

Satisfactory Academic Progress Policy Clarendon College

As required by federal and state student financial aid regulations, Clarendon College must monitor satisfactory academic progress to determine initial and/or continued financial aid eligibility.

1. Qualitative Requirement: Students must maintain a cumulative grade point average of 2.0 or better on a 4.0 scale.

For the purpose of this policy, grades of "A", "B", "C", and "D" are considered making satisfactory academic progress.

Grades of "F", "W", and "I" are considered as *not* making satisfactory academic progress.

2. Quantitative/Pace of Progress Requirement: students must successfully complete 67% of their attempted courses:
3. Maximum Time Frame for Financial Aid Recipients: Students may receive financial aid up to 150% of the published credit hour length of their declared program. For example, 150% of a 60 credit hour AS degree is 90 credit hours.
 - a. Students are expected to complete their degrees or certificates within a reasonable time frame. Taking extra courses not required in a student's degree plan may exhaust financial aid eligibility prior to completion of a degree or certificate.
 - b. Developmental/remedial course work is not included in the maximum time frame of 150% nor is the cumulative grade point average included in the qualitative requirement. Students can receive financial aid up to 30 hours of developmental/remedial coursework.
 - c. Students who enroll in courses that are not part of their degree plan are not included in the determination of enrollment status and are not eligible for financial aid, with the exception of developmental/remedial courses.
 - d. Transfer credits are counted as attempted and earned credits in the evaluation of the pace of progress and in the maximum time frame.

Failure to attend class does not automatically constitute withdrawal from a class. Should a student decide to withdraw, he or she can complete a withdrawal form for the Office of Student Services to officially withdraw from Clarendon College. Failure to officially withdraw from a class will result in a grade of "F".

4. Period of Evaluation: Satisfactory academic progress is evaluated at the end of each term of enrollment. The evaluation is based on a student's earned cumulative grade point average and the cumulative percentage of successfully completed courses.
5. Financial Aid Warning: Students who do not achieve satisfactory academic progress as defined by this policy are immediately placed on Financial Aid Warning and are eligible to receive financial aid for the next term of enrollment. Students placed in a warning status are notified by email and a letter will be loaded into their student portal.
6. Financial Aid Suspension: Students who are in a Financial Aid Warning status and do not make satisfactory academic progress in the following term of enrollment are placed on Financial Aid Suspension. Students on

Financial Aid Suspension are not eligible to receive financial aid for their next term of enrollment. Students placed in a suspension status are notified by email and a letter will be loaded into their student portal.

7. Financial Aid Suspension for Maximum Time Frame: Students who reached 150% credit hour length of their program are immediately placed on Financial Aid Suspension. A change of a program does not extend the length of the time frame.
8. Financial Aid Suspension for Inability to Meet Program Requirements within Time Frame: If determined by the Financial Aid Office that a student cannot possibly raise their grade point average or rate of course completion within the maximum time frame, the student is immediately placed on Financial Aid Suspension.

Unless placed on academic suspension by the Registrar's Office, students are allowed to continue enrollment without the benefit of financial aid until he or she meets the requirements of this policy.

9. Financial Aid Appeal Process: *A student is allowed only ONE appeal through their attendance at Clarendon College. If he/she wishes to appeal more than once, the student is required to go before the Financial Aid and Scholarship Committee for review.*

A student who is placed on Financial Aid Suspension has the right to submit a Suspension Review Request form to the Director of Financial Aid for consideration. Upon review of the form, the Director of Financial Aid notifies the student by email or mail of the decision to either grant the appeal or not.

Should a student not agree with the Director of Financial Aid's decision, the student has the right to request an Appeal Hearing, to be heard by the Financial Aid and Scholarship Committee. The hearing is a formal meeting in which the student is required to attend. After the hearing, a decision is determined. Notification of the decision is sent by email or mail. The Committee's decision is final.

10. Reasons that may be acceptable for an appeal:

- a. Serious illness or accident on the part of the student
- b. Death, accident, or serious illness in the student's immediate family
- c. Other unusual extenuating circumstances

11. Re-entry upon Acceptance of an Appeal: Students who re-enter based on an accepted appeal are awarded financial aid for their next term of enrollment and are placed on Financial Aid Warning status for that term. If at the conclusion of the term the student is not making satisfactory academic progress in accordance with this policy, the student is placed on Financial Aid Suspension. All students granted an appeal will be put on an Academic Plan outlined with strict guidelines to follow. If the student meets the requirements of the academic plan and continues to make progress they will go on continued warning!
12. Repeated Courses: Students are allowed to repeat a course one time with a grade of "W" or "F" and be eligible to receive financial aid for that course. Financial aid does not apply to a repeated course with a grade of "D" or better and for the grade of "I".

A grade of Incomplete "I" must be made up within the next long semester, or it becomes a grade of "F". For financial aid purposes, the grade of "I" will count as an "F" until the "I" is replaced with a letter grade.

13. Transfer Students: Prior to the awarding of financial aid, students who attended other colleges are required to submit academic transcripts to the Financial Aid Office, regardless if the student received financial aid at their prior college. Students, whose academic transcript report a grade point average of below a 2.0, they are placed

on Financial Aid Warning. Those students who do not submit the required academic transcripts are automatically placed on Financial Aid Warning.

Revised 5/12/2021