

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:

Academic Problem	Financial Aid Caution	Financial Aid Warnings	Financial Aid Discontinuation	DCAD Merit-Based Scholarship Terminated
Excess course Withdrawals	Yes			
Cumulative Grade Point Average less than a 2.0		Yes		Yes

Semester Grade Point Average less than a 2.0	Yes			
Percentage of course completion less than 67%		Yes		
Failure to remove Warning status from prior semester			Yes	
Dismissal from college			Yes	
Exceeding the 150% program completion timeframe		Yes		
Drop below full-time enrollment status				Yes
Cumulative Grade Point Average less than a 2.0 after less than 2.0 cumulative GPA for prior semester.			Yes	

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 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/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.

- | | | |
|---|--|---|
| <input type="checkbox"/> My cumulative GPA was less than 2.0 | <input type="checkbox"/> I completed less than 67% of courses attempted | <input type="checkbox"/> I withdrew from ALL of my classes |
| <input type="checkbox"/> I did not attend classes regularly | <input type="checkbox"/> I failed to turn in assignments on time | <input type="checkbox"/> I did not put enough time into my work |
| <input type="checkbox"/> I did not put enough time into my work | <input type="checkbox"/> I exceeded more than 150% of my program completion time frame | |
| <input type="checkbox"/> I lost interest in my classes | <input type="checkbox"/> I experienced personal problems that are documentable, Attach supportive document(s) | |
| <input type="checkbox"/> I did not manage my time well | <input type="checkbox"/> I had family difficulties <input type="checkbox"/> I had a death in the family <input type="checkbox"/> I became distracted | |
| <input type="checkbox"/> 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?