

# Clark College Financial Aid Satisfactory Academic Progress Policy

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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. All credits, regardless of whether they were taken while on financial aid, including credits removed with an approved Set-Aside Petition are used in calculating maximum timeframe. Transfer credits accepted for use towards the current certificate or degree are also included. Repeated credits (R grades) are counted as attempted towards 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 all remedial coursework that are labeled under 100 level are excluded from the federal maximum timeframe calculation. Program changes do not reset maximum timeframe.

#### **Additional Maximum Timeframe Information \*\*\***

Maximum credit warning notifications will be issued when a student has attempted between 125% and 150% of the credits required for their declared program. Once a student has attempted 150% of the credits required for their declared program, federal financial aid will be suspended.



## SAP Statuses and Definitions

### 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.

### **Credits registered at 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 be in good standing if you successfully complete**

12 credits  
9 credits  
6 credits  
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)

### **WARNING will occur if you complete: \***

Between 6-11 credits  
Between 6-8 credits  
Not Applicable - See Suspension  
Not Applicable - See Suspension

### **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)

### **SUSPENSION will occur if you complete: \*\***

5 credits or less  
5 credits or less  
5 credits or less  
Less than all attempted credits

### Financial Aid Suspension

Students will be placed on financial aid suspension if:

- Cumulative GPA falls below a 2.0 at the end of the 6th term of attendance and beyond and/or
- For federal financial aid recipient, has exceeded 150% of the credits required for the program\*\*\* and/or
- Not all attempted credits are completed (as noted in the table above under SUSPENSION) \*\* or

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 above under WARNING)\*
- Conditions of their Academic Plan 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).

### 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, a Financial Aid Suspension will occur (see Financial Aid Warning section for details).

If it is mathematically impossible to meet all SAP requirements by the end of the next term of attendance, the Financial Aid Committee may approve an appeal on an Academic Plan, 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, GPA requirements, or other conditions set by the Committee, a Financial Aid Suspension will occur (see Financial Aid Suspension section for details).

## Appeals

Students have the option to submit an appeal to address financial aid suspension for not meeting any combination of the SAP elements. Appeals must be submitted by the priority processing date listed on the Financial Aid [website](#) in order to be considered for financial aid for that term and include all required documentation listed under the appeal type. Incomplete appeals will not be considered.

Appeals are reviewed by an Appeals Committee which consists of financial aid representatives. The Committee's decision is final and cannot be appealed further. If the appeal is approved, the student will be placed on a probationary status. The Committee has the authority to restrict students to specific academic conditions including but not limited to enrolling in a certain number of credits and specific coursework, meeting with a Student Success Coach, or earning a specific term GPA, etc. Students are notified of their decision through email.

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.

The Financial Aid Office does not guarantee an appeal submitted will result in an approval. The student is responsible for paying any and all costs of attendance while awaiting an appeal outcome.

### **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 and Change of Record appeals are excluded from this limit. Students who submit a subsequent appeal for the same circumstance will not be considered.

The appeal must include:

1. [SAP Appeal Form](#)
2. Typed and signed statement explaining the circumstances, 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

### **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. If a student has a prior maximum timeframe appeal and would like to change any condition(s) of the prior approval (change of program, request additional credits, fund an additional program), a student may submit a new Maximum Timeframe appeal to the Financial Aid Office for consideration. If the additional appeal is approved, new conditions will be applied.

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 academic advisement report completed and signed by the student and program advisor

### **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 failure to meet the cumulative GPA and/or pace of progression requirements, 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 meeting 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 academic advisement report completed and signed by the student and program advisor

### **Change of Records SAP Review**

SAP is evaluated both annually and at the end of each term. SAP can be re-evaluated for a grade or program change that occurs between formal SAP evaluations. When the Financial Aid Office is notified of a grade or program change through the submission of a Change of Records SAP Appeal, SAP will be re-ran for the affected term. Students will be notified of any changes to their SAP status via email. Grade change approvals will be subject to a probationary status for one term.

The appeal must include:

1. [Change of Records SAP Review Form](#)

### **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 reinstate.

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.

### **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.
- Financial aid can fund up to 45 credits of remedial coursework.
- Repayment obligations cannot be appealed.
- Lifetime eligibility limits cannot be appealed

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

