

ACADEMIC PROGRESS REQUIREMENTS AND APPEAL PROCEDURES

A student's overall academic progress is the standard by which progress towards a degree is measured. Each student's academic standing is determined at the end of each semester on the basis of attempted credits and cumulative grade point average. To retain good academic standing, students must earn a cumulative grade point average (GPA) of at least 2.0 on a 0.0-4.0 grading scale. Students who earn less than 2.0 cumulative grade point average have unsatisfactory academic progress and will be put on Academic and Financial Aid Warning. If a student maintains a cumulative grade point of less than 2.0 in two consecutive semesters they will automatically be dismissed from the college with the opportunity to appeal.

All students who have a cumulative grade point average less than 1.0 and/or earns an "F" in a core course will be notified by the Registrar to meet with the Student Success Committee at the end of semester to review problems and strategies to gain successful academic progress. Students should also consult the Financial Aid Satisfactory Academic Progress (SAP) section of the college catalog and www.dcad.edu, to understand how their academic progress and other federal standards affect their financial aid eligibility.

The DCAD Financial Aid Office sends all students an SAP Report after each semester which specifies how each student stands in reference to:

- a. Earning a minimum 2.0 GPA;
- b. Pace in completing program of study: Successfully completing at least 67% of classes attempted, and;
- c. Progressing within Time Frame Progression Standard, i.e. progressing within 150% of time frame required to complete their Associate of Fine Arts Degree.

Academic Review

All students who have a cumulative grade point average above 2.0 and earn an "F" in a core course and/or have a semester grade point below 2.0 will be placed on Academic Review and notified by the Registrar to meet with the Student Success Committee at the end of semester for an academic hearing to review problems and strategies to gain successful academic progress.

Academic and Financial Aid Warning

A student who is no longer in good academic standing (i.e. who fails to maintain a minimum cumulative grade point average of 2.0), will be placed on Academic and Financial Aid Warning for the following semester. Students will be notified of their warning status in a letter from the Registrar and in their Financial Aid SAP Report. To remove themselves from Academic and Financial Aid Warning Status, the student must earn a minimum 2.0 cumulative grade point average during the semester of warning.

Academic and Financial Aid Dismissal

Failure to remove oneself from academic and financial aid warning within one semester is considered unsatisfactory academic progress after warning and results in academic and financial aid dismissal. The Registrar will mail these students an *Academic Dismissal Notice* and the *Academic and Financial Aid Reinstatement Appeal Procedures*.

Academic and Financial Aid Appeal Procedures

Once academically dismissed, students may appeal within five business days from the date posted on the *Academic Dismissal Notice*, for academic and financial aid reinstatement. Students seeking Academic Reinstatement should complete an *Academic/Financial Aid Reinstatement Form* which includes an *Academic Progress Success Plan* and a *Cumulative GPA Calculation Worksheet* to submit to the Academic Dean or Academic Action Committee. The student will find the Academic Appeal Forms at www.dcad.edu/resources and GPA Calculator at www.dcad.edu/financial_aid. The student may also submit other documentation such as letters, medical reports, as needed to support their appeal for reinstatement.

Within 30 days after receiving the student's *Appeal for Academic/Financial Aid Reinstatement*, The Academic Dean will convene the Academic Action Committee, Financial Aid and Student Services Directors or their designees, for the Academic Action Committee to review and render a decision regarding the student's *Appeal for Academic/Financial Aid Reinstatement*. The student's Appeal may include a request to meet with the Academic Action Committee to present her/his petition.

The Registrar will send the student an *Academic Appeal Decision Letter* within 10 business days following the Academic Action Committee's appeal decision. Appeal decision options are as follows:

a. If the student's *Appeal for Academic/Financial Aid Reinstatement* is approved, the student is placed on Academic/Financial Aid Probation, may enroll, and receive Federal funds as long as the student is satisfying the requirements of an approved *Academic Progress Success Plan*. The Registrar mails the student an *Academic and Financial Aid Reinstatement/Probation Letter*.

The student, Academic Action Committee, and student's advisor develop the *Academic Progress Success Plan* that will help the student meet the College's SAP standards by a specific time. Students may appeal to change their plan by describing in writing what has happened to make the change necessary and how they will be able to make SAP.

b. If the *Appeal for Academic/Financial Aid Reinstatement* does not include sufficient documentation, the Academic/Financial Aid Dismissal stands. The student's status becomes *Dismissal Pending Additional Supportive Documentation*. The Registrar mails the student an *Appeal Documentation Needed Letter*.

c. If the student's Appeal is denied by the Academic Action Committee, the Registrar mails the student an *Academic/Financial Aid Reinstatement Appeal Denial Letter*. The Academic Action Committee's Appeal Decision is final.

Academic/Financial Aid Probation

Probation options are as follows:

a. If, after one semester of Academic/FA Probation, the student achieves Satisfactory Academic Progress, the student's academic enrollment and financial aid eligibility continues and the student's Probation Status is removed.

b. If, after one semester of Academic/Financial Aid Probation, the student does not meet SAP standard but meets all requirements of their Academic Plan, they are considered eligible for enrollment and financial aid for the next semester and subsequent semesters so long as Academic Action Committee determines that the student is meeting the requirements of her/his *Academic Progress Success Plan*.

c. If, after one semester of Academic/FA Probation, the student does not meet SAP requirements and the requirements of their *Academic Progress Success Plan*, the student will be dismissed and lose FA eligibility. The Registrar will mail the student an *Academic and Financial Aid Dismissal After Probation Letter*.

Additional Financial Aid Warnings

Per Federal regulations 34CFR 668.16(e), 34 CFR 668.32(f), and 34 CFR 668.34, although a student may have earned a minimum 2.0 cumulative GPA to maintain good academic standing, students must also meet the following standards to be in good financial aid standing:

- a. **Satisfactory Pace of Program Completion:** Each student must maintain satisfactory pace of degree program completion by passing at least 67% of courses attempted. The student's pace of completion through her/his program is calculated by dividing the total number of hours the student has successfully completed by the total number of hours the student has attempted. For example, a student who has successfully completed 25 credits of 30 credits attempted has an 83.33% pace of completion and has made satisfactory academic progress. A student who has successfully completed 10 of 20 credits attempted has a 50% pace of completion and has not made satisfactory academic progress.
- b. **Maximum Time Frame Progression:** Each student must progress through their program to ensure that they graduate within 150% of published time frame required to complete their program. For example, a student who enrolls full-time in a program that requires 4 semesters to complete at DCAD, must complete that program in six semesters or 150% time frame. If a student enrolls part-time; the financial aid office prorates the maximum time frame accordingly.

A student who does not meet the pace of degree completion or does not complete within the maximum 150% time frame, will be placed on financial aid warning during their next semester of enrollment. They must meet these pace and time frame standards in order to continue receiving federal aid after the semester where they are placed on financial aid pace of completion or time frame progression warning status.

Students who fail to meet the pace of completion or progression within the maximum time frame after one semester warning will have their financial aid dismissed. These students may follow the *Academic and Financial Academic Appeal Procedures* referenced above, however, SAP pace and time frame appeals must be submitted to the Financial Aid Office rather than to Academic Dean, within 15 days of the student's financial aid dismissal.

The Financial Aid Office will send the student a *Financial Aid Pace of Completion and/or Time Frame Completion Reinstatement Appeal Decision Letter* within 10 working days following receipt of the student's appeal. Financial Aid Appeal Decisions are as follows:

- a. If the student's Pace and/or Time Frame Completion *Appeal for Financial Aid Reinstatement* are *approved*, the student is placed on Financial Aid probation and may receive Federal funds as long as the student is satisfying the requirements of an approved *Academic Progress Success Plan*.
- b. If the student's Pace and/or Time Frame Completion *Appeal for Financial Aid Reinstatement* are denied by the Financial Aid Office, the student's financial aid dismissal remains. The Financial Aid Office's Pace and Time Frame Completion Appeal decision is final.

Academic Progress Requirements and Appeal Procedures -Final 5-31-2013

APPEAL FOR ACADEMIC- FINANCIAL AID REINSTATEMENT

Submit the completed and signed appeal form with all supportive documents to the Academic Dean or mail to the Academic Action Committee within 5 business days of receiving your Dismissal Notice from the college.

I. Student Information (please print clearly):

LAST NAME	FIRST NAME	DATE
XXX-XX-		
LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER		
EMAIL ADDRESS		PHONE NUMBER

Program of Study: ANIMATION GRAPHIC DESIGN INTERIOR DESIGN
 FINE ARTS ILLUSTRATION PHOTOGRAPHY

II. Appeal Details:

I am appealing for Academic and Financial Aid Reinstatement for (choose semester and specify year):

- Fall _____ Spring _____ Summer _____
- I request an opportunity to meet with the Academic Action Committee.
Please contact me at the phone or email listed above.

III. Please attach a copy of your DCAD Cumulative GPA Calculator

Available at www.dcad.edu or from the DCAD Financial Aid Office

IV. My Academic Progress Success Plan

Please check specific reason(s) for your failure to meet Academic Progress Standards.

- My cumulative GPA was less than 2.0 I completed less than 67% of courses attempted I withdrew from ALL of my classes
- I did not attend classes regularly I failed to turn in assignments on time I did not put enough time into my work
- I did not put enough time into my work I exceeded more than 150% of my program completion time frame
- I lost interest in my classes I experienced personal problems that are documentable, Attach supportive document(s)
- I did not manage my time well I had family difficulties I had a death in the family I became distracted
- Extenuating Circumstances (You must include supporting documentation from another source, such as a letter from a clergy member, doctor, teacher, medical bills/records, or police/insurance report. Supporting documentation must accompany all "extenuating circumstance" appeals.

Please use the space below to write your plans to address, handle, and/or correct each reason checked above, to enable you to achieve satisfactory academic progress. Please print clearly.

V. Signature:

I certify that all of the information provided to the Committee for review of my appeal is accurate and true. I further acknowledge that I have read and understand the minimum requirements to meet satisfactory academic progress and to maintain my financial aid eligibility. I will abide by my Academic Progress Success Plan, the recommendations of the Academic Action Committee, my Academic Advisor's suggestions, and any financial aid stipulations, if my appeal is approved. These terms include using the college's Grade Forgiveness Option when retaking any classes I have failed.

STUDENT'S SIGNATURE

DATE

RETURN THIS FORM WITHIN FIVE BUSINESS DAYS from the date posted on your Dismissal Letter along with any other supportive documents to the Academic Dean. The Academic Action Committee will convene within 30 days of receiving your appeal to review your appeal and render a decision. Incomplete appeals will delay the Committee's decision. The Registrar will mail or email you an appeal decision within ten days of the Committee's decision.

Academic Action Committee/Financial Aid Office Use.

Complete Appeal Received: _____ Incomplete Appeal Received: _____

APPEAL DECISION:

Approved – Probation Status: _____

Denied – Dismissal: _____ Dismissal pending additional documentation: _____

SIGNATURES:

 Academic Dean or Designee Signature Date Registrar or Designee Signature Date

 Financial Aid Director or Designee Signature Date Fin Aid Reinstated or Denied?