Federal and state regulations require that in order to receive financial aid, students must meet the following requirements: 1) Satisfactory Progress; and 2) Progress toward a Degree; when students apply for aid, the policy applies to all periods of enrollment, even if aid was not previously received.

I. Satisfactory Progress

**Grade Point Average (GPA) Requirements:** Based on enrollment status, students must complete all credits in which they registered each quarter with a 2.00 quarterly GPA. At the end of the academic year, a cumulative EvCC GPA of 2.00, and completion rate of 67% for all credits attempted must be achieved for which the student received aid to be in good standing.

**Credit Requirements:**

<table>
<thead>
<tr>
<th>IF YOU ENROLL AS</th>
<th>AND YOU COMPLETE</th>
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</thead>
<tbody>
<tr>
<td>Enrollment Status</td>
<td>Status: Satisfactory</td>
</tr>
<tr>
<td>Full-Time</td>
<td>12+ Credits</td>
</tr>
<tr>
<td>¾ time</td>
<td>9-11.5 Credits</td>
</tr>
<tr>
<td>½ time</td>
<td>6-8.5 Credits</td>
</tr>
<tr>
<td>Less than ½ time*</td>
<td>Credits for aid received</td>
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</table>

In addition, you must receive letter grades of A through D or with a minimum of 2.00 quarterly GPA.

For federal and state student aid, students who earn less than 50% of attempted credits in a quarter will be terminated.

*Note: Less than ½ time students may not be eligible to receive State Need Grant, Federal or State Work Study, Loans, EvCC Grants or EvCC Daycare.

The following grades do not count as completed credits:
- F (failure)
- I (incomplete)
- N (audit)
- V (instructor withdrawal)
- U (unsatisfactory)
- W (official withdrawal)
- Y (in progress)

If 0 credits are earned (due to F, N, V, U, or W grades) during the quarter for which aid is received, the last day of attendance may be used to determine if a student owes a repayment (reference: “Return to Title IV Funds Policy” available on request). Students who owe a repayment of federal and/or state aid will not be eligible for financial aid until all funds have been repaid. **There is no exception to this policy.** Note: If an instructor posts grades late, this may impact your financial aid status.

**Warning:** Any student who fails to complete the minimum number of credits required for satisfactory progress OR does not maintain a minimum 2.00 quarterly GPA will be placed on a warning status for the following quarter. A student must maintain satisfactory progress during this quarter (unless special circumstances can be documented through the appeal process). A student who does not meet the minimum satisfactory progress for the following quarter will have future funding cancelled. A student who reinstates to a satisfactory status will be considered in good standing the following quarter.

**Probation:** Any student who failed to meet the minimum criteria for warning status or failed to move from probationary to satisfactory status, who then submitted an appeal and the appeal was approved for financial aid reinstatement, will then be placed in probationary status for their next quarter of attendance. A student must maintain satisfactory progress during this quarter (unless special
circumstances can be documented through the appeal process). A student who does not meet the minimum satisfactory progress for the probationary quarter will have all future funding terminated. A student who reinstates to a satisfactory status will be considered in good standing the following quarter.

Termination: Any student who fails to meet the minimum criteria for warning status or fails to move from probationary to satisfactory status will be terminated. Funds will be cancelled if payment was made towards tuition prior to termination. The student needs to contact the Cashier’s Office to make payment of tuition.

Reinstatement: In order to renew academic progress, students must complete enough financial aid eligible credits to reach a 67% completion rate and maintain a 2.0 grade point average, paid for by the student. Only letter grades of A through D or S will be accepted. After completing a quarter meeting satisfactory progress, students must submit a written appeal to our office. In addition, if a student is reinstating with credits from another college, an unofficial transcript must be included reflecting a successful quarter along with your appeal. Please note, that it must be mathematically possible to earn a 2.0 cumulative GPA by the end of the academic year in order to be reinstated.

Appeal Process: A student has the right to request consideration of special or unusual circumstances regarding financial aid by submitting a written appeal along with documentation. This option is for students who feel the failure to meet progress requirements was a result of circumstances beyond their control. If approved by the Appeals Committee, student will be placed on Probation.

II. Progress Toward Degree

Maximum Time Frame: A student receiving financial aid is expected to complete the program requirements within the number of credits and quarters specified for their program. All credits attempted by the student (regardless of the receipt of aid) at EvCC and any attempted credits from other school(s) will be included in the total credits. Students may be allowed to attempt 150% of college level credits that are required for their degree. A maximum of 45 credits will be allowed for required development (below 100 level) coursework. Financial aid will allow up to one additional repeat course if course was previously satisfactorily completed. Any repeat coursework after twice satisfactorily completing will not be covered with financial aid.

A maximum of two (2) programs of study (degree or certificate) may be pursued. However, only one (AS/ASS/ATA/AFA/AGS) degree may be funded. Only the longer timeframe (not both timeframes) of the two programs is allowed. Your attempted credits from prior colleges will be considered toward your degree or certificate at EvCC. Certificates that apply toward an Everett Community College associate degree will be excluded from the maximum programs of study allowed. For example, if student pursues a Business Technology ATA degree and earns Office Support and Administrative Support certificates as a result of their progress in earning this degree, they may then pursue a Cosmetology certificate since it is unrelated to the Business Tech degree. Changes of program and/or maximum credit timeframe toward programs of study will be considered on a case-by-case basis through an appeal process. Students with a 4-year degree may be eligible for limited financial aid, but must submit a written appeal for consideration.

Everett Community College, 2000 Tower Street, Everett, WA 98201 425.388.9280

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