

SATISFACTORY ACADEMIC PROGRESS POLICY - Effective end of fall term 2011

SATISFACTORY ACADEMIC PROGRESS (SAP) AND FINANCIAL AID ELIGIBILITY

To maintain eligibility for financial aid, a student must comply with the following cumulative minimum academic standards **at the end of every semester**. Failure to meet minimum standard requirements may result in denial of federal financial aid.

MINIMUM STANDARDS

Financial aid applicants must have a **cumulative GPA of 2.00** and a **pace** of progression (completion rate) of **67%** of cumulative attempted credit hours **at the end of every semester**. **Transfer hours count as cumulative attempted hours and cumulative completed hours**. The federal formula to calculate pace of progression in meeting minimum standards at any enrollment status is:

Pace =	Cumulative number of credit hours successfully completed
	Cumulative number of attempted hours

GOOD STANDING

Financial aid recipients that maintain a cumulative GPA of 2.00 and a cumulative completion rate of 67% at the time of evaluation are considered to be in *good standing* and are eligible for aid.

FINANCIAL AID WARNING

A student that fails to meet eligibility standards at the time of evaluation is placed on *financial aid warning* and may continue to receive federal aid for one semester. The student is expected to return to *good standing* or meet minimum academic standards at the end of the semester of warning. The student that does not return to good standing becomes ineligible for federal aid.

REINSTATEMENT OF AID ELIGIBILITY

A student that fails to return to *good standing* at the end of the warning period may apply for a re-determination of eligibility through the financial aid **appeal process**. Conditions for regaining eligibility through a successful appeal may include the death of a family member, student illness or injury or other mitigating circumstances. The appeal requirements include: completing a *Financial Aid Appeal* form, writing a letter and providing documentation to explain mitigating circumstances (the reason the student failed to meet minimum standard requirements) and what has changed in the student's situation that will help the student meet minimum SAP requirements at the next evaluation.

FINANCIAL AID PROBATION

A successful appeal will result in one semester of financial aid *probation* where federal aid eligibility will continue. During the semester of probation, the student will have to meet the conditions outlined in the appeal decision or follow the *learning plan* established by the Academic Standards Committee. This plan will ensure that the student is meeting standards at a particular point in time. The student that successfully follows the academic plan may continue to receive federal aid even though SAP standards are not met.

MAXIMUM TIMEFRAME

Aid eligibility is limited to 150% of a program's credit length. As soon as it is clear that a student cannot graduate within this period, the student becomes ineligible for aid. An approved change of major or program requires a recalculation of pace. The student transcript is re-evaluated for earned credits that transfer to the new program. Credits transferred to the new program become part of the cumulative attempted and earned in the new 150% timeframe calculation leading to graduation.

CONSORTIUM AGREEMENTS

Students enrolled in more than one institution under consortium agreements are subject to the home institution Satisfactory Academic Progress policy.

ELEMENTS THAT AFFECT CUMULATIVE GRADE POINT AVERAGE AND PACE OF PROGRESSION

- Incomplete and withdrawal classes **will be counted** as credits attempted.
- Repeated classes for credit **will be counted** as credits attempted.
- Non-credit remedial classes are not offered within degree programs and **will not be counted** as credits attempted.

STATE AID SATISFACTORY ACADEMIC PROGRESS POLICY

WASHINGTON STATE AID: Students receiving state aid will be monitored at the end of every semester for completion of required number of credit hours. Students not meeting requirements will receive a written notice from the Financial Aid Office. See **required credit loads** below for minimum credit hour requirements.

- **FULL TIME:** Enrolled a minimum 12 credit hours per semester and complete a minimum 24 credit hours per academic year.
- **THREE QUARTER TIME:** Enrolled a minimum 9 credit hours per semester and complete a minimum 18 credit hours per academic year.
- **HALF-TIME:** Enrolled a minimum 6 credit hours per semester and complete a minimum 12 credit hours per academic year.
- **SUMMER:** Enrolled a minimum 6 credit hours and complete a minimum 6 credit hours to maintain financial aid eligibility.

PROBATION: A state aid recipient that completes at least half of credit load but fewer than the required number of credit hours will not be making satisfactory academic progress and will be placed on probation for one semester. State aid will continue to be disbursed for one semester during which deficit credit hours from the prior semester will have to be completed in addition to the current semester required credit load.

If deficit credit hours are successfully completed in addition to the current semester required credit load, the student regains good standing and continues to be eligible for state aid. If deficit credit hours are not successfully completed, the student is suspended from state aid program(s).

SUSPENSION:

- A state aid recipient that completes fewer than half of the required number of credit hours during the semester for which aid was disbursed is denied further disbursements and is suspended from the program.
- A state aid recipient currently on probation that does not complete deficit credit hours from the previous semester in addition to the current semester required credit load is denied further consideration and is suspended from the program.

REINSTATEMENT OF STATE FUNDING FOLLOWING UNSATISFACTORY PROGRESS: Students suspended from the program may petition through the Financial Aid Office for reinstatement the following semester based on extenuating circumstances. Students attaining an approved petition will be placed on probationary status for satisfactory academic progress. Students that do not establish satisfactory academic progress during probation may petition through the Financial Aid Office for a continued probationary status due to extenuating circumstances.

WASHINGTON STATE NEED GRANT REPAYMENT POLICY: The Washington State Higher Education Coordinating Board has instituted a grant repayment policy for students withdrawing before the fiftieth percentile of the semester for which a grant was disbursed. The grant repayment policy for Cornish College of the Arts is as follows:

A student with a semester State Need Grant Award (e.g. \$4107 in 2011-2012) that attends less than the fiftieth percentile of the semester will be considered to have an unearned grant equal to the percentile of non-attendance and will be responsible to repay 50% of the unearned portion of the grant to the Washington State Higher Education Coordinating Board. Therefore a student attending 20% of the semester will owe a repayment according to the following calculation:

- 80% non-attendance or, **unearned portion** of the grant equals $.80 \times \$4107 = \3285.60
- 50% of **unearned portion** of the grant equals $.50 \times \$3285.60 = \1642.80
- **Required repayment** equals **\$1642.80**