation. Inquiries regarding compliance and/or grievance procedures may be directed to the college’s Title IX/RCW 28A.640 officer at (206) 934-6415 and/or Section 504/ADA coordinator at (206) 934-5137.

Information in this publication is subject to change without notice. Please contact the Financial Aid Office if you have any questions.