

## 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 semester and cumulative GPA of 2.0, and earn a grade of “C” or better in core classes. Please contact the Registrar’s Office for the formula used to calculate the grade point average.

**2. Percentage of Completion:** To continue to receive federal and institutional aid, the student must earn 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 institutional and 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 probation. A student who fails to remove him/herself from academic probation 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, warnings, and discontinuations. At the end of each academic year, the Financial Aid Office will complete a SAP check form for each student. Annual SAP Check Forms are mailed to each student and filed in each student file with DCAD transcript.

### II. ACADEMIC PROBATION/DISMISSALS AND APPEALS

1. An Academic Review Panel composed of the Area Coordinators, the Financial Aid Director and the College President or designee will decide whether a student will be dismissed or, under special circumstances, be allowed to continue at DCAD for one more semester of probation. In cases where students are granted a second semester of probation, financial aid may be cancelled. A written appeal can be made to the Financial Aid Office when the student is not making academic progress but is not being considered for academic dismissal.

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

Academic Problem	Financial Aid Warning	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		
Less than “C” grade in a core studio class	Yes		
Percentage of course completion less than 67%	Yes		
Failure to remove probationary status from prior semester		Yes	
Dismissal from college		Yes	
Less than 67% course completion after 1 year		Yes	
Exceeding the 150%		Yes	

program completion timeframe			
Drop below full-time enrollment status			<b>Yes</b>
Cumulative Grade Point Average less than a 2.0 after less than 2.0 cumulative GPA for prior semester.		<b>Yes</b>	

**3. Financial Aid Discontinuation Appeals Process:** Students whose financial aid has been terminated due to failure to meet the above referenced academic standards and document mitigating circumstances, may appeal for financial aid reinstatement to the financial aid office within thirty days of notice that their financial aid has been discontinued. Examples of extenuating circumstances include: death of a close relative, injury or illness of student, documented disability, homelessness, etc. The financial aid appeals process is as follows:

a. Upon receipt of financial aid discontinuation form or notice, the student may send a financial aid appeal form and letter within 30 days, to the financial aid office, to start the financial aid appeal process. The letter should specify: extenuating circumstances and a positive plan of action the student will use to rectify unsatisfactory academic progress status.

b. Students that were previously on probation and did not meet the terms of that probationary status are eligible to appeal if they have mitigating circumstances that can be documented (i.e. illness, death of immediate family member, divorce). Supporting documentation in these situations will be required (such as medical reports, legal documents, etc.).

c. The Financial Aid Director or designee will review the student's appeal letter and schedule a Financial Aid Appeal Hearing within 15 days of receiving the appeal letter. Student may provide documentation and/or witnesses to support his/her financial aid appeal. After the appeal hearing, the Financial Aid Director or designee will decide whether Satisfactory Academic Progress (SAP) status may be changed to:

1. **Provisionary Financial aid Status** with terms of student's provisional status defined so student is aware of what he/she must accomplish and within what time frame in order to continue to receive financial aid. Complete *Grade Point Average Projection and Planning EXCEL Chart* completed as an academic performance guide
2. **Extended Probation** whereby the student is granted an additional semester to raise cumulative grade point average to at least a 2.0 in order to receive additional financial aid after the extended probationary period. Complete *Grade Point Average Projection and Planning EXCEL Chart* completed as an academic performance guide
3. **Continued Financial Aid Discontinuation** whereby the student will not receive financial aid until her/his cumulative grade point average is 2.0 or greater and with overall satisfactory academic progress as determined by Satisfactory Academic progress (SAP) Standards listed above. Complete *Grade Point Average Projection and Planning EXCEL Chart* completed as an academic performance guide and provide DCAD financial aid office official transcript documenting successful completion of at least 12 credits with a 2.0 grade point average or higher at DCAD or other accredited college within 30 days of request for financial aid reinstatement.

The Financial Aid Director or designee will provide student with a written decision regarding approval or denial of the financial aid. The financial aid director or designee's decision regarding the appeal decision is final.

**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.