Graduate Satisfactory Academic Progress for Federal Aid – Effective July 1, 2016 – Beginning with the Fall 2016 semester and quarter.

Revised July 2019
Revised July 2020
Revised July 1, 2021

Federal regulations require that schools monitor the academic progress of every federal financial aid recipient and certify that the student is making satisfactory academic progress towards earning his/her degree. This policy governs federal financial aid only. Institutional awards, scholarships and assistantships may have other requirements. Students may only receive federal aid for courses that are required for degree completion.

Satisfactory academic progress is evaluated at the conclusion of each term and includes, per federal regulation, both quantitative and qualitative measures. These three measures include:

1. **Cumulative Grade Point Average** - a cumulative 3.0 is required. Students with a cumulative GPA less than 2.7 are not eligible for federal aid.

2. **PACE** - A minimum percentage of attempted credits hours must be earned every term. PACE is determined by:

   \[
   \text{Cumulative # of Earned Hours} \over \text{Cumulative # of Attempted Hours}
   \]

   Students must maintain a minimum PACE of 50%.

3. **The Maximum Time Frame for meeting degree requirements** – A student must complete their degree within 150% of the published length of the program. All graduate credits attempted at Clarkson are applied to the maximum time frame. There is no appeal of the maximum time frame standard. Periods of nonattendance do not count toward the maximum time frame.
Attempted Credits for PACE and the Maximum Time Frame include:

Earned hours – Passed (A-D), Pass (P)

Repeated Courses – all attempts – refer to the \textit{REPEATED COURSES} 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 and Study Abroad courses) and test credit (T)

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

\textbf{Earned credit hours for PACE include}: \textit{\textnormal{\small{\textit{}}} }

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

All accepted transfer credits (T)

\textbf{FINANCIAL AID WARNING}

A student whose cumulative GPA is between 2.700 and 2.999 and/or whose PACE is less than 50\% is not making Satisfactory Academic Progress for Federal Financial Aid. The student is notified by the Financial Aid Office via email to the student’s Clarkson email address 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 federal financial 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 Federal Financial Aid and is eligible for federal 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 via email to the student’s Clarkson email address that he/she is not making Satisfactory Academic Progress for Federal Financial Aid and is ineligible for federal aid for subsequent terms. A student may not have two consecutive Financial Aid Warning terms.
**APPEAL PROCESS**

A student who does not meet the federal financial aid satisfactory academic progress standards at the conclusion of the warning term or a student whose GPA is less than 2.7 may file an appeal based on catastrophic or extraordinary circumstances “beyond the student’s control,” such as personal illness or injury; the death, illness or injury of a family member, relative or close personal friend; or other situations specific to the individual student.

Students who have been disqualified from aid and who are eligible to submit an appeal are notified at the conclusion of the term or when readmitted to the University regarding how to begin the appeal process. It is recommended that students submit the appeal within 3 weeks of notification of their disqualified status. An appeal must be submitted no later than the 5th class day of the term for which the student is requesting federal aid.

**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 now 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 yet making satisfactory academic progress, federal aid is still reinstated on a term-by-term basis if the stipulations of the academic plan are met.

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 Assistant / Associate Director of Financial Aid in conjunction with faculty members from the student’s program of study, as well as other Clarkson University personnel as necessary.

The Office of Financial Aid will notify the student via email of the final decision. If the appeal is approved, the student will work with the Financial Aid Office and their Department to create an
academic plan. Once the Academic Plan has been designed and required signatures have been obtained, the student will be placed on Financial Aid Probation and federal aid eligibility will be reinstated for that term.

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 aid for the subsequent term. For 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 aid at Clarkson until both standards are met. A student who is ineligible for aid may regain eligibility by taking courses at Clarkson without receiving federal aid that raises their GPA to the minimum standards and/or increases earned hours to the minimum PACE requirements.

**SUBSEQUENT APPEALS**

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 since the approval of the first appeal and are outside of the student’s control.

There is a limit of two appeal submissions while a graduate student.

**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. The attempted hours are counted each time.

- The earned hours are counted once.
- The grade from the prior completion(s) is/are excluded from the GPA calculation.
**ACADEMIC GRADE CHANGES AND INCOMPLETES**

For purposes of determining SAP for federal 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.

**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 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 via email sent to the student’s Clarkson email address of his/her status and the appeal process.