FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICIES & PROCEDURES

In compliance with CFR 668.16 (e), to continue receiving financial aid, a student must make minimum satisfactory academic progress toward completion of the program of study in accordance with Title IV regulations and DCAD policies as follows:

I. Satisfactory Academic Progress (SAP) Standards

1. Grade Point Average
   All students must maintain a minimum cumulative GPA of 2.0 Please see college catalogue or contact the Registrar’s Office for the formula used to calculate the grade point average.

2. Percentage of Completion
   To continue to receive federal aid, the student must earn at least 67% of attempted credits.

3. Degree Program Completion Requirements
   The maximum time frame for completion of an undergraduate program cannot exceed 150% published program length for a full-time student.
   If the maximum number of semesters and/or credits is exceeded, then the student will no longer qualify for federal aid.
   For a student enrolled in an Associate Degree program, the maximum number of semesters is six and the maximum number of attempted credits is 102. The maximum time frame requirements will be prorated accordingly for part-time students.
   If a student transfers to another program, the student should meet with his/her advisor to reevaluate which previously earned credits apply to the new time frame.

4. Measurement of Progress
   Academic progress for each student will be monitored every semester. A student may continue to receive financial aid for one semester while on academic warning. A student who fails to remove him/herself from academic warning after one semester will be subject to academic dismissal.

5. The Financial Aid Office will complete satisfactory academic checks by reviewing transcripts for each student after each semester to notify students of academic progress and financial aid ramifications; Financial aid academic progress congratulations, cautions, warnings, and discontinuations. The Financial Aid Office will complete a SAP Check Form and mail to each student. A copy of the SAP Check Form is also filed in each student’s financial aid file.

II. Academic Caution, Warnings and Dismissals

1. An Academic Action Committee composed of the Academic Dean and Area Coordinators with the Financial Aid Director or designee, and the Director of Student Services or designee, will decide whether a student will be allowed to continue at DCAD for one semester of academic warning, probation or dismissed from the College.

2. Grounds for Financial Aid Academic Cautions, Warnings and Discontinuation are as follows:

<table>
<thead>
<tr>
<th>Academic Problem</th>
<th>Financial Aid Caution</th>
<th>Financial Aid Warnings</th>
<th>Financial Aid Discontinuation</th>
<th>DCAD Merit-Based Scholarship Terminated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess course Withdrawals</td>
<td>Yes</td>
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<tr>
<td>Cumulative Grade Point Average less than a 2.0</td>
<td>Yes</td>
<td></td>
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<td>Yes</td>
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1 of 4
<table>
<thead>
<tr>
<th>Semester Grade Point Average less than a 2.0</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Percentage of course completion less than 67%</td>
<td>Yes</td>
</tr>
<tr>
<td>Failure to remove Warning status from prior semester</td>
<td>Yes</td>
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<tr>
<td>Dismissal form college</td>
<td>Yes</td>
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<tr>
<td>Exceeding the 150% program completion timeframe</td>
<td>Yes</td>
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<tr>
<td>Drop below full-time enrollment status</td>
<td>Yes</td>
</tr>
<tr>
<td>Cumulative Grade Point Average less than a 2.0 after less than 2.0 cumulative GPA for prior semester.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

3. Financial Aid Discontinuation Appeals Process
Students whose financial aid has been terminated due to failure to meet the above referenced cumulative grade point average standard due to mitigating circumstances, may appeal for financial aid reinstatement by submitting an Appeal For Academic-Financial Aid Reinstatement Form within five business days from the date posted on the Academic Dismissal Notice. Submit Academic appeal to the Academic Dean or Academic Action Committee.

Students whose financial aid has been terminated due to failure to meet percentage of course completion or program completion time frame standards due to mitigating circumstances, may appeal for financial aid reinstatement by submitting an Appeal For Academic-Financial Aid Reinstatement Form within five business days from the date posted on the Academic Dismissal Notice. Submit Academic appeal to DCAD Financial Aid Office.

4. Standards of Academic Progress for State and Other Grants
Students should contact their state grant agency or appropriate granting agency for the necessary information. Some state grants require minimum grade point average for renewals from year to year.

III. Questions
All questions concerning student financial aid programs should be directed to:

Delaware College of Art and Design
Financial Aid Office
600 North Market Street
Wilmington, DE 19801

Telephone: (302) 622-8867 ext. 105 or 122
Fax: (302) 792-7101
Email: financialaid@dcad.edu
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
□ FINE ARTS
□ GRAPHIC DESIGN
□ ILLUSTRATION
□ INTERIOR DESIGN
□ 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/financial_aid 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.

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.

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<thead>
<tr>
<th>Academic Action Committee/Financial Aid Office Use.</th>
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<tr>
<td>Complete Appeal Received: _________ Incomplete Appeal Received: _________</td>
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**APPEAL DECISION:**

- Approved – Probation Status: _________
- Denied – Dismissal: _________ Dismissal pending additional documentation: _________

**SIGNATURES:**

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<tr>
<th>Academic Dean or Designee Signature</th>
<th>Date</th>
<th>Registrar or Designee Signature</th>
<th>Date</th>
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<tr>
<th>Financial Aid Director or Designee Signature</th>
<th>Date</th>
<th>Fin Aid Reinstated or Denied?</th>
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Appeal for Academic-Financial Aid Reinstatement 6-5-2013