Policy Guidelines

Students must meet Financial Aid Satisfactory Academic Progress (SAP) Policy requirements to remain eligible for federal, state, and institutional financial aid. SAP is reviewed both annually and at the end of each payment period. All terms of attendance, including those in which financial aid was not received, are used in determining SAP status.

There are three standards of SAP Policy that are evaluated at the end of each term:

I. **Grade Point Average (GPA)** if the cumulative GPA falls below 2.0 at the end of the term the student will not have met the GPA requirement to remain in good standing. In addition, a student must have and maintain a minimum 2.0 cumulative GPA at the end of their sixth term and beyond to avoid an automatic suspension.

II. **Maximum Timeframe** is measured to ensure students are taking required courses to complete their certificate or degree. Financial aid will be suspended and program progression must be reviewed at 125%. Students will be ineligible for further funding if it is mathematically impossible to complete the program of study within 150% of the length of the program.

III. **Pace of Progression** Students must complete all financial aid eligible credits funded each term within their enrollment level* and 67% of their attempted cumulative credits. Pace of progress that is 66.6% or higher will be rounded to 67%. All program credits, including transfer and remedial credits, will be taken into consideration whether or not aid was received. Grades F (Failed), I (Incomplete), U (Unsatisfactory), W (Withdrawal), Y (In Progress), N (audit), and R (repeat) will count as attempted credits.

* Credits registered at the time of disbursement:

<table>
<thead>
<tr>
<th>Credits registered at the time of disbursement:</th>
<th>You will remain in good standing if you successfully complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (12-18 credits)</td>
<td>12 credits per term</td>
</tr>
<tr>
<td>3/4 Time (9-11 credits)</td>
<td>9 credits per term</td>
</tr>
<tr>
<td>1/2 Time (6-8 credits)</td>
<td>6 credits per term</td>
</tr>
<tr>
<td>Less Than 1/2 Time (1-5 credits)</td>
<td>All attempted credits per term</td>
</tr>
</tbody>
</table>

**Financial Aid Warning Status**

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

- Cumulative GPA falls below 2.0 at the end of a term and/or
- Pace of progress is less than 67% and/or
- Not all attempted credits are completed (as noted on the chart)

<table>
<thead>
<tr>
<th>Credits registered at the time of disbursement:</th>
<th>WARNING will occur if you complete:</th>
<th>SUSPENSION will occur if you complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (12-18 credits)</td>
<td>Between 6-11 credits</td>
<td>5 credits or less</td>
</tr>
<tr>
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<td>Between 6-8 credits</td>
<td>5 credits or less</td>
</tr>
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Students on Warning are eligible to receive financial aid the next term of attendance but are in jeopardy of losing their financial aid eligibility. If all SAP requirements are not met at the end of the next term of attendance, financial aid will be suspended. Warning status will be cleared if all SAP requirements are met at the end of the next term of attendance.
Financial Aid Suspension

Students on financial aid suspension are not eligible for future financial aid including grants, work study, and loans. Immediate financial aid suspension will occur when a student:

- Is on Financial Aid Warning/Probation and
  - Does not complete the number of credits in their enrollment level and/or
  - Does not meet 67% progression and/or
  - Cumulative GPA falls below 2.0 at the end the term
- Has a cumulative GPA below a 2.0 at the end of the 6th term of attendance and beyond
- Has attempted 125% of the credits required for the program
- Has failed to meet requirements of their Academic Plan contract
- Not all attempted credits are completed (as noted on the chart below)

### Credits registered at the time of disbursement: SUSPENSION will occur if you complete:

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Regain Eligibility for Financial Aid

When students are suspended from financial aid there are two (2) options available to regain eligibility. The options are:

1. Filing a **Satisfactory Academic Progress Appeal** or
2. Submitting a **Request for Reinstatement**

### I. Satisfactory Academic Progress Appeal

Failure to maintain good academic standing may be the result of circumstances beyond the student’s control. In cases of student’s illness, injury, a death in the family or unusual circumstance, students may appeal to regain financial aid eligibility. **Students are limited to two (2) appeals at Clark College** (Maximum Timeframe appeals are excluded from this limit).

The appeal must include:

1. **Satisfactory Academic Progress Appeal Form**
2. Typed and signed statement explaining the circumstances AND what has changed AND the steps taken to ensure academic success in the future
3. Supporting documentation confirming the extenuating circumstances presented in the statement
4. A current degree worksheet completed and signed by the student and program advisor

Appeals are reviewed by the Financial Aid Committee and students are notified of their decision through email. The Committee’s decision is final. If the appeal is approved, the Committee has the authority to restrict students to specific academic conditions. The student may be required to follow an Academic Plan until satisfactory academic progress is achieved.

If approved, aid is reactivated based on available funding at the time the appeal is approved and may not reflect the original award. An approved appeal does not negate any repayment owed to the financial aid programs or Clark College.

### II. Request for Reinstatement

If a student chooses not to appeal or has exhausted the two (2) appeal limit they may submit a **Request for Reinstatement** when they have satisfied the following conditions:

1. Enrolled in and completed a minimum of 5 program required credits (CAP courses are ineligible) with a cumulative GPA of 2.0 or higher, and
2. Pace of progression is 67% or higher

All credits attempted in reinstatement term must be completed. Receiving grades of F (Failed), I (Incomplete), U (Unsatisfactory), W (Withdrawal), Y (In Progress), N (audit), and R (repeat) will hinder eligibility for financial aid reinstatement and may increase the number of credits required to reinstate.

If the reinstatement is approved, aid is reactivated based on available funding at the time the reinstatement is approved and may not reflect the original award. Students may be restricted to specific academic conditions and must remain in good academic standing to receive continued funding. An approved reinstatement does not negate any repayment owed to the financial aid programs or Clark College.

Financial Aid Probation

If the Financial Aid Committee approves a student’s appeal, financial aid will be reactivated on a probationary status. Financial aid suspension will occur if the student does not meet all satisfactory academic progress requirements at the end of the next term of attendance (see warning section for details).
Other Requirements and Limitations

I. Maximum Timeframe
Eligibility for federal aid expires once a student attempts 150% of the published credits required for a program. Maximum credit warning notifications will be issued when a student reached 110% of the credits required for a degree or 100% for a certificate. Once a student has attempted 125% of program credits, financial aid will be suspended until an internal review of program progression has been completed. All credits, regardless of whether they were taken while on financial aid, or credits removed with an approved set-aside petition are used in calculating maximum timeframe. Transitional support coursework that is attempted and results in an asterisk (*) grade such as ABE, GED, ESL, ENL, and some CAP coursework are excluded. Transfer credits accepted for use towards the current certificate or degree are included. Remedial coursework needed to reach program required classes is counted towards maximum timeframe. Funding of remedial courses is limited to 45 attempted credits. Repeated credits (R grades) are counted as attempted towards maximum timeframe. Once a class has been attempted and credit has been earned, financial aid can only pay for a second attempt.

II. Program Changes
If a student was approved in a previous appeal with specific academic conditions, those conditions must be met before changing their program. If the student wants to change their program prior to completing the appeal’s academic conditions, a student must submit a Request for Financial Aid Extension to the Financial Aid Office. If the program change is approved, new conditions will be applied.

Repayment Obligations
Students may owe a repayment of financial aid funds received if they decrease their enrollment level, withdraw from all classes, earn zero credits at the end of the term, or do not commence attendance in module classes. Even if debt is repaid, students will be held responsible for the original enrollment level at the time of financial aid disbursement and, if applicable, will be placed on warning or suspension.

I. Overpayments
Students who have dropped credits to a lower enrollment level during the first week of the term, or do not commence attendance in a module course, will be required to repay a portion of their Pell Grant. For more details, review the Financial Aid Census Date Policy.

II. Repayments
Students who withdraw from all classes or complete zero credits may owe a repayment of financial aid funds at the end of the term. The Financial Aid Office is required to determine the percentage of funds earned by the student which is based on the withdrawal date. For more details, review the Financial Aid Funds Repayment Policy.

III. Resolution of Debt Owed
Students who are required to repay financial aid funds have a limited amount of time to pay their debt in full or make arrangements to their debt. Failing to pay in full or make payment arrangements with Clark College Accounting Services may result in the debt being referred to a collection agency, and students may lose financial aid eligibility at all colleges or universities. Information detailing payment requirements is included in the Financial Aid Census Date Policy, Financial Aid Funds Repayment Policy, and within the billing notices sent by e-mail.

Clark College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal in its programs and activities, in accordance with state and federal laws. The responsibility for and the protection of this commitment extends to students, faculty, administration, staff, contractors and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The following person has been designated to handle inquiries regarding non-discrimination policies: Associate Vice President of Diversity, Equity, and Inclusion, Gaiser Hall, 360-992-2757, or 360-991-0901 (video phone).