


# 2019-2020 Satisfactory Academic Progress for Federal Title IV, State, and Institutional Need-Based Financial Aid and State Merit Aid

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|   | Policy identification number: |   |
|  | File:                         |   |
| <h2>2019-2020 Satisfactory Academic Progress for Federal Title IV, State, and Institutional Need-Based Financial Aid and State Merit Aid</h2>  |                               |   |
| <p>Policy Summary</p> <p><b>This policy establishes standards for determining whether Fort Lewis College students who are otherwise eligible to receive financial aid are making satisfactory academic progress in their academic programs, which includes the Fall, Spring, and Summer Semesters.</b></p> |                               |   |
| Policy Owner   | Approval Date                 | Effective Date                                    |
| <b>Vice President for Finance and Administration</b>   | <b>October 10, 2018</b>       | <b>October 10, 2018 for 2019-20 Academic Year</b> |
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## I. Alignment of Financial Aid Satisfactory Academic Progress Policy with Academic Standards

1. Fort Lewis College students receiving federal Title IV, state, and institutional need-based financial aid are subject to the qualitative and quantitative standards established in this policy, which for all categories of students, are the same as or stricter than academic standards for continued enrollment as set forth in Undergraduate Academic Standings, Academic Standings – Post-Baccalaureate, and Academic Standings – Graduate policies, with the following exceptions, for which there are no specific academic policy statements:
  - A. Initial Bachelor's Degree Candidates:
    - i. Minimum cumulative grade point average for transitional studies (TRS) coursework taken in fulfillment of the requirements of Colorado Commission on Higher Education Developmental Education Policy;
    - ii. Maximum time frame for undergraduate coursework taken in fulfillment of the requirements for their degree;
  - B. Minimum cumulative pace for undergraduate coursework taken in fulfillment of the requirements for their degree. Post-Baccalaureate Teacher Licensure and Post-Baccalaureate Degree Candidates:
    - i. Minimum cumulative grade point average for transitional studies (TRS) coursework taken in fulfillment of the requirements of Colorado Commission on Higher Education Developmental Education Policy;
    - ii. Maximum time frame for undergraduate coursework taken in fulfillment of the requirements for their program;
    - iii. Minimum cumulative pace for undergraduate coursework taken in fulfillment of the requirements for their program.
  - C. Prerequisite Students:
    - i. Minimum cumulative grade point average for transitional studies (TRS) coursework taken in fulfillment of the requirements of Colorado Commission on Higher Education Developmental Education Policy;
    - ii. Maximum time frame for undergraduate coursework taken to prepare for admission to a graduate program;
    - iii. Minimum cumulative pace for undergraduate coursework taken in fulfillment of their approved prerequisite courses.
  - D. Undergraduate Certificate Students:
    - i. Minimum cumulative grade point average for transitional studies (TRS) coursework taken in fulfillment of the requirements of Colorado Commission on Higher Education Developmental Education Policy;
    - ii. Maximum time frame for undergraduate coursework taken in fulfillment of the requirements for their certificate;
    - iii. Minimum cumulative pace for undergraduate coursework taken in fulfillment of the requirements for their certificate.
  - E. Graduate Certificate Students:
    - i. Maximum time frame for graduate coursework taken in fulfillment of the requirements for their certificate;
  - F. Graduate Degree Candidates:
    - i. Maximum time frame for graduate coursework taken in fulfillment of the requirements for their degree;
2. Fort Lewis College initial Bachelor's Degree Candidates receiving state merit aid must meet the requirements of the Finish in Four! four-year graduation agreement program, which are stricter than the requirements of this policy.

## II. Initial Bachelor's Degree Candidates' Satisfactory Academic Progress Standards

1. Initial Bachelor's Degree Candidates receiving financial aid will be suspended from financial aid if they do not meet qualitative and quantitative standards when evaluated.
  - A. Qualitative Standards for Transitional studies (TRS) Courses
    - i. Students on Financial Aid Satisfactory Academic Progress Plans (hereafter SAP Plans) must meet the requirements of their plans.
    - ii. All other students must have a cumulative grade point average of 1.66 or higher in courses numbered 001-099.
      - a. This is a fixed standard applied at all phases of a student's academic program and to all enrollment periods, including those periods for which financial aid was not received.
      - b. The cumulative transitional studies (TRS) grade point average will be computed using the methodology set forth in Grades, Quality Points, and Grade Point Averages – Undergraduates and Grades on Repeated Courses policies. These policies exclude the grades of Audit (AU), Incomplete (I), No Credit (NC), and No Grade (NG) and include grades on repeated courses prior to Fall 2014.
2. Qualitative Standards for Undergraduate Courses
  - A. Students on SAP Plans must meet the requirements of their plans.
  - B. All other students must earn a cumulative grade point average of 2.00 or higher in courses numbered 100 and higher.
    - i. This is a fixed standard applied to all phases of a student's academic program and to all enrollment periods, including those periods for which financial aid was not received.
    - ii. The cumulative grade point average will be computed using the methodology set forth in Grades, Quality Points, and Grade Point Averages – Undergraduates, Grades on Repeated Courses, and Transfer Credit – Undergraduate policies. These policies exclude the grades of Audit (AU), Incomplete (I), No Credit (NC), No Grade (NG), Pass (P), Satisfactory (S), Transfer (TR), Credit for Prior Learning (X), and withdrawals (AW, CW, MW, SW, W), and include all grades on repeated courses prior to Fall 2014.
    - iii. Grades on courses excluded from the cumulative grade point average in the Academic Renewal policy are included for purposes of determining if a student has met qualitative standards.
3. Quantitative Standards for Undergraduate Courses – Maximum Time Frame
  - A. Initial Bachelor's Degree Candidate's maximum time frame is 180 attempted credit hours.
    - i. All credits attempted at Fort Lewis College in courses numbered 100 and higher are included in the calculation of maximum time frame, except those taken under the audit option. Attempted credits also include the number of credits earned at Fort Lewis College through the evaluation of prior learning and off campus programs. In addition, credits accepted for transfer by Fort Lewis College are included in the calculation of maximum time frame.
    - ii. Attempted credits include all credits attempted at Fort Lewis College and all credits accepted for transfer from other institutions in all enrollment periods, including those periods for which financial aid was not received.
    - iii. Students who change majors, have more than one declared major, add one or more minors, pursue dual degrees, are readmitted on academic renewal, or are seeking a second or subsequent bachelor's degree receive no additional credit allowance for maximum time frame
4. Quantitative Standards for Undergraduate Courses – Pace
  - A. Students on SAP Plans must meet the requirements of their plans.
  - B. All other students must have a cumulative pace of 67% or higher in courses numbered 100 and higher.
    - i. Cumulative pace is determined by dividing the number of earned credits by the number of attempted credits in all enrollment periods, including those for which financial aid was not received.
      - a. Earned credits are those that received a grade of A, B, C, D, S, or P (including plus or minus grades) plus credits earned through transfer (grade of TR) and evaluation of prior learning (grade of X), and off campus programs. Courses taken under an audit option (grade of AU) are excluded.
      - b. Attempted credits are those that earned a grade of A, AW, B, C, CW, D, F, I, MW, NC, NG, P, S, SW, and W (including plus or minus grades) plus those that were earned through transfer (grade of TR) and evaluation of prior learning (X). Courses taken under an audit option are excluded.
      - c. Cumulative pace calculations that include decimals will be rounded to the nearest whole number. For example, a 66.5% pace calculation will be rounded to 67%.

### III. Post-Baccalaureate Teacher Licensure Program & Post-Baccalaureate Degree Candidates' Satisfactory Academic Progress Standards

1. Post-Baccalaureate Teacher Licensure Program and Post-Baccalaureate Degree Candidates receiving financial aid will be suspended from financial aid if they do not meet qualitative and quantitative standards when evaluated.
  - A. Qualitative Standards for Transitional studies (TRS) Courses
    - i. Students on Financial Aid Satisfactory Academic Progress Plans (hereafter SAP Plans) must meet the requirements of their plans.
    - ii. All other students must have a cumulative grade point average of 1.66 or higher in courses numbered 001-099.
      - a. This is a fixed standard applied at all phases of a student's academic program and to all enrollment periods, including those periods for which financial aid was not received.
      - b. The cumulative transitional studies (TRS) grade point average will be computed using the methodology set forth in Grades, Quality Points, and Grade Point Averages – Undergraduates and Grades on Repeated Courses policies. These policies exclude the grades of Audit (AU), Incomplete (I), No Credit (NC), and No Grade (NG) and include grades on repeated courses prior to Fall 2014.
  - B. Qualitative Standards for Undergraduate Courses
    - i. Students on SAP Plans must meet the requirements of their plans.
    - ii. All other students must earn a cumulative grade point average of 2.75 or higher in courses numbered 100 and higher taken in fulfillment of the requirements for their program.
      - a. This is a fixed standard that applies to all phases and all enrollment periods of the Post-Baccalaureate Teacher Licensure Program and Post-Baccalaureate Degree candidates, including those periods for which financial aid was not received.
      - b. The cumulative grade point average will be computed using the methodology established in Grades, Quality Points, and Grade Point Averages – Undergraduate, Grades on Repeated Courses, and Transfer Credit – Undergraduate policies. These policies exclude the grades of Audit (AU), Incomplete (I), No Credit (NC), No Grade (NC), Pass (P), Satisfactory (S), Transfer (TR), evaluation of prior learning (X), and withdrawals (AW, CW, MW, SW, W) and include grades on repeated courses, prior to Fall 2014.
      - c. Grades excluded from the cumulative grade point average in Academic Renewal policy are included for purposes of determining if a student has met qualitative standards.
  - C. Quantitative Standards – Maximum Time Frame
    - i. Maximum time frame is 180 attempted credit hours.
      - a. All credits attempted at Fort Lewis College in courses numbers 100 and higher are included in the calculation of maximum time frame, except for those taken under the audit option. Attempted credits also include the number of credits earned at Fort Lewis College through the evaluation of prior learning and off campus programs. In addition, credits accepted for transfer by Fort Lewis College are included in the calculation of maximum time frame.
      - b. Attempted credits include all credits attempted at Fort Lewis College and all credits accepted for transfer from other institutions in all enrollment periods, including those periods for which financial aid was not received.
      - c. Teacher licensure program students who are required to complete deficiency coursework in their area of licensure, who changed their area of licensure, or who sought additional endorsements will not receive additional credit allowances for maximum time frame.
  - D. Quantitative Standards – Pace
    - i. Students on SAP Plans must meet the requirements of their plans.
    - ii. All other students must have a cumulative pace of 80% or higher in courses numbered 100 and higher.
      - a. Cumulative pace is determined by dividing the number of earned credits by the number of attempted credits in all enrollment periods, including those for which financial aid was not received.
        - A. Earned credits are those that received a grade of A, B, C, D, S, or P (including plus or minus grades) plus credits earned through transfer (grade of TR) and evaluation of prior learning (grade of X). Courses taken under an audit option (grade of AU) are excluded.
        - B. Attempted credits are those that earned a grade of A, AW, B, C, CW, D, F, I, MW, NC, NG, P, S, SW, and W (including plus or minus grades) plus credits earned through transfer (grade of TR) and evaluation of prior learning (X). Courses taken under an audit option are excluded.
      - c. Cumulative pace calculations that include decimals will be rounded to the nearest whole number. For example, a 79.5% pace calculation will be rounded to 80%.

## IV. Prerequisite Students' Satisfactory Academic Progress Standards

1. Prerequisite Students receiving financial aid must meet the following standards when evaluated:
  - A. Qualitative Standards for Transitional studies (TRS) Courses
    - i. Students on Financial Aid Satisfactory Academic Progress Plans (hereafter SAP Plans) must meet the requirements of their plans.
    - ii. All other students must have a cumulative grade point average of 1.66 or higher in courses numbered 001-099.
      - a. This is a fixed standard applied at all phases of a student's academic program and to all enrollment periods, including those periods for which financial aid was not received.
      - b. The cumulative transitional studies (TRS) grade point average will be computed using the methodology set forth in Grades, Quality Points, and Grade Point Averages – Undergraduates and Grades on Repeated Courses policies. These policies exclude the grades of Audit (AU), Incomplete (I), No Credit (NC), and No Grade (NG) and include grades on repeated courses prior to Fall 2014.
2. Qualitative Standards for Undergraduate Courses
  - A. Students on SAP Plans must meet the requirements of their plans.
  - B. All other students must earn a cumulative grade point average of 2.00 in courses numbered 100 and higher in fulfillment of their preparatory plan. This is a fixed standard applied to all enrollment periods in the program.
    - i. The cumulative grade point average will be computed using the methodology established in Grades, Quality Points, and Grade Point Averages – Undergraduate, Grades on Repeated Courses, and Transfer – Undergraduate policies. These policies exclude the grades of Audit (AU), No Credit (NC), No Grade (NG), Pass (P), Satisfactory (S), Transfer (TR), evaluation of prior learning (X) and withdrawals (AW, CW, MW, SW, W), and include all grades on repeated courses prior to Fall 2014.
3. Quantitative Standards – Maximum Time Frame
  - A. Prerequisite Students' maximum time frame is 12 consecutive months.
4. Quantitative Standards – Pace
  - A. Students on SAP Plans must meet the requirements of their plans.
  - B. All other students must have a cumulative pace of 67% or higher.
    - i. Cumulative pace is determined by dividing the number of earned credits by the number of attempted credits in all enrollment periods relevant to the program.
      - a. Earned credits are those that received a grade of A, B, C, D, S, or P (including plus or minus grades) plus credits earned through transfer (grade of TR) and evaluation of prior learning (grade of X). Courses taken under an audit option (grade of AU) are excluded.
      - b. Attempted credits are those that earned a grade of A, AW, B, C, CW, D, F, I, MW, NC, NG, P, S, SW, and W (including plus or minus grades) plus credits earned through transfer (grade of TR) and evaluation of prior learning (X). Courses taken under an audit option are excluded.
      - c. Cumulative pace calculations that include decimals will be rounded to the nearest whole number. For example, a 66.5% pace calculation will be rounded to 67%.

## V. Undergraduate Certificate Students' Satisfactory Academic Progress Standards

1. Undergraduate Certificate students receiving financial aid must meet the following standards when evaluated:
  - A. Qualitative Standards for Transitional studies (TRS) Courses
    - i. Students on Financial Aid Satisfactory Academic Progress Plans (hereafter SAP Plans) must meet the requirements of their plans.
    - ii. All other students must have a cumulative grade point average of 1.66 or higher in courses numbered 001-099.
      - a. This is a fixed standard applied at all phases of a student's academic program and to all enrollment periods, including those periods for which financial aid was not received.
      - b. The cumulative transitional studies (TRS) grade point average will be computed using the methodology set forth in Grades, Quality Points, and Grade Point Averages – Undergraduates and Grades on Repeated Courses policies. These policies exclude the grades of Audit (AU), Incomplete (I), No Credit (NC), and No Grade (NG) and include grades on repeated courses prior to Fall 2014.
  - B. Qualitative Standards for Undergraduate Courses
    - i. Students on SAP Plans must meet the requirements of their plans.
    - ii. All other students must earn a cumulative grade point average of 2.00 in courses numbered 100 and higher in fulfillment of their certificate. This is a fixed standard applied to all enrollment periods in the program.
      - a. The cumulative grade point average will be computed using the methodology established in Grades, Quality Points, and Grade Point Averages – Undergraduate, Grades on Repeated Courses, and Transfer – Undergraduate policies. These policies exclude the grades of Audit (AU), No Credit (NC), No Grade (NG), Pass (P), Satisfactory (S), Transfer (TR), evaluation of prior learning (X) and withdrawals (AW, CW, MW, SW, W), and include all grades on repeated courses prior to Fall 2014.
  - C. Quantitative Standards – Maximum Time Frame
    - i. Undergraduate Certificate Students' maximum time frame is 33 attempted credit hours.
    - ii. All credits attempted at Fort Lewis College in courses numbered 100 and higher are included in the calculation of maximum time frame, except those taken under the audit option. Attempted credits also include the number of credits earned at Fort Lewis College through the evaluation of prior learning and off campus programs. In addition, credits accepted for transfer by Fort Lewis College are included in the calculation of maximum time frame.
    - iii. Attempted credits include all credits attempted at Fort Lewis College and all credits accepted for transfer from other institutions in all enrollment periods, including those periods for which financial aid was not received.
    - iv. Students who change majors, have more than one declared major, add one or more minors, pursue dual degrees, are readmitted on academic renewal, or are seeking a second or subsequent bachelor's degree receive no additional credit allowance for maximum time frame.
  - D. Quantitative Standards – Pace
    - i. Students on SAP Plans must meet the requirements of their plans.
    - ii. All other students must have a cumulative pace of 67% or higher.
      - a. Cumulative pace is determined by dividing the number of earned credits by the number of attempted credits in all enrollment periods relevant to the program.
        - A. Earned credits are those that received a grade of A, B, C, D, S, or P (including plus or minus grades) plus credits earned through transfer (grade of TR) and evaluation of prior learning (grade of X). Courses taken under an audit option (grade of AU) are excluded.
        - B. Attempted credits are those that earned a grade of A, AW, B, C, CW, D, F, I, MW, NC, NG, P, S, SW, and W (including plus or minus grades) plus credits earned through transfer (grade of TR) and evaluation of prior learning (X). Courses taken under an audit option are excluded.
      - b. Cumulative pace calculations that include decimals will be rounded to the nearest whole number. For example, a 66.5% pace calculation will be rounded to 67%.

## VI. Graduate Certificate Students' Satisfactory Academic Progress Standards

1. Graduate Certificate students receiving financial aid must meet the following standards when evaluated:
  - A. Qualitative Standards
    - i. Students on SAP Plans must meet the requirements of their plans.
    - ii. All other students must earn a cumulative grade point average of 3.00 or higher for all courses numbered 600-700 taken in fulfillment of the requirements for their certificate.
      - a. This is a fixed standard applied at all enrollment periods in the program, including those periods for which financial aid was not received.
      - b. The cumulative grade point average will be computed using the methodology established in Grades, Quality Points, and Grade Point Averages – Graduate and Grades on Repeated Courses policies. These policies **exclude** the grades of audit (AU), Incomplete (I), No Credit (NC), No Grade (NG), Pass (P), Satisfactory (S), Transfer (TR), evaluation of prior learning (X) and withdrawals (MW or GW) and **include** all grades on repeated courses.
  - B. Quantitative Standards – Maximum Time Frame
    - i. Graduate Certificate student's maximum time frame is 27 attempted credits.
      - a. All attempted credits in graduate courses are included in the calculation of maximum time frame, except those taken under an audit option. Attempted credits include all credits in graduate courses taken at Fort Lewis College and all credits in graduate coursework accepted for transfer from other institutions, in all enrollment periods, including those for which financial aid was not received.
  - C. Quantitative Standards – Pace
    - i. Students on SAP Plans must meet the requirements in their plans.
    - ii. All other students must have a cumulative pace of 100% in courses numbered 600-700.
      - a. Cumulative pace is determined by dividing the number of earned credits by the number of attempted credits.
        - A. Earned credits are courses that received a grade of A, B, C, S, or P (including plus or minus grades) in all enrollment periods, including those for which financial aid was not received, plus credits in courses earned through transfer (TR) and evaluation of prior learning (X). Courses taken under an audit option are excluded.
        - B. Attempted credits are courses that received a grade of A, B, C, D, F, GW, I, MW, NC, NG, P, and S (including plus or minus grades) in all enrollment periods, including those for which financial aid was not received, plus the number of credits that were earned through transfer (TR) and evaluation of prior learning (X). Courses taken under an audit option are excluded.
      - c. Cumulative pace calculations that include decimals will be rounded to the nearest whole number. For example, a 99.5% pace calculation will be rounded to 100%.

## VII. Graduate Degree Candidates' Satisfactory Academic Progress Standards

1. Graduate Degree Candidates receiving financial aid must meet the following standards when evaluated:
  - A. Qualitative Standards
    - i. Students on SAP Plans must meet the requirements of their plans.
    - ii. All other students must earn a cumulative grade point average of 3.00 or higher for all courses numbered 600-700 taken in fulfillment of the requirements for their degree.
      - a. This is a fixed standard applied at all enrollment periods in the program, including those periods for which financial aid was not received.
      - b. The cumulative grade point average will be computed using the methodology established in Grades, Quality Points, and Grade Point Averages – Graduate and Grades on Repeated Courses policies. These policies **exclude** the grades of audit (AU), Incomplete (I), No Credit (NC), No Grade (NG), Pass (P), Satisfactory (S), Transfer (TR), evaluation of prior learning (X) and withdrawals (MW or GW) and **include** all grades on repeated courses.
  - B. Quantitative Standards – Maximum Time Frame
    - i. Master of Arts in education Candidates' maximum time frame is 60 attempted credits.
      - a. All attempted credits in graduate courses are included in the calculation of maximum time frame, except those taken under an audit option. Attempted credits include all credits in graduate courses taken at Fort Lewis College and all credits in graduate coursework accepted for transfer from other institutions, in all enrollment periods, including those for which financial aid was not received.
  - C. Quantitative Standards – Pace
    - i. Students on SAP Plans must meet the requirements in their plans.
    - ii. All other students must have a cumulative pace of 100% in courses numbered 600-700.
      - a. Cumulative pace is determined by dividing the number of earned credits by the number of attempted credits.
        - A. Earned credits are courses that received a grade of A, B, C, S, or P (including plus or minus grades) in all enrollment periods, including those for which financial aid was not received, plus credits in courses earned through transfer (TR) and evaluation of prior learning (X). Courses taken under an audit option are excluded.
        - B. Attempted credits are courses that received a grade of A, B, C, D, F, GW, I, MW, NC, NG, P, and S (including plus or minus grades) in all enrollment periods, including those for which financial aid was not received, plus the number of credits that were earned through transfer (TR) and evaluation of prior learning (X). Courses taken under an audit option are excluded.
      - c. Cumulative pace calculations that include decimals will be rounded to the nearest whole number. For example, a 99.5% pace calculation will be rounded to 100%.

## VIII. Evaluation Schedule

1. Students receiving financial aid are evaluated against standards after the spring and summer payment periods after grades have been officially posted by the Registrar's Office, with the following exceptions:
  - A. Students on financial aid probation with or without SAP Plans will be evaluated after the fall, spring, and summer payment periods after grades have been officially posted by the Registrar's Office.
  - B. Students who were enrolled during a payment period in an off-campus program will be evaluated when the grades associated with that program have been officially posted by the Registrar's Office or at the end of the subsequent payment period, whichever occurs first.
  - C. Students who were enrolled during a payment period at another institution under a consortium agreement will be evaluated when grades from that institution have been officially posted by the Registrar's Office or at the end of the subsequent payment period, whichever occurs first.
  - D. Students receiving a grade change will be re-evaluated for the relevant payment period when the grade change has been officially posted by the Registrar's Office.
  - E. Students who present transcripts from other institutions showing attempted and/or earned credits not previously accounted for will be re-evaluated for the relevant payment period when the attempted credits have been officially posted by the Registrar's Office.
  - F. Students receiving a late disbursement for a previous term will be evaluated at the time of disbursement.
  - G. Prerequisite Students will be evaluated after the fall, spring, and summer payment periods after grades have been officially posted by the Registrar's Office.

## IX. Financial Aid Standings Assigned After Evaluation

1. Students receiving financial aid will be assigned a financial aid standing after evaluation for standards.
  - A. Students will be assigned Good Standing if they are meeting qualitative standard(s), have not exceeded the quantitative maximum time frame standard, and are meeting the quantitative pace standard. Students in Good Standing are eligible to continue receiving aid in subsequent payment periods.
  - B. Students will be assigned the standing of Suspension if they do not meet qualitative standard(s), exceed the maximum time frame standard, do not meet the quantitative pace standard, do not meet requirements of their probation, or are on a SAP plan and complete program or degree requirements. Students on Suspension are not eligible to continue receiving aid in subsequent payment periods.
    - i. Students, who after re-evaluation of standards after a grade change for a previous payment period or the posting of a transcript not previously accounted for, meet the criteria for the standing of Suspension, will be suspended from financial aid in the current payment period if the evaluation occurred prior to disbursement of aid and will be suspended in the subsequent payment period if the evaluation occurred after disbursement of aid in the current term.
  - C. Students will be initially assigned the standing of Probation if they have been reinstated from suspension upon appeal.
    - i. Students who were re-instated without a SAP Plan must return to Good Standing after one term or they will be reassigned the standing of Suspension.
    - ii. Students who were re-instated with a SAP Plan will continue being assigned the standing of Probation so long as they are meeting the requirements of their plan or until they meet the criteria to be assigned Good Standing.

## X. Notification of Students Assigned Standing of Suspension

1. Students will be individually notified if they are assigned the standing of Suspension by the Office of Financial Aid via email to their Fort Lewis College account. If a student's Fort Lewis College email account is not active at the time of suspension, a notice will be sent to the student's mailing address.
  - A. This notification will provide the reason the student was suspended from financial aid, which could be any combination of the violation of qualitative standard(s), the quantitative standard of maximum time frame, and/or violation of quantitative standard of pace.
  - B. This notification will state the student's options to re-establish eligibility for aid through the appeals process or by meeting standards without benefit of aid, as applicable.

## XI. Re-Establishing Eligibility Through The Appeals Process

1. Initial Bachelor's Degree Candidates, Post-Baccalaureate Teacher Licensure and Post-Baccalaureate Degree Candidates, Prerequisite Students, and Undergraduate Certificate students who do not meet the qualitative standards for transitional studies (TRS) coursework may appeal if they have no holds that block registration, are eligible to enroll in the semester of which re-instatement of aid is sought, and have documentation of enrollment in the appropriate transitional studies (TRS) or college-level course(s). There is no limit on the number of times a student may appeal if they meet these criteria.
2. Initial Bachelor's Degree Candidates, Post-Baccalaureate Teacher Licensure and Post-Baccalaureate Degree Candidates, Prerequisite Students, and Undergraduate Certificate students who do not meet the qualitative standard for undergraduate coursework may appeal if they have no holds that block registration, are eligible to enroll in the semester for which re-instatement of aid is sought, and they have experienced illness or injury, the death of a relative, or other special circumstances. There is no limit on the number of times a student may appeal if they meet these criteria.
3. Graduate Degree Candidates and Graduate Certificate students who do not meet the qualitative standard for graduate coursework may appeal if they have no holds that block registration, are eligible to enroll in the semester for which re-instatement of aid is sought, and they have experienced illness or injury, the death of a relative, or other special circumstances. There is no limit on the number of times a student may appeal if they meet these criteria.
4. Students in all categories who violate quantitative pace standards may appeal if they have no holds that block registration, are eligible to enroll in the semester in which re-instatement of aid is sought, and have experienced illness or injury, the death of a relative, or other special circumstances. There is no limit on the number of times a student may appeal if they meet these criteria.
5. Initial Bachelor's Degree Candidates, Post-Baccalaureate Teacher Licensure Program and Post-Baccalaureate Degree Candidates, Certificate students, Graduate Certificate students, and Graduate Degree Candidates who have been suspended for exceeding maximum time frame standards may appeal if they have no holds that block registration, are eligible to enroll in the semester for which re-instatement of aid is sought, and have a program or degree completion plan, that only includes courses required to complete the program or degree. There is no limit on the number of times a student may appeal if they meet these criteria.
6. Prerequisite Students who have exceeded maximum time frame are not eligible to appeal.
7. Students appealing to re-establish eligibility for financial aid must prepare an appeals package.
  - A. Required documents for students suspended for not meeting qualitative standards or quantitative standards of pace are:
    - i. Financial Aid Suspension Appeals Form – complete, signed, and dated (form is available on Office of Financial Aid website).
    - ii. Personal statement – explaining the basis for the appeal, the reason for not meeting standards, and what will be changing that will allow standards to be met if reinstated from suspension.
    - iii. Documentation – supporting the basis of the appeal, such as a letter from a medical or mental health professional licensed or certified to provide diagnosis and treatment, obituary/death certificate, police report, insurance claim, social services agency statement, or like documents.
  - B. Required documents for students suspended for not meeting the quantitative standard of maximum time frame are:
    - i. Financial Aid Suspension Form – complete, signed, and dated (available on Office of Financial Aid website).
    - ii. Personal statement – explaining reason for exceeding maximum time frame and how the student plans to complete degree or program.
    - iii. Program or Degree Plan – semester-by-semester plan signed by a Professional Academic Advisor in the Office of Student Success showing how the program or degree plan will be completed. Only the courses required to complete a program or degree may be included in the plan. The plan must show the most efficient path possible to completion. Courses needed to complete a dual degree, minor, certificate and/or endorsement cannot be included in this plan. This may result in plans for some semesters that require less than full-time attendance.
  - C. The appeals package must be received by the deadline published on the Office of Financial Aid website.
    - i. An extension of the deadline, but no later than Census Date of the payment period, may be offered by the Financial Aid Appeals Committee to students who were suspended after re-evaluation for satisfactory academic progress because of a grade change or posting of a transcript prior to disbursement.
  - D. Appeals packages may be submitted via email, fax, or in hard copy mailed or dropped off at the Office of Financial Aid.
8. The Associate Director of Financial Aid will notify students not eligible for review via email to their Fort Lewis College account explaining why their appeal was not reviewed, steps to take to become eligible for review, and the deadline by which they must complete those actions.
9. The Financial Aid Appeals Committee will review eligible appeals on a case-by-case basis based on consideration of the information in the appeals package as well as any other relevant information in the student's academic, financial, and disciplinary records.
10. The Financial Aid Appeals Committee will render one of the following decisions after review of an appeal:
  - A. Denied.
  - B. Approved on probation with expectation to meet qualitative and quantitative standards after next payment period.
  - C. Approved on probation with a SAP Plan.
  - D. Deferred, pending receipt of additional information from student.
11. The Associate Director of Financial Aid will individually notify students of the outcome of their appeals, including, for approved appeals, the conditions of their probation, via email to their Fort Lewis College account. Students whose appeals were deferred pending receipt of additional information must submit the information on or before the date noted in their appeal notification.
12. The Associate Director of Financial Aid will document appeals decisions and notifications.
13. Students denied on appeal by the Financial Aid Appeals Committee may appeal to the Vice President of Finance and Administration through the chair of the Financial Aid Appeals Committee. The Vice President of Finance and Administration's decision is final.
14. Students reinstated from Suspension to Probation who in the judgment of the Financial Aid Appeals Committee cannot meet qualitative and quantitative pace standards by the next payment period must agree to a SAP Plan developed by a Professional Academic Advisor.
15. SAP Plan requirements may include, but are not limited to:
  - A. Dropping a second major, a minor, dual degree, certificate, or endorsements.
  - B. Enrolling in specific courses or a specific number of credits in subsequent semesters and accepting a schedule lock.
  - C. Completing specific courses or a specific number of credits with specific grades in subsequent semesters.
  - D. Documentation of actions the students committed to take as part of his/her personal statement submitted in the appeals package.
16. The student is responsible for contacting the Office of Student Success to arrange for development of a SAP Plan.
  - A. Students required to develop a SAP Plan who do not meet the conditions for development of the plan will be re-suspended from financial aid and will not be allowed to appeal for reinstatement during the current payment period.
17. Students will be provided a paper or electronic copy of the approved SAP Plan at the student's request.
18. The Associate Director of Financial Aid or designee is responsible for maintaining documentation of approved SAP Plans as well as meetings and other communications with students about the plan.
19. SAP Plans may not be modified without prior approval of the Associate Director of Financial Aid or designee. The Associate Director of Financial Aid has the right to require the student to submit a full appeal package for modification approval.
20. The Associate Director of Financial Aid or a designee will monitor student compliance with SAP Plan requirements prior to authorizing disbursement for the subsequent payment period.
21. **Students who do not meet the requirements of their SAP Plan will be suspended and must re-appeal to be reinstated for financial aid.**



## XII. Re-Establishing Eligibility By Attending Without Benefit of Aid

1. Initial Bachelor's Degree Candidates, Post-Baccalaureate Teacher Licensure and Post-Baccalaureate Degree Candidates, Prerequisite Students, and Undergraduate Certificate students on financial aid suspension for not meeting qualitative standards for transitional studies (TRS) coursework may re-establish eligibility for financial aid if they can document they have met the State of Colorado's developmental education requirements, assuming while doing so they do not exceed maximum time frame. Students who meet these criteria must complete a Financial Aid Appeals Form (available on the Office of Financial Aid website) and submit it via email, fax, or in hard copy mailed or dropped off at the Office of Financial Aid.
2. Initial Bachelor's Degree Candidates, Post-Baccalaureate Teacher Licensure Program and Post-Baccalaureate Degree Candidates, Prerequisite Students, Certificate students, Graduate Certificate students and Graduate Degree Candidates on financial aid suspension for not meeting qualitative standards or quantitative pace standards may re-establish eligibility to receive financial aid by attending Fort Lewis College without benefit of financial aid until they meet those standards, assuming while doing so they do not exceed the maximum time frame. Students who meet these criteria must complete a Financial Aid Appeals Form (available on the Office of Financial Aid website) and submit it via email, fax, or in hard copy mailed or dropped off at the Office of Financial Aid by the last day of classes.

## XIII. Re-Establishing Eligibility Because of Change of Standards

1. Initial Bachelor's Degree Candidates and Post-Baccalaureate Teacher Licensure and Post-Baccalaureate Degree Candidates on financial aid suspension for not meeting the qualitative and/or quantitative standards in the satisfactory academic progress policy in effect prior to the 2011-12 academic year who are meeting the satisfactory academic progress standards in this policy may request to be recognized as eligible to receive aid. Students who meet these criteria must complete a Financial Aid Appeals Form (available on the Office of Financial Aid website) and submit it via email, fax, or in hard copy emailed or dropped off at the Office of Financial Aid.

## XIV. Re-Establishing Eligibility Because of Return to Fort Lewis College to Pursue Graduate Program

1. Graduate Degree Candidates and Graduate Certificate students who return to Fort Lewis College and are on financial aid suspension, may request to be recognized through the appeals process as eligible to receive aid as a student pursuing a graduate degree.

## XV. Reason for Policy

Through this policy, Fort Lewis College complies with 34 CFR 668.34 "Satisfactory Academic Progress" and Colorado Commission on Higher Education Policy, Section VI, Part F "State-Funded Student Financial Aid Policy."

## XVI. Responsibilities

**For following the policy:** Students receiving federal, state, or institutional need-based financial aid or state merit aid

**For enforcement of the policy:** Associate Director of Financial Aid

**For oversight of the policy:** Provost and Vice President for Academic Affairs

**For notification of policy:** Policy Librarian

**For procedures implementing the policy:** Associate Director of Financial Aid, Registrar, Director of Admission and Director of Advising

**For notification of consumer information to prospective and enrolled students:** Associate Director of Financial Aid

## XVII. Definitions

Academic Year - The Fall, Spring, and trailing Summer semester.

Credit Hours - Consistent with USDOE, HLC and CCHE, a credit hour represents the amount of work governed by intended and clearly identified student learning outcomes and verified by evidence of student achievement that approximates one hour (at least 50 minutes) of classroom or direct faculty instruction and a minimum of two hours (for undergraduate) or three hours (for graduate) of out-of-class student work each week for a fifteen-week term.

Initial Bachelor's Degree Candidates - Undergraduate students pursuing their first bachelor's degree who are attending less than half time, half time, three-quarters time, or full time.

Graduate Certificate Students – Graduate students pursuing their first graduate-level certificate program or pursuing a second or subsequent, non-duplicative, graduate-level certificate program, who are attending less than half time, half time, three-quarters time, or full time.

Graduate Coursework - Courses that fulfill degree requirements for a graduate degree program or a graduate certificate. These are numbered 600-700.

Graduate Degree Candidates - Graduate students pursuing their first master's degree or pursuing a second or subsequent, non-duplicative, master's degree, who are attending less than half time, half time, three-quarters time, or full time.

Off-Campus Programs - Approved educational experiences that occur off-campus, most typically independent study abroad and participation in National Student Exchange.

Payment Period - Fall, Spring, and Summer semesters are considered individual payment periods, for all credit hour courses.

Prerequisite Students - Students pursuing prerequisites to enter a specific program who are attending less than half time, half time, three-quarters time, or full time.

Post-Baccalaureate Teacher Licensure and Post-Baccalaureate Degree Candidates - Post-baccalaureate students pursuing teacher licensure and/or Post-Baccalaureate students pursuing a second or subsequent, non-duplicative, bachelor's degree, who are attending less than half time, half time, three-quarters time, or full time.

Prior Learning - Credits awarded for military service and independent study.

Transitional Studies (TRS) Coursework - Courses below college-level. These courses are numbered 001-099.

Undergraduate Certificate Students – Undergraduate students pursuing their first undergraduate-level certificate program or pursuing a second or subsequent, non-duplicative, undergraduate-level certificate program, who are attending less than half time, half time, three-quarters time, or full time.

Undergraduate Coursework - Courses that fulfill requirements for a Bachelor's Degree, Post-Baccalaureate Teacher Licensure Program, a certificate, or prerequisites. These courses are numbered 100 to 499.

## XVIII. Cross-Referenced Policies

[Academic Credit Hour](#)

[Academic Renewal](#)

[Academic Standings - Graduate](#)

[Academic Standings – Post-Baccalaureate](#)

[Credit for Prior Learning](#)

[Grades, Quality Points, and Grade Point Averages - Graduate](#)

[Grades, Quality Points, and Grade Point Averages - Undergraduate](#)

[Restrictions on Repeated Courses](#)

[Transfer Credit Policies - Graduate](#)

[Transfer Credit Policies - Undergraduate](#)

[Academic Standings - Undergraduate](#)