



CLARENDON COLLEGE

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SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR RECIPIENTS OF FEDERAL TITLE IV & PELL GRANT FINANCIAL AID FUNDS

The U.S. Department of Education frequently changes regulations pertaining to financial aid. Clarendon College attempts to comply with all legislative mandates and Federal regulations. The Financial Aid Office reserves the right to make policy and procedure changes during the award year.

To ensure availability of funding and the integrity of the federal regulations and institutional policy, students receiving Title IV aid must meet Satisfactory Academic Progress Standards. All students receiving federal or state financial aid are subject to maintaining satisfactory progress in accordance with federal and/or state guidelines as set forth in Satisfactory Academic Progress Standards. These standards, which must include a qualitative and quantitative measurement, have been established by Clarendon College and defined below.

1. **Qualitative and Quantitative** – The records of all students receiving federal or state aid will be reviewed and evaluated at the end of the Fall and Spring and Summer semesters. Mini-terms and/or compressed session grades will be calculated with the previous long semester’s results.
 - a. Full-time students will be considered to be achieving satisfactory progress and in “good standing” if they complete 75% or more of the courses attempted with a semester 2.0 grade point average (GPA) or higher (on a 4.0 scale). An F grade, as well as a withdrawal (W grade), will be considered unsatisfactory progress and counted as an incomplete course.
 - b. Part-time students will be considered to be achieving satisfactory progress and in “good standing” if they complete 50% or more of the courses attempted with a semester 2.0 grade point average (GPA) or higher (on a 4.0 scale). An F grade, as well as a withdrawal (W grade), will be considered unsatisfactory progress and counted as an incomplete course. At Clarendon College, all work will be considered whether or not financial aid was received.
2. **Financial Aid Warning** – Students who do not achieve satisfactory progress as defined by Full-time or Part-time status shall be immediately placed on Financial Aid Probation for the next long semester. A “warning” will be issued if a student does not satisfactorily complete at least one course in a semester. They shall be eligible to receive financial aid during that semester.
3. **Financial Aid Suspension** – Students who have received a financial aid warning and who fail to make satisfactory academic progress will be placed on Financial Aid Suspension for the next long semester. Students placed on Financial Aid Suspension are eligible to continue their enrollment in Clarendon College without federal or state financial aid unless they are also placed on academic suspension.
4. **Financial Aid Suspension Student Appeal Procedures** - A student who is placed on Financial Aid Suspension has the right to submit a Suspension Review Request to the Director of Financial Aid explaining the circumstance surrounding his/her non-achievement or lack of satisfactory progress. The student must provide written documentation of circumstances. The Director will review the request and respond with a decision. If the Director does not lift the suspension, the student has the right to request an Appeal Hearing to be heard by the Financial Aid and Scholarship Committee. This will be a formal meeting and will require the student to appear in person and a minimum of 5 Committee members will be required to be present for the hearing. Any student who is not satisfied with the decision of the committee may appeal to the Vice President.

- A. Full-time students placed on Financial Aid Suspension may be reinstated upon earning at least 12 credit hours with a GPA of 2.0 or higher in one long semester without benefit of federal or state financial aid.
 - B. Part-time students placed on Financial Aid Suspension may be reinstated upon earning at least 6 credit hours with a GPA of 2.0 or higher in one long semester without benefit of federal or state financial aid.
5. **Re-Entry upon Acceptance of an Appeal** – Students who re-enter based on an accepted Appeal will be awarded financial aid on a probationary status for one long semester. Students who re-enter on financial aid probation and fail to meet the minimum requirements of satisfactory academic progress will be placed on financial aid suspension for one calendar year. After one calendar year the student may be admitted on financial probation. Should students still not meet the minimum requirements, they will be placed on financial aid suspension again for one calendar year and may be re-admitted only upon approval of the Financial Aid and Scholarship Committee.
6. **Course Repeats** – Students will be allowed to repeat a particular course one time when a grade of “W” or “F” was earned and still receive financial aid for that course. Financial aid will not pay for a repeated course once the student has successfully completed the course with a grade of “D” or better. A grade of Incomplete “I” must be made up within the next long semester, or it becomes a grade of “F”. A grade of “I” will count for financial aid purposes, like a grade of “F”, until the “I” is replaced by a letter grade.
7. **Changing enrollment status** - Dropping/withdrawing from classes or failure to attend classes after financial aid funds are disbursed may result in repayment of some or all of your financial aid funds. You will also assume responsibility for all expenses associated with repayment such as collection agency costs and court costs. Holds will be placed on all your academic records and will not be permitted to register until repayment is received in full.
8. **Maximum Time Frames for Federal Title IV Recipients** – Students are expected to complete their degrees or certificates within a reasonable time frame. Taking extra (non-degree) courses may exhaust financial aid eligibility prior to completion of a degree or certificate.
- a. Full-time students must complete their program of study within a maximum of 150% of the number of semester hours of the published length of the educational program. Federal guidelines state that a student may not receive federal aid after reaching 150% of the number of semester hours of the published length of the education program. Whether the student previously received financial aid is not a factor. If a student who has gone over the 150% limit and only lacks a few hours to complete a degree or certificate, the student must provide an approved notice of appeal as accepted by Registrar’s Office.
 - b. A one-year certificate program would be subject to the 150% time frame for the published length of the program. For instance, a student enrolled in the Ranch and Feedlot Operation Program would be expected to complete the 39 semester hour program within a 58 semester hour time frame.
 - c. For financial aid purposes, developmental/remedial course work will not be included in the cumulative GPA but will be included in both the 150% time frame and completion rate calculations. Federal regulation state that student may not receive federal financial aid for remedial course work after they have attempted 30 hours of remediation. Therefore a student who attempts more than 30 hours of remedial classes may not receive federal financial aid for those classes.
 - d. A formal degree plan must be presented to the Financial Aid Office prior to the student accumulating 39 attempted hours in order to continue to receive federal financial aid.
 - e. If a student is enrolled in courses that do not count toward their degree, they cannot be used to determine enrollment status unless they are eligible remedial courses, and therefore cannot receive financial aid for those courses.
 - f. Failure to attend class does not automatically constitute withdrawal from that class, nor does a student’s notification to an instructor that the student wishes to be dropped. The student must be officially dropped by the Registrar’s Office. Failure of a student to officially drop a class will result in a grade of “F”.

- g. Transfer students: All applicants who have attended other colleges are required to submit a transcript whether or not they received financial aid. Also, academic transcripts must be received before financial aid will be awarded. Transfer students with a GPA below 2.0 will automatically be placed on Financial Aid Probation.
 - h. A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional FSA funds for that program.
 - i. Students may change majors while at Clarendon College. Only the hours that transfer to the new major will count towards the student's SAP. However, excessive major changes (as defined by the Financial Aid Office) can result in a suspension status. Accordingly, the Financial Aid Office has determined that a student who changes majors more than twice without successfully completing either of the first two attempts will be placed on financial aid suspension.
9. **Mitigating Circumstances** – Mitigating circumstances such as illness, injury, death of relative, a lapse of time since previous enrollment, or other extenuating or unusual circumstances may be considered in the determination of satisfactory progress. The student has the right to appeal any decision made regarding his or her right to receive Title IV aid. Appeals should be made in writing and addressed to the Financial Aid Coordinator.
10. **Disbursement of Federal Funds** – The balance due to a student who has received financial warning or whose SAP appeal has been accepted and who's federal and/or state financial aid funds were awarded on a probationary status will be disbursed in three equal payments no more than 30 days apart and in a manner consistent with federal and state financial aid guidelines. A student must be reported as attending classes regularly in order to receive disbursement payments.