

## **2021-2022 WCJC College Catalog Addendum**

This addendum to the 2021-2022 WCJC College Catalog lists modifications to school policy that have occurred during the current academic year. Items listed within this addendum include reference to the current information and page number in the College Catalog that is being replaced or revised, the updated verbiage and college policy, and the effective date of the change. These changes stand as the official policy for the College, superseding the information in any print or electronic copy of the 2021-2022 WCJC College Catalog.

**Procedure Revision:** Academic Standing

**Effective Date:** May 16, 2022

The sections on “Academic Probation” and “Academic Suspension” beginning on page 13 are amended, as follows, for the May Mini and Summer 2022 terms.

### **ACADEMIC STANDING**

A Student’s Academic standing is evaluated at the end of each semester to gauge academic progress and successful course completion. Academic standing is designed to monitor student performance and explore options for students who have difficulty meeting the minimum standard of work. Academic standing is based on a student’s institutional GPA, which is calculated based on those courses taken at WCJC, including dual credit and developmental courses. Grades for transfer coursework completed at another institution will not be included in a student’s institutional GPA and will not be used in the determination of a student’s academic standing.

A student’s academic standing may be classified as “Good Standing”, “Academic Probation” or “Academic Suspension”, as described below.

### **GOOD STANDING**

A student who maintains an institutional GPA of 2.0 or higher is considered to be in “Good Standing”. All students entering WCJC for the first time will enter in good standing.

### **ACADEMIC PROBATION**

Any student whose institutional GPA falls below a 2.0 will be placed on “Academic Probation”. Students are encouraged to meet with an academic advisor prior to registering for the following semester and will be restricted to take no more than 15 semester credit hours until they are removed from probation.



Once their minimum institutional GPA is at or above a 2.0, a student will be removed from probation and placed on good standing. If a student's institutional GPA remains below a 2.0, but they are able to achieve a semester GPA of 2.0 or higher, the student will remain on academic probation. Any student who is on probation and fails to meet a minimum of 2.0 for both their institutional and semester GPAs will be placed on academic suspension (see below).

### **ACADEMIC SUSPENSION**

A student on academic probation whose institutional GPA remains below the minimum for 2.0 for two consecutive semesters, and who is unable to achieve a semester GPA of 2.0, will be placed on "Academic Suspension". Students who are suspended from the institution will be required to abstain from taking classes at WCJC during the following semester (Fall, Spring, or Summer). A student who has been suspended must meet with an academic advisor prior to re-entry and will remain on academic probation until a minimum institutional GPA of 2.0 is achieved.

Students may appeal their suspension status, in writing, to the Dean of Student Success using the "Academic Suspension Appeal" form on the WCJC webpage under student forms.

**Policy Revision:** Financial Aid Satisfactory Academic Progress (SAP) Policy

**Effective Date:** May 16, 2022

The sections on "Satisfactory Academic Progress (SAP)," beginning on page 40; "Student Responsibility," beginning on page 41; "Effects on Funding," on page 42; and "Veterans' Benefits, Academic Requirements," on page 52, are amended, as follows, for the May Mini and Summer 2022 terms.

## Financial Aid Satisfactory Academic Progress (SAP) Policy

Under current federal law, all students who receive federal or state financial aid, including federal or state grants, loans, and work-study, must be making Satisfactory Academic Progress (SAP) as defined by the college in order to receive or continue to receive aid at Wharton County Junior College (WCJC). The following are the SAP requirements at Wharton County Junior College.

### Financial Aid Eligibility

- All recipients of financial aid must be enrolled in a program of study leading to an associate degree, an eligible certificate, or program that is transferable toward a baccalaureate degree.
- Students may only receive aid at one institution per semester.
- Students can only receive financial aid for classes that are required as part of their WCJC degree or certificate plan. Financial aid does not apply to courses taken by audit, credit hours earned by placement tests, continuing education courses, and courses taken outside a student's degree plan.
- Students must have a diploma from an accredited high school or a recognized equivalent of a high school diploma, typically a General Education Development (GED) certificate. Transcripts from private and foreign schools and home school transcripts will be evaluated on a case-by-case basis. WCJC reserves the right to deny financial aid to any student who does not have a high school diploma or GED from a recognized and accredited institution.
- Financial aid is available for only the first 30 semester credit hours of remedial or developmental coursework attempted. Remedial or developmental coursework is counted in the 67% completion rate. Remedial coursework includes courses that are not part of the student's program plan but are prerequisite courses for entry into courses that are part of the student's program plan.
- Students must achieve the following requirements to maintain financial aid eligibility:
  - **67% completion rate (pace)**
  - **2.0 institutional GPA**
  - **Maximum timeframe of 90 attempted hours**

### 67% Completion Rate (Pace)

Students receiving financial aid must successfully complete 67% of all institutional and transferrable credit hours attempted, regardless of whether financial aid was received for the credit hours. Wharton County Junior College only recognizes and accepts transferrable credit from colleges or universities that have been accredited by a Regional Accrediting Association, as defined in the college's catalog.

To calculate completion rate, divide total hours successfully completed by total attempted hours. Total is not rounded up (EX: Completion of .6666667 is a 66% completion rate).

The completion rate of transfer students will be evaluated upon enrollment at WCJC. Students who have not met the 67% completion rate for whom it is mathematically possible to achieve a 67% completion rate in one semester of full-time enrollment (defined as 12 semester credit hours) will enter on Warning ("Probation") status. If it is mathematically impossible for a student to achieve a 67% completion rate in one semester of full-time enrollment, the student will enter on Suspension status, with the opportunity to appeal.

### 2.0 Institutional GPA

Students receiving financial aid must maintain a 2.0 term and cumulative grade point average on all college level credit hours attempted at WCJC (this includes developmental studies and dual credit hours) in order to remain eligible for financial aid.

### Maximum Timeframe of 90 Attempted Hours

A student is eligible for financial aid for up to 150% of the credit hours required in their program. Eligibility is lost beyond this limit.

Example: An Associate of Arts Degree requires 60 credit hours.  $60 \text{ credit hours} \times 150\% = 90 \text{ credit hours}$ . After 90 credit hours, eligibility for financial aid is lost

NOTE: **ALL** attempted academic coursework in a student's academic history, including developmental coursework, foreign credits, and credits from proprietary institutions, is included in the 150% limit, regardless if it transfers to WCJC for course credit or not.

### SAP Evaluation

- SAP for new and returning students, including transfer students, will be evaluated upon enrollment at WCJC.
- SAP for continuing students will be measured three times per year, at the end of each

semester, fall, spring, and summer. The evaluation will be made regardless of the number of credit hours attempted during the semester.

- Grades of A, B, C, and D are considered credit hours attempted and successfully completed (earned).
- Grades of F, I (Incomplete), and W (Withdrawals and drops) are counted as credit hours attempted but not successfully completed (unearned).
- Course repeats are counted as attempted credit hours and either earned or unearned depending upon the grade assigned. The last grade is included for GPA purposes if course was attempted for the last time at WCJC.
- Only the first two attempts of a course completed with a passing grade can be paid by financial aid. The third attempt cannot be included for payment purposes.
- Course work attempted and grades earned in semesters forgiven through the State of Texas "Academic Fresh Start" program will be included in the SAP calculation.
- Students failing to meet a term or cumulative 2.0 GPA on institutional coursework and/or complete 67% of their transferrable and institutional coursework will be placed on Warning status for one term. Students in Warning status will have "Probation" posted as their financial aid status in Online Services.
- Students who receive all F's, W's, I's, or a combination of these for the last attempted semester are considered to have earned a zero GPA for that semester and will be placed on financial aid Suspension. This policy applies to all students, including transfer students, regardless if the coursework transfers.
- Students not meeting the minimum SAP criteria at the end of their warning (Probation) period will have "Suspension" status (NONSAP) posted in Online Services and will be ineligible for financial aid.

### Regaining Financial Aid Eligibility

Students placed on Suspension may continue to enroll at WCJC but must pay for their coursework from their own funds. Financial aid eligibility will be reinstated after a student meets the SAP criteria, both the completion rate (67%) and institutional term and cumulative grade point average (2.0). Reinstatement will occur at the end of the academic term and will secure financial aid eligibility for the next term of enrollment

Students who are on Suspension status may file a financial aid appeal.

### Financial Aid Appeals

- A student who has been suspended from financial aid for failure to meet SAP requirements due to extenuating circumstances may appeal the decision by completing an appeal form, explaining the extenuating circumstances, and providing appropriate documentation to support their claim. Appeals without documentation will not be considered.
- Students who receive all F's, W's, or I's or a combination of these (zero GPA) for the last attempted semester will be placed on financial aid suspension. This policy applies to all students, including transfer students, regardless if the coursework transfers. Students who can document extenuating circumstances for a zero GPA need to file a financial aid appeal with the financial aid office as soon as possible with information/documentation regarding their circumstances. Financial aid appeal information is available on the WCJC website. Students are advised these circumstances include but are not limited to:
  - Student health issues or significant trauma that resulted in withdrawal from the college
  - Verifiable errors by college that resulted in withdrawal
  - Deployment into active military service
- Appeals for attempting below a 67% completion rate require a copy of a degree plan, an appeal form, and an explanation why coursework was not successfully completed, with supporting documentation as relevant to the situation.
  - Students for whom it is mathematically possible to achieve a 67% completion rate in one semester of full-time enrollment (defined as 12 semester credit hours) and who successfully appeal enter the next semester on Warning (Probation) status and must achieve 67% completion at the end of the term.
  - If it is mathematically impossible for a student to achieve a 67% completion rate in one semester of full-time enrollment and the student successfully appeals, the student will be placed on an academic plan, which they must follow. Students must complete 67% of the classes for which they register each term and maintain both a term and overall grade point average of at least 2.0. Violation of any of these conditions will result in the appeal becoming void.
- Appeals for attempting beyond the maximum timeframe (90 hours) require a copy of a degree plan and an appeal form explaining why the additional coursework is necessary.

- Students approved for over 150% of program length will be placed on an academic plan, which they must follow. Students must complete 67% of the classes for which they register each term and maintain both a term and overall grade point average of at least 2.0. Violation of any of these conditions will result in the appeal becoming void.

## **Rounding**

SAP guidelines do not allow rounding of financial aid SAP standards. For example, a 66.7% completion rate would not meet the 67% completion rate standard, and a GPA of 1.95 does not meet the 2.0 standard.

## **SAP and Veteran Benefits**

Students receiving veteran benefits must adhere to the completion rate, GPA, and maximum timeframe criteria outlined in the WCJC Satisfactory Academic Progress policy to achieve and maintain eligibility for state or federal benefits and may appeal a Suspension status.

## **Student Responsibility**

Students are responsible for understanding and monitoring their own SAP status. Students can check their SAP status in real-time through the Online Services student portal. Although the Financial Aid Office attempts to notify students of their financial aid status, failure to receive notice does not affect the calculated status and is not a reason to appeal.

## **Summary of SAP Requirements**

| Satisfactory Academic Progress (SAP) Standard Measurements |   |   |
|--|---|---|
| GPA  | Completion Rate<br>(Total Hours Successfully Completed/Total Hours Attempted)           | Maximum Timeframe   |
| Institutional GPA of 2.0, term and cumulative              | 67% successful completion of all attempted institutional and transferrable credit hours | 90 semester credit hour limit; all attempted coursework counted, including non-transferrable coursework |

SAP guidelines outlined in this policy are effective beginning with the Summer 2022 term at WCJC.