



## HELPFUL HINTS

### AUDITS:

- Students cannot receive financial aid for audited classes.
- Audits do not count into completion rate or GPA because you are not attempting to earn credit.

### REPEATED COURSES:

- Students can only repeat courses they have previously passed once.
- Students can repeat previously failed courses until they pass.
- The last grade earned is calculated into the GPA.
- **All hours attempted and earned will be calculated into the completion rate.**

### CREDIT BY EXAMINATION

- Students cannot receive financial aid for classes in which they receive credit by examination.
- Credit hours do factor into your completion rate.

### PRE-CURRICULUM COURSES

- Financial aid will cover up to 30 hours of attempted pre-curriculum courses.
- Pre-curriculum courses will be calculated in the student's GPA and completion rate.

### ELIGIBLE PROGRAM

- Students must be enrolled in an eligible program. A list of eligible programs is available on the Financial Aid Office's website.
- Financial aid will only cover courses that are included in the student's eligible program.

## LOCATIONS AND HOURS

**Main Campus:** 9101 Fayetteville Rd, Raleigh  
SSB: Room 015  
Monday-Thursday: 8am-6pm  
**Express Desk:**  
SSB ground floor lobby  
Monday-Thursday: 8am-5pm  
Friday: 8am-5pm (limited services)

**Northern Wake:** 6600 Louisburg Rd, Raleigh  
Administration Building: Room 322  
Monday-Thursday: 8am-6pm  
Friday: 8am-5pm (limited services)

**Western Wake:** 3434 Kildaire Farm Rd, Cary  
Millpond Village: Room 255  
Tuesday: 10am-12pm

**Health Sciences:** 2901 Holston Lane, Raleigh  
Building 2, Suite 102  
Monday-Thursday: 8am-5pm

**Public Safety Education:** 321 Chapanoke Rd, Raleigh  
Room 1714  
Monday: 1pm-3pm

Visit us online at:  
[financialaid.waketech.edu](http://financialaid.waketech.edu)



# How to Keep Your Financial Aid



## SATISFACTORY ACADEMIC PROGRESS (SAP)

Wake Technical Community College  
Financial Aid Office

[finaid@waketech.edu](mailto:finaid@waketech.edu)

919-866-5410

## WHAT IS SAP?

Federal regulations require that schools monitor the academic progress of each applicant for financial assistance and that schools certify the student is making **satisfactory academic progress (SAP)** towards earning his/her degree, diploma or certificate. Satisfactory academic progress standards will be used to determine eligibility for all aid, including loans. Satisfactory Academic Progress will be evaluated after every term of attendance.

## HOW IS IT MEASURED?

There are three components of SAP that must all be met:

- Students must maintain a 2.0 cumulative GPA.
- Students are required to complete at least 66.66% of the cumulative credit hours they attempt.
- Students must complete their program within 150% of the published length of that program.

## MINIMUM GPA REQUIREMENT

Students are required to maintain a minimum 2.0 cumulative GPA. Students will have a financial aid GPA which includes any pre-curriculum courses. This GPA may be different than the GPA showing on WebAdvisor .



## COMPLETION RATE

- The student must successfully earn 66.66% of the cumulative credit hours attempted, including pre-curriculum courses.
- Completion rate (CR) is calculated by dividing the number of hours successfully completed by the number of hours attempted.
- Successful completion is defined as receiving a grade of A, B, C, D, or P.

How to calculate a completion rate:

Example Schedule:

- REL 112- 3 hrs      Grade: B
  - ART 111- 3 hrs      Grade: C
  - MUS 112- 3 hrs      Grade: A
  - MAT 271- 4 hrs      Grade: F
- 
- $\frac{\text{Hours Completed}}{\text{Hours Attempted}} = \frac{9}{13} = 69.2\% \text{ CR}$

Deadline for dropping with a W grade:

- You may hear the phrase: “Last day to withdraw without penalty.”
- This refers to academics only, meaning your GPA will not be affected.
- However, always check with the financial aid office. Withdrawals factor negatively into your completion rate and could cause you to lose your financial aid eligibility.

## MAXIMUM TIME FRAME

- A student’s maximum timeframe to complete a program is 150% of the published length of credit hours required to complete that program.
- Example: If the program requires 64 credit hours, the student may attempt a maximum of 96 hours ( $64 \times 1.5 = 96$ ).

## WARNING

Students who do not meet the required 2.0 cumulative GPA and required 66.66% completion rate will be placed on financial aid warning for the following semester. The student will still receive aid for the warning semester. Grades will be evaluated at the end of the warning semester to determine if the student is now meeting satisfactory academic progress standards.

## SUSPENSION

If students who are on warning do not meet satisfactory academic progress standards after their warning semester, they will have their financial aid suspended. This means the student is not eligible to receive any kind of aid from the financial aid office, including loans. Also, students who have attempted the maximum allowable credit hours for their program of study will have their financial aid suspended.

## APPEALS

Students may submit a written appeal if extenuating circumstances occurred affecting their academic performance. Examples:

- Illness of student or immediate family member
- Death of family member
- Full-time employment
- A length of time since last enrollment

Students must also submit an academic plan that shows how the student will progress towards graduation. Submission of an appeal does not guarantee approval.