



Clark College Financial Aid - Satisfactory Academic Progress Policy

FEDERAL REGULATIONS SAY:

You must make satisfactory academic progress toward completion of your program of study. This requirement applies to the entire period of attendance at Clark College. **Not all programs are eligible for Financial Aid** (A list of approved programs is available in the Financial Aid Office).

Academic progress includes the number of credits you complete per quarter as well as your quarterly and cumulative Grade Point Average (GPA).

MAXIMUM TIME FRAME

Financial aid is intended to pay for the classes required for your approved program of study.

Financial Aid funding is only available until you have attempted a maximum of 150% of your required program credits. Periods of enrollment when you did not receive financial aid will be counted in the total attempted credits. For example, if your program requires the completion of 90 credits, you may receive funds for attempting 135 credits, at which time your financial aid eligibility will be finished. These credits will include those taken at Clark College, as well as all transfer credits from other colleges that apply toward your degree at Clark College.

Most financial aid programs recognize the need for occasional repeated classes or developmental coursework. You may take up to 45 developmental education (DVED) or remedial credits (under 100 level) which do not count toward the federal or state maximum time frames.

Upon completion of your first degree or certificate, you may appeal for additional funding toward a second degree or certificate. Each appeal will be considered on a case by case basis.

GOOD STANDING

As a financial aid student, you are considered to be in good academic standing when you complete all the coursework for which you register **AND** you achieve a 2.0 quarterly and cumulative Grade Point Average (GPA).

Your financial aid award is calculated on one full amount for the whole year. That amount can be spread out over four quarters if you attend part time (less than 12 credits per quarter) or can be used for three quarters if you attend full time (12 or more credits per quarter), subject to fund availability. At the end of the 10th day of the quarter, your aid will be adjusted up or down to reflect your final enrollment for that quarter. If you have dropped to a lower credit level in that time, you will owe back a portion of the financial aid awarded to you. If you are enrolled for more eligible credits, you may receive additional funds. If you decide not to attend, you must officially withdraw from your classes by the end of the first week of the quarter. If you completely withdraw or finish no credits (all W, F, U grades) and financial aid paid your tuition and fees, and/or gave you a check, you will owe a repayment. A bill will be sent to you.

Additionally, any enrollment changes will result in a delay of the processing of your financial aid. **NO FINANCIAL AID ADJUSTMENTS WILL BE MADE AFTER THE 10TH DAY OF THE QUARTER.**

Satisfactory academic progress will be based on the enrollment level for which you received financial aid.

NOTE: You must complete credits and earn the minimum 2.0 quarterly and/or cumulative GPA as defined in the Clark College Catalog.

CREDIT HOURS

You must complete at least the minimum number of credits in your enrollment level (see Credit Completion Chart) to comply with the Satisfactory Academic Progress (SAP) policy.

CREDIT COMPLETION CHART

Enrollment Level	Satisfactory Academic Progress Status		
	Satisfactory Credit Completion	Probation	Suspension
Full-time	12 or more	6 to 11	5 or fewer
¾-time	9 to 11	5 to 8	4 or fewer
½-time	6 to 8	3 to 5	2 or fewer
<½-time	All	N/A	Less than
(5 or fewer)	100% of Attempted Credits	N/A	100% of Attempted Credits or below a 2.0 GPA

Note: It is your responsibility to contact the Office of Financial Aid **before** withdrawing from any classes

Satisfactory Credit Completion

Grades of A, B, C, D, P, and S represent **satisfactory** credit completion.

What Does Not Count as Completion

Grades of F, U, W, Y, or I are considered credits attempted towards the maximum time frame, but **do not** constitute satisfactory credit completion for SAP policy purposes.

Audited classes (“N”) do not count as attempted or completed credits for financial aid purposes; financial aid cannot be used to pay for audited classes.

ABE, GED, ESL, and High School Completion classes are not eligible for federal or state financial aid.

Family Life Parenting classes (FLPC) are **not eligible** for financial aid funding, **beginning** summer quarter 2007.

GRADE POINT AVERAGE (GPA)

You must earn a 2.0 or higher GPA each quarter. If you do not earn a 2.0 quarterly GPA, you will be placed on Financial Aid Probation and must earn a 2.0 or higher GPA during your next quarter of enrollment. If you do not earn a 2.0 GPA during your next quarter of enrollment, you will be placed on Financial Aid Suspension.

In addition, you must also have and maintain a 2.0 or higher cumulative GPA by the end of your sixth quarter of enrollment to remain in good standing.

FINANCIAL AID PROBATION

If you fail to make satisfactory academic progress but meet the probation criteria, you will receive a letter to that effect.

Your probation status can be cleared when:

You complete all credits with a 2.0 GPA for which you register during your next quarter.

If you do not successfully complete all the credits you register for with a 2.0 GPA, while on probation, you will then be placed on Financial Aid Suspension.

FINANCIAL AID SUSPENSION

You are no longer eligible to receive financial aid if you:

- 1) Fail to meet the minimum conditions of your probation, **OR**
- 2) Complete so few credits that you are automatically suspended from financial aid (See the Credit Completion Chart), **OR**
- 3) Do not maintain a cumulative GPA of 2.0 after your sixth quarter of attendance at Clark College.

FINANCIAL AID REINSTATEMENT

From Suspension

If you are on Financial Aid Suspension, you may be considered for reinstatement of aid when you:

- 1) Pay for and complete credits at Clark College for which you were deficient in a previous quarter, with a 2.0 quarterly GPA or higher (You may complete deficient credits over more than one quarter but need a 2.0 quarterly GPA for each quarter used for reinstatement), **AND** Complete a Request for Reinstatement to have your suspension status removed, **OR**
- 2) Have your appeal approved, **AND** Maintain a 2.0 cumulative GPA.

APPEALS

If you have been suspended from Financial Aid due to poor grades, or because you have met the maximum time frame, you may submit a written appeal to the Financial Aid Office. Appeals must include all of the following:

- 1) Your written explanation of your specific circumstances.
- 2) A Degree Audit or Educational Plan developed with a General Advisor that shows the credits you need to complete your intended program.
- 3) A signed statement from a third party familiar with your situation, such as a physician, social worker, or documentation that supports your request for continued aid.

A committee of Clark College faculty and staff will review your appeal. If your appeal is approved, you will regain financial aid eligibility by complying with the committee's directions for credit completion, grade point average increase, or both. If your financial aid eligibility is reinstated, you might not receive your original award, as aid will be based on the funds available at the time of reinstatement, and upon the recommendation of the appeals committee. If your appeal is denied, you must complete credits, and pay tuition without financial aid funding, before you can regain financial aid eligibility.

In addition to Financial Aid Suspension, students who are on Clark College Academic Suspension are not eligible for continued financial aid. See the Clark College catalog for specific information regarding this policy.

FINANCIAL AID OFFICE CONTACT INFORMATION

For more information, please contact us at:

Clark College
Financial Aid Office – MS #18
T-Building
1933 Fort Vancouver Way
Vancouver, WA 98663-3598

We can be reached by phone at:
(360) 992-2153 (voice)
(360) 992-2864 (fax)

We can be reached by e-mail at:
finaid@clark.edu

We are available on the web at:
http://www.clark.edu/admissions_fin_aid/fin_aid/

Clark College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, marital status, disability, sexual orientation, gender identity, gender expression, disabled or Vietnam veteran status in its program and activities.

Revised 4/20/07

Clark College's Mission

Clark College provides opportunities for individuals from diverse backgrounds to pursue their educational goals. The College offers accessible, comprehensive education; provides services to support student success; and fosters community partnerships that enhance student learning. The College focuses on professional/technical training, academic transfer, pre-college and basic skills, personal development, and cultural enrichment.