Quick Sheet for Advisors - Financial Aid & Non-Completion of Classes

The Federal Government has established new policies for students receiving financial aid. These policies will significantly change the way students make decisions about registering and withdrawing from classes.

WITHDRAWAL FROM A COURSE

Students who withdraw from a course during the first 4 weeks of classes are charged tuition on a sliding scale that is published in the course schedule. Students who do not withdraw during the first 4 weeks will be charged the full tuition.

Dropped courses within the first four weeks of classes may necessitate a change in financial aid – it is always best if students check with financial aid to see how their aid will change. Students who drop Individual courses after the first 4 weeks will be charged full tuition; this will not affect financial aid.

Implications for faculty and advisors:

- Encourage students who register for a semester to stay in classes as long as they are able, because if they stop attending or withdraw, they are responsible to pay back all or part of the balance of their tuition depending on date they stop attending or withdraw.

WITHDRAWAL FROM ALL COURSES (FEDERAL POLICY)

If a student withdraws completely from all courses, the college must report the last date of attendance and use that to calculate the percent of aid that the student has earned. Federal dollars will cover the time she/he attended, but the rest of the tuition dollars must be returned by the college to the federal government. The student will then be billed for any balance that will be owed to the college.

If students stop attending in a semester and do not withdraw (receive all F’s), the Financial Aid Office is under obligation to determine the date the student last attended or completed an assignment. They will contact faculty and the student to determine that date. If they are unable to identify the date, federal financial aid will have to assume that only 50% of aid was earned for the semester, even if the student attended longer than that. Therefore, the student may lose some aid that was actually earned.

Implications for faculty and advisors:

- The college must either pay back 50% of all tuition (and then charge the student) or try to determine actual last date of attendance. For that reason we ask faculty to note when students stop attending, and to let the Financial Aid Office know, so that appropriate action can be taken.
STUDENT SATISFACTORY ACADEMIC PROGRESSION (SAP) FOR FINANCIAL AID

Criteria for Progression:

UNDERGRADUATE STUDENTS:
1. UG students must complete 70% of the coursework (CUMULATIVE) for which they enroll (and do not withdraw during the first week).
2. UG students must maintain acceptable ranges for GPA, based on number of credits attempted:

<table>
<thead>
<tr>
<th>Earned credits</th>
<th>Acceptable GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG 0-24</td>
<td>1.7</td>
</tr>
<tr>
<td>24.1-48</td>
<td>1.9</td>
</tr>
<tr>
<td>48.1+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

GRADUATE STUDENTS:
1. Graduate students must complete 75% of the coursework for which they enroll.
2. Graduate students must maintain a minimum GPA of 2.5.

INCOMPLETES

Students who receive grades of Incomplete are not making satisfactory progress. The Incomplete is treated as an F, in regard to percentage of attempted courses completed. SO WE ENCOURAGE FACULTY TO HELP STUDENTS TO COMPLETE COURSES WITHIN THE SEMESTER TIME FRAME, AND TO DISCOURAGE REQUESTS FROM TAKING INCOMPLETES. (THIS IS OF PARTICULAR CONCERN FOR GRADUATE STUDENTS WHO TYPICALLY REGISTER FOR FEWER CREDITS THAN UNDERGRADS.)

Those who do not meet the percentages for progress above will be warned the first semester. If they do not meet the criteria by the end of the next semester, they will lose their financial aid.

Students who earn GPAs of less than 1.0, will automatically lose financial aid.

FINANCIAL AID SUSPENSION

Students who lose financial aid have the right to appeal. They must demonstrate evidence or provide rationale for their poor performance. They must also provide some evidence that they have made changes to eliminate their barriers to success. This is very similar to the academic appeals process.

If the student’s appeal is granted, we will develop a plan that is agreeable to the student that outlines criteria for the student’s progress. A copy of the plan will be sent to the student’s academic advisor.

Students will be reminded of these policies if they come to the Student Service Center to withdraw from classes.

This Satisfactory Academic Progress policy is most critical for freshmen and sophomores, as each course for a newer student represents a higher percentage of courses attempted than for a junior or senior. Returning financial aid money, however, impacts all students.