

Satisfactory Academic Progress Standards for Federal and Institutional Financial Aid Beginning 2012-2013; Revised March 2020

The US Department of Education has issued new Satisfactory Academic Progress (SAP) requirements effective July 1, 2011. These requirements are part of the Program Integrity Final Regulations issued on October 29, 2010.

The Satisfactory Academic Progress (SAP) policy that follows includes the requirements of the Program Integrity Regulations that were effective at the beginning of the Fall 2011 term. Revisions to this policy were made on March 13, 2020 and are effective with the SAP evaluation that will be conducted at the end of the Spring 2020 semester and moving forward.

Federal regulations require institutions to evaluate Financial Aid SAP at the end of the Fall, Spring and Summer terms. Both full-time and part-time enrollment status must be evaluated as well as periods of enrollment during which the student did not receive financial aid.

All students are encouraged to become familiar with the policy as eligibility for federal and institutional aid may be an important factor in being able to continue one's education at Clarkson.

Students must maintain SAP to retain eligibility for federal and institutional financial aid. SAP is comprised of three areas as required by federal regulations. A student must complete their degree within a specified period, demonstrate PACE by earning a minimum percentage of attempted credit hours and maintain a cumulative GPA that is consistent with meeting graduation requirements. Some institutional scholarships (i.e. Honors, Endowed and Sponsored Scholarships) may require higher academic achievement than the standards outlined in this section. Students with questions regarding specific scholarships are advised to contact their Student Administrative Services (SAS) representative.

Satisfactory Academic Progress Standards for Financial Aid are based on a student's cumulative record and are separate from Academic Standing determinations. A student who is on academic warning, academic probation, or has been approved to continue after separation retains financial aid eligibility provided the Satisfactory Academic Progress Standards for Financial Aid (detailed below) are met.

1. Maximum Time Frame for Degree Completion

Federal regulations specify that a student must complete his/her degree within 150% of the published length of the program. The maximum time frame at Clarkson is measured in attempted hours. A student must earn 120 credits to receive a Bachelor's degree. Therefore, to retain financial aid eligibility, the maximum time frame to complete the program for full time students cannot exceed 180 attempted credit hours, 6 years, or 12 terms, whichever comes first. A part-time student cannot exceed 180 attempted credit hours. A student pursuing a second Bachelor's degree with the first Bachelor's degree must complete the additional required coursework within the 150% time frame period. Effective March 13, 2020 for the SAP evaluation period that will occur at the end of the Spring 2020 semester and going forward, a student may appeal the Maximum Time Frame requirement based on extenuating circumstances.

Credits counted in the maximum time are all attempted credits and include:

Earned hours – Passed (A-D), Pass (P)

Repeated Courses – all attempts – refer to the REPEATED COURSE section for detailed information.

Withdrawal (LW) and (W) - Maximum time frame regulations do not allow for the exclusion of courses in which a student has remained past the drop period and earned a grade of ‘W’.

Failure (F)

Incomplete (I)

All accepted transfer credits (including consortium agreements & Study-Abroad courses) & test credit (T)

All courses attempted at Clarkson, even if they are not used to meet degree requirements.

2. PACE Standards

PACE is defined by federal regulations as steady progress towards degree completion within the 150% time frame.

Clarkson is required to measure a student’s PACE as a percentage as indicated below:

$$\frac{\text{Cumulative \# of Earned Hours}}{\text{Cumulative \# of Attempted Hours}}$$

Earned credit hours include:

Grades of A, B, C, D or P (with credit)

All accepted transfer credits and (including consortium agreements & Study Abroad courses) & test credits (T)

Attempted credit hours include:

Earned hours – Passed (A-D), Pass (P)

Repeated Courses – all attempts – refer to the REPEATED COURSE section for detailed information.

Withdrawal (LW) and (W) - PACE regulations do not allow for the exclusion of courses in which a student has remained past the drop period and earned a grade of ‘W’.

Failure (F)

Incomplete (I)

All accepted transfer credits (including consortium agreements & Study Abroad courses) and test credit (T)

All courses attempted at Clarkson, even if they are not used to meet degree requirements.

The chart below indicates the PACE required to maintain Satisfactory Academic Progress for Financial Aid.

New Transfer students are placed on the chart based on the number of transfer credits that have been accepted by Clarkson.

PACE Chart

Cumulative Attempted Credit Hours	PACE – Minimum required percentage of earned credit hours divided by attempted credit hours
0-18	50%
19-36	50%
37-54	67%
55-72	67%
73-180	67%

3. Qualitative Standards – Cumulative Grade Point Average (GPA)

Federal regulations require the student to meet minimum cumulative GPA standards to retain eligibility for aid. As indicated in the following chart, after 4 semesters a student must maintain a 2.0 cumulative GPA to be eligible for financial aid.

Grades earned in prior attempts of repeated courses are excluded from the GPA calculation.

The chart below indicates the GPA required to maintain Satisfactory Academic Progress for Financial Aid

Transfer students are placed on the GPA chart based on the number of semesters they have attended Clarkson.

GPA Chart

End of Semester	Minimum GPA – Required at the end of Semester
First	1.00
Second	1.40
Third	1.75
Fourth-Twelfth	2.00

WARNING TERM

A student who does not meet both the PACE and GPA standards is not making Satisfactory Academic Progress for Financial Aid. The student is notified by the Financial Aid Office that he/she is on Financial Aid Warning for the subsequent term of attendance. During the Financial Aid Warning Term, the student retains eligibility for both federal and institutional aid.

A student who meets both the PACE and GPA standards at the conclusion of the Financial Aid Warning Term is again meeting Satisfactory Academic Progress for Financial Aid and is eligible for federal and institutional aid for the subsequent term of attendance.

A student who does not meet both the PACE and GPA standards at the conclusion of the Financial Aid Warning Term is notified by the Financial Aid Office that he/she is not making Satisfactory Academic Progress for Financial Aid and is ineligible for federal and institutional aid. The student is also notified of the Appeal Process.

A student may have more than one Financial Aid Warning Term; however they may not be consecutive.

APPEAL PPROCESS

A student may file an appeal based on catastrophic or extraordinary circumstances “beyond the student’s control,” such as personal illness or injury, or the death, illness or injury of a family member, relative or close personal friend. A student is allowed to appeal once based on a change of major.

Students who have been disqualified from aid, are notified at the end of the term or when readmitted regarding how to begin the appeal process. It is recommended that students submit the appeal within 3 weeks of notification of their disqualified status.

There are 3 required elements of an appeal:

1. A written statement from the student - Federal regulations require a student who is

requesting an appeal to submit a written statement explaining:

Why the student was not able to meet the satisfactory academic progress standards.

What has changed that will allow the student to meet the standards at the conclusion of the academic plan (see #3 below).

2. Supporting documentation - A student requesting an appeal must submit supporting documentation such as a physician's written statement to substantiate illness or accident, a copy of a death certificate or newspaper obituary, a written statement from clergy, family member(s), or other third party familiar with the student's situation, or a written statement from an academic advisor, professor or counselor.

3. Development of an Academic Plan - As part of the appeal, the student must work with a Program Administrator to develop an academic plan. The academic plan is designed to enable the student to meet both PACE and GPA standards at the conclusion of the plan. An academic plan may entail one or more terms and includes specific requirements the student must achieve. Although the student is not making satisfactory academic progress, federal and institutional aid is reinstated on a term by term basis.

A student filing an appeal must authorize the release of pertinent information as part of an investigation of the facts concerning the failure to meet satisfactory academic progress standards.

Each appeal will be investigated and reviewed by the Dean of Students in conjunction with faculty members from the student's program of study as well as other Clarkson University personnel as necessary.

The Dean of Students will make a recommendation to approve or deny the appeal and notify the Office of Financial Aid. The Director of Financial Aid will make the final decision to approve or deny the appeal.

The Office of Financial Aid will notify the student by e-mail of the final decision.

Upon approval of an appeal including an academic plan the student is placed on Financial Aid Probation for the next term of attendance.

At the end of the Financial Aid Probationary term, the student will be evaluated according to the requirements specified in the academic plan. Provided that the student is successfully meeting the conditions of the plan, the student may continue to receive federal and institutional aid for the subsequent term. In cases in which an academic plan includes more than one term, the student will be evaluated at the end of each term. If the student continues to meet the requirements of the plan, the student remains eligible for financial aid.

A student who does not meet the conditions of the academic plan or whose appeal is denied is no longer eligible for federal and institutional aid at Clarkson until both standards are met. A student who is ineligible for aid may regain eligibility by:

1. Taking courses at Clarkson without receiving federal or institutional aid that raises their GPA to the minimum standards and/or increases earned hours to the minimum PACE requirements. The student must contact their SAS representative at the end of the term to request an evaluation of their financial aid satisfactory academic progress standing and financial aid eligibility.

2. Transferring in course credit - A transferred course must count toward degree requirements. A minimum of a "C" is required for transfer credits. Transfer credits are included in both attempted and earned hours. Transfer credits for repeated courses may have an effect on the GPA. Transfer credits for non-repeated courses have no effect on the GPA.

SUBSEQUENT APPEALS – effective March 13, 2020

A student who does not meet the requirements of their academic plan, is permitted to submit a subsequent appeal. The appeal must be based on new extenuating circumstances that have occurred during the current semester and are outside of the student's control.

REPEATED COURSES

Courses in which a grade of F or W is recorded on a student's transcript may be repeated a maximum of 2 times.

The earned hours are counted once.

The attempted hours are counted each time and may be used to establish full-time enrollment status.

The student may receive financial aid for these course repeats.

Courses in which a student has previously earned credit (A, B, C, D)

Federal regulations allow a student to repeat a course once if the student previously earned credit for the course. The repeated course(s) will be used toward full-time enrollment status and are eligible for financial aid. Courses repeated more than once will not count toward enrollment status and are ineligible for financial aid. More than one course may be repeated per term. This does not apply to students receiving International Scholarships.

The attempted hours are counted each time.

The earned hours are counted once.

The grade from the prior completion(s) is excluded from the GPA calculation.

ACADEMIC GRADE CHANGES AND INCOMPLETES

For purposes of determining SAP for federal and institutional financial aid, all grade changes including incompletes must be submitted to SAS prior to the 10th day of the subsequent term. This deadline may differ from academic departmental guidelines. The student must contact their SAS representative to request a recalculation of SAP.

READMITTED STUDENTS

A student who has left the University for one or more terms and has been readmitted will have Satisfactory Academic Progress for Financial Aid reviewed at the time of readmission. Transfer credits must be received prior to the 10th day of the term in order to be included in the SAP determination. If the student is determined to be meeting SAP, federal and institutional aid will be offered provided the student meets all other eligibility requirements.

If it is determined that the student is not meeting SAP, the student will be notified by letter of his/her status and the appeal process.

There is no guarantee that a readmitted student will receive the same type or amount of institutional aid they received during prior terms.