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. Students are notified via email if SAP conditions are not met. All terms of attendance, including those in which financial aid was not received, are used in determining SAP status.

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

I. **Grade Point Average (GPA)** requirement is to maintain a minimum 2.0 cumulative 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 maintain a minimum 2.0 cumulative GPA at the end of their sixth term or an automatic suspension will occur. Courses with an S (Satisfactory), U (Unsatisfactory), I (Incomplete), and W (Withdrawal) do not have an impact on GPA. For repeated coursework, only the highest grade achieved will count in the GPA calculation.

II. **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. In addition to earning at least 67% of their attempted credits, students must also complete all credits within their enrollment level which is captured on the census date each term. Pace of progression that is 66.6% or higher will be rounded to 67%. Whether or not aid was received, all program credits, including transfer and remedial credits, will be taken into consideration. Courses with grades of F (Failed), I (Incomplete), U (Unsatisfactory), W (Withdrawal), Y (In Progress) and repeated courses are included in the calculation of attempted credits. Only the highest grade achieved will count as attempted and earned credit for repeated courses. Courses approved on Set-Aside Petitions will count as attempted credits. Non-graded coursework and (*) grades are excluded from pace of progression for credit bearing classes. Program changes do not affect pace of progression.

III. **Maximum Timeframe** is measured to ensure students are taking required courses to complete their certificate or degree. Program progression must be reviewed when students exceed 150% of the length of program. 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). Courses approved on Set-Aside Petitions will count as attempted credits and non-graded coursework and (*) grades are excluded from pace of progression for credit bearing classes. Program changes do not affect maximum timeframe.

**Financial Aid Warning**
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 in the table below under WARNING) *
- 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 will be placed on financial aid suspension if:

On Financial Aid Warning/Probation and
- Cumulative GPA falls below 2.0 at the end the term and/or
- Pace of progression is less than 67% and/or
- Not all attempted credits are completed (as noted in the table below under WARNING)*
- Cumulative GPA falls below a 2.0 at the end of the 6th term of attendance and beyond
- For federal financial aid recipient, has exceeded 150% of the credits required for the program***
- Not all attempted credits are completed (as noted in the table below under SUSPENSION) **
- Conditions of their Academic Plan contract have not been met

Students on financial aid suspension are not eligible for future financial aid including grants, work-study, and loans. Financial Aid Suspension remains in place until the student has an approved appeal or has met the reinstatement criteria (See Regaining Financial Aid Eligibility).

Credits registered at the time of Census
Full time (12 or more credits)
3/4 time (9-11 credits)
1/2 time (6-8 credits)
Less than 1/2 time (1-5 credits)
You will remain in good standing if you successfully complete
12 credits
9 credits
6 credits
All attempted credits

WARNING will occur if you complete: *
Between 6-11 credits
Between 6-8 credits
Not Applicable - See Suspension
Not Applicable - See Suspension

SUSPENSION will occur if you complete: **
5 credits or less
5 credits or less
5 credits or less
Less than all attempted credits

Credits registered at the time of Census
Full Time (12 or more credits)
3/4 Time (9-11 credits)
1/2 Time (6-8 credits)
Less Than 1/2 Time (1-5 credits)

Additional Maximum Timeframe Information ***
Maximum credit warning notifications will be issued when a student has attempted 125% to 150% of the credits required for their declared program. Once a student has attempted more than 150% of the credits required for their declared program, federal financial aid will be suspended. 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.

Regain Eligibility for Financial Aid
When students are suspended from financial aid due to cumulative GPA and/or pace of progression, there are two (2) options available to regain eligibility. The options are:
1. File a Satisfactory Academic Progress Appeal or
2. Meet the Reinstatement criteria
Satisfactory Academic Progress (SAP) 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) SAP appeals at Clark College.** Maximum Timeframe appeals are excluded from this limit. Students cannot appeal the same circumstance in a subsequent appeal.

The appeal must include:

1. **SAP 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

Appeals are reviewed by the Financial Aid Committee and students are notified of their decision through email. If the appeal is approved the student will be placed on a probationary status and the Committee has the authority to restrict students to specific academic conditions.

If approved, aid is reactivated based on available funding at the time the appeal is approved and may not reflect the original aid offer. An approved appeal 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.

If it is mathematically impossible to meet pace or GPA requirements by the end of the next term of attendance, the Financial Aid Committee may approve an appeal on an Academic Plan Agreement, allowing for an extended Probationary period. If at any time while on an academic plan, the student does not achieve progress towards meeting the pace, term enrollment, and GPA requirements, a Financial Aid Suspension will occur (see Financial Aid Warning section for details).

**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 successfully complete a term within the enrollment level recorded at census, 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 not exceeded 150% of the credits required for the program.

In the reinstatement term, receiving grades of F (Failed), I (Incomplete), U (Unsatisfactory), W (Withdrawal), Y (In Progress), and repeating courses may hinder eligibility for financial aid reinstatement and could increase the number of credits required to restate.

When the reinstatement criteria are met, aid is reactivated based on available funding and may not reflect the original aid offer. Meeting reinstatement criteria does not negate any repayment owed to the financial aid programs or Clark College.
Maximum Timeframe Appeal
When students are suspended from financial aid due to exceeding 150% of credits required for their program, there is an option to file an appeal.

The appeal must include:
1. Maximum Timeframe Appeal Form
2. Typed and signed statement explaining the reason why you need additional credits to complete your program of study
3. A current degree worksheet completed and signed by the student and program advisor

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

Maximum Timeframe and SAP Suspension (MAX/SAP) Appeal
When students are suspended from financial aid due to exceeding 150% of credits required for their program and cumulative GPA and/or pace of progression, there is an option to file an appeal to address both issues:

The appeal must include:
1. Satisfactory Academic & Maximum Timeframe Appeal Form
2. Typed and signed statement explaining the circumstances that prevented you from making SAP, what has changed, and the steps taken to ensure academic success in the future, as well as the reason why you need additional credits to complete your program of study
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

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

Financial Aid Extensions
In general, a student who was approved in a previous appeal with specific academic conditions, must meet those conditions before changing their program. However, if a student wants to change their program prior to completing the appeal’s academic conditions, needs additional credits to complete a previously approved program, or completes the approved program and wishes to pursue another program, then the student must submit a Request for Financial Aid Extension to the Financial Aid Office. If an additional extension is approved, new conditions will be applied.

Your Request for Financial Aid Extension must include the following:
1. Request for Financial Aid Extension Form
2. Typed and signed statement describing the basis for the request. Provide the reason why you need additional credits as well as the outcome you plan to achieve
3. A current degree worksheet completed and signed by the student and program advisor

If approved, aid is reactivated based on available funding at the time the appeal is approved and may not reflect the original aid offer.

Grade Changes
SAP is reviewed both annually and at the end of each payment period. Additionally, SAP can be re-evaluated for have a grade change occur between formal SAP evaluations. When the Financial Aid Office is notified of a grade change, SAP will be re-run for the affected term. Students will be notified of any changes to their SAP status via email.

Financial Aid Limitations
FLPC, ESL, IELP, and most CAP classes are not eligible for financial aid. Only CAP 46 and 90 are eligible for financial aid.

Repeating Courses: Once credit is earned, financial aid can only fund one additional attempt of a course.

This Satisfactory Academic Progress Policy is subject to change at any time due to federal regulations and/or requirements established by the Financial Aid Office.