

Clark College
Financial Aid Satisfactory Academic Progress Policy
Effective July 1, 2011

Students must meet **Financial Aid Satisfactory Academic Progress Policy** requirements to be eligible for federal, state, and institutional financial aid. Students may be funded for up to two degrees at Clark College as long as they meet all Satisfactory Academic Progress Policy requirements.

There are two standards of Satisfactory Academic Progress Policy that are evaluated at the end of each quarter.

- **Pace of Progression** is measured to ensure students are taking required courses to complete their certificate or degree program within the 125% maximum timeframe. Students must complete the number of quarterly credits within their enrollment level* and 65% of their attempted cumulative credits. All program credits will be taken into consideration whether or not aid was received. Remedial courses are included in this percentage. Grades F (0.0), I (Incomplete), U (Unsatisfactory), W (Withdrawal), Y (In Progress), N (audit), and R (repeat) do not count as completed credits, but, will count as attempted credits.
- **Grade Point Average (GPA):** If a student's cumulative GPA falls below 2.0 and their quarterly GPA is less than 2.0 ("C" grade) s/he will not have met the GPA requirement to remain in good standing. In addition, a student must have a minimum 2.0 cumulative GPA at the end of their sixth quarter.

Students that do not meet Satisfactory Academic Progress can be placed on Financial Aid Warning or immediate Financial Aid Suspension. Students will be notified through their Student Clark College email at the end of the quarter after grades have been posted.

***Pace of Progression Quarterly Enrollment Level Requirement**

Registered credits at the time Higher One notifies you of a pending disbursement:	You will remain in good standing if you successfully complete:	You will be placed on WARNING if you only complete:	Your financial aid will be SUSPENDED if you complete:
Full Time Aid (12 -19 credits)	12 credits per quarter	6-11 credits per quarter	5 credits or less
3/4 Time Aid (9-11 credits)	9 credits per quarter	6-8 credits per quarter	5 credits or less
1/2 Time Aid (6-8 credits)	6 credits per quarter	Not Applicable	5 credits or less
Less Than 1/2 Time Aid (1-5 credits)	All attempted credits per quarter	Not Applicable	Less than all attempted credits

Pace of Progression Examples

Example 1: Student attempts 20 credits; successfully completes 13 credits. $13 \div 20 = 65\%$ completion. Student is in good standing and has met the cumulative credit and quarterly enrollment level requirements.

Example 2: Student attempts 20 credits; successfully completes 12 credits. $12 \div 20 = 60\%$ completion. Student is on warning and will continue to receive aid. The cumulative credit requirement was not reached even though the student successfully met the quarterly enrollment level.

Example 3: Student attempts 20 credits; successfully completes 5 credits. 5 divided by 20 = 25% completion. Student's aid is immediately suspended because the student failed to meet the cumulative credit and quarterly enrollment level requirements.

Financial Aid Warning

Students will be placed on Financial Aid Warning for one quarter if:

- they do not complete the number of quarterly credits within their enrollment level* or
- attempted cumulative credit progress is less than 65% or
- quarterly and cumulative GPA fall below 2.0 at the end of a quarter

Students on warning are in jeopardy of losing their financial aid eligibility. If all Satisfactory Academic Progress requirements are not met in the next quarter of attendance, financial aid will be suspended. Students on Warning are eligible to receive financial aid.

Financial Aid Suspension

Financial Aid Suspension will occur when a student:

- Does not successfully complete at least 6 quarterly credits
- Is on Financial Aid Warning or Probation and does not complete the number of credits in their enrollment level
- Is on Financial Aid Warning or Probation and does not meet 65% progression
- Is on Warning or Probation and both quarterly and cumulative GPA fall below 2.0 at the end the quarter
- Has a cumulative GPA below a 2.0 at the end of the 6th quarter
- Has reached 125% of their program credit requirements
- Has changed their degree more than 2 times
- Has failed to meet requirements of their education plan agreement.

Students whose aid has been suspended are not eligible for future financial aid (grants, work study or loans).

Financial Aid Satisfactory Academic Progress Appeal

If extraordinary circumstances prevented students from meeting the Satisfactory Academic Progress Policy requirements, they may submit an appeal requesting reinstatement of financial aid. The appeal must include a letter that explains what prevented the student from successfully completing the quarter, supporting documentation, a plan for success, and an Education Plan developed by an Advisor and the student identifying required classes needed to complete the certificate or degree. The Financial Aid Advisory Committee meets bimonthly to review appeals. Their decision is final. If the appeal is approved, the Committee has the authority to specify courses, as well as the number of total credits approved for continued financial aid funding. Aid will be reinstated based on available funding at the time the appeal is approved. **Students are limited to two appeals at Clark College.** The form can be found at http://www.clark.edu/admissions_fin_aid/fin_aid/forms.php.

Financial Aid Probation

If the Financial Aid Advisory Committee approves a student's appeal, their financial aid will be reinstated on a probationary status. The Committee may specify an education plan that must be followed to achieve satisfactory academic good standing. If the student does not meet the conditions of the approved appeal his/her financial aid will be suspended.

Financial Aid Request for Reinstatement

If a student chooses not to appeal or has exhausted the 2 appeal limit they may submit a Request for Reinstatement when they have:

- Successfully completed at least one quarter of attempted required credits, regained 65% cumulative pace of progression, and achieved a cumulative GPA of 2.0.
- Changed program of study and successfully completed one quarter of attempted required credits (minimum enrollment, 5 credits) in new program with 2.0 GPA.

Students that have exhausted the 2 appeal limit must remain in good standing and no future appeals will be considered. If the request is approved, aid will be reinstated based on available funding at the time the Request for Reinstatement is approved. Students may be restricted to specific academic conditions and must remain in good academic standing to receive continued funding.

Financial Aid Overpayment and Repayment

The Financial Aid Office begins calculating refund disbursements based on enrollment level* a week before the quarter starts. If a student drops to a lower enrollment level after their refund disbursement is released to Higher One, the student will be billed based on their change in quarterly enrollment. Even though students repay their debt, they will still be held responsible for their original enrollment level and the number of credits paid by Financial Aid and could face warning or suspension based on prior quarter enrollment and grades.

The Clark College census day is the fifth day of the quarter. On census day, the Financial Aid Office reviews enrollment. If a student has dropped classes they will be billed based on their change in quarterly enrollment. If a student adds classes during the first week of the quarter and is entitled to additional funds, the Financial Aid Office will disburse the additional funds to the student's Higher One option. Financial Aid funding will not be adjusted after the fifth day of the quarter.

Students that officially withdraw or stop attending all classes before the 60% point in the quarter will be billed for the amount of aid they were not eligible to receive.

Students may pay their debt in full at the Cashiers Office or make arrangements to pay their debt through the Clark College Business Office.

*See Pace of Progression Quarterly Enrollment Level Chart on page one.