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. Federal financial aid will be suspended and program progression must be reviewed at 150%. Federal financial aid recipients 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. State financial aid recipients have a maximum usage limit of five full-time years of eligibility for the Washington College Grant and a maximum usage limit of four full-time years of eligibility for the College Bound Scholarship (after enrolling within one year of high school graduation).

III. **Pace of Progression** is calculated by dividing the cumulative earned by the cumulative attempted credits. When this calculation falls below 67%, a student is no longer on pace to graduate on time. Students must complete all credits each term within their enrollment level, which is captured on the 10th day of the term and 67% of their attempted cumulative credits. Pace of progression 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.

<table>
<thead>
<tr>
<th>*</th>
<th>Credits registered at the time of Census</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>
<td></td>
</tr>
<tr>
<td>3/4 Time (9-11 credits)</td>
<td>9 credits per term</td>
<td></td>
</tr>
<tr>
<td>1/2 Time (6-8 credits)</td>
<td>6 credits per term</td>
<td></td>
</tr>
<tr>
<td>Less Than 1/2 Time (1-5 credits)</td>
<td>All attempted credits per term</td>
<td></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 progression is less than 67% and/or
- Not all attempted credits are completed (as noted on the chart)

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. Students are notified of financial aid warning via email.

<table>
<thead>
<tr>
<th>Credits registered at the time of Census</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>
<td>3/4 Time (9-11 credits)</td>
<td>Between 6-8 credits</td>
<td>5 credits or less</td>
</tr>
<tr>
<td>1/2 Time (6-8 credits)</td>
<td>→</td>
<td>5 credits or less</td>
</tr>
<tr>
<td>Less Than 1/2 Time (1-5 credits)</td>
<td>→</td>
<td>Less than all attempted credits</td>
</tr>
</tbody>
</table>
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 of the term
- Has a cumulative GPA below a 2.0 at the end of the 6th term of attendance and beyond
- Has failed to meet requirements of their Academic Plan contract
- For federal financial aid recipient, has attempted 150% of the credits required for the program. For state financial aid recipient, has reached their maximum usage limit of five full-time years of eligibility for the Washington College Grant and/or their maximum usage limit of four full-time years of eligibility for the College Bound Scholarship (after enrolling within one year of high school graduation).
- Not all attempted credits are completed (as noted on the chart below)

Students are notified of financial aid suspension via email.

<table>
<thead>
<tr>
<th>Credits registered at the time of Census:</th>
<th>SUSPENSION will occur if you complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (12-18 credits)</td>
<td>5 credits or less</td>
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<tr>
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<td>Less Than 1/2 Time (1-5 credits)</td>
<td>Less than all attempted credits</td>
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</tbody>
</table>

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. Meet the Reinstatement criteria

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 circumstances, 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. Reinstatement Criteria

If a student chooses not to appeal or has exhausted the two (2) appeal limit they may be eligible for reinstatement when they have satisfied the following conditions:

1. Enroll in and complete a term successfully, and
2. Earn a cumulative GPA of 2.0 or higher, and
3. Have a Pace of progression of 67% or higher, and
4. For federal financial aid recipient, has attempted 150% of the credits required for the program. For state financial aid recipient, has reached their maximum usage limit of five full-time years of eligibility for the Washington College Grant and/or their maximum usage limit of four full-time years of eligibility for the College Bound Scholarship (after enrolling within one year of high school graduation).

In the reinstatement term, all credits within the enrollment level must be completed successfully. 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.

When the reinstatement criteria is met, aid is reactivated based on available funding and may not reflect the original award. Meeting reinstatement criteria 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. Students on Probation are eligible to receive financial aid the next term of attendance.

Probation status will be cleared if all SAP requirements are met at the end of the next term of attendance. If all SAP requirements are not met at the end of the next term of attendance, financial aid will be suspended.

The Financial Aid Committee may approve an appeal on an Academic Plan Agreement, which allows for an extended Probationary period, if it mathematically impossible meet pace or GPA requirements by the end of the next term of attendance. The student will be required to make progress each term until all SAP requirement are met. If at anytime while on an academic plan, the student does not achieve progress towards meeting the pace and GPA requirements, Financial Aid Suspension will occur.
Financial Aid SAP Policy

I. Maximum Timeframe

Maximum credit warning notifications will be issued when a student reaches 125% of the program length. Once a federal aid student has attempted 150% of program credits, federal financial aid will be suspended pending appeal approval. 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 and up to 45 credits of remedial coursework are excluded from the federal maximum timeframe calculation Funding of remedial courses is limited to 45 attempted credits. Transfer credits accepted for use towards the current certificate or degree are included. 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 one additional 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 a 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. If a student changes their program of study, Pace of Progression will not be reset.

Repayment Obligations

Clark College locks a student’s quarterly enrollment level on the 10th day of the term. Enrollment changes completed through the 10th day would result in an adjustment of eligibility for funds by increasing awards for eligible credits added after disbursement or reducing awards to calculate an overpayment for credits dropped after disbursement. Clark College will bill the student and report the repayment to WSAC.

Zero credits of enrollment on the 10th day is considered non-enrolled for the term. All official enrollment records are locked on the 10th day and would reflect the credits that will be posted on the transcript at the end of the term for evaluation of satisfactory academic progress. For more information, review the Census Date Policy.

Students may owe a repayment of financial aid funds received if they withdraw from all classes, earn zero credits at the end of the term, or do not commence attendance in module classes.

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.