

**CARL ALBERT STATE COLLEGE  
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

Using the guidelines required by the Federal Government (CFR 668.34), all CASC students receiving financial aid from the Federal Title IV Programs (Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Direct Subsidized, Unsubsidized and PLUS Loans, Perkins Loans) and/or State Grant Programs such as Oklahoma Tuition Aid Grant (OTAG) and Oklahoma Promise (formerly OHLAP) must be enrolled as a regular student (enrolled to obtain a degree or certificate at CASC as declared by the Registrar's Office) and must maintain Satisfactory Academic Progress (**SAP**).

To achieve Satisfactory Academic Progress, a student must meet the following three requirements:

<b>1. GPA REQUIREMENTS:</b>	<u>Hours (All Attempted)</u>	<u>Cumulative GPA</u>
	0-30	1.7
	More than 30	2.0

- 2. COMPLETION OF HOURS ATTEMPTED (PACE):** A student must complete at least 67% of all credit hours attempted. Credit hours are determined by the number of hours the student is enrolled in at the end of the drop/add period each semester (close of business on the 10<sup>th</sup> day for Fall and Spring and 5<sup>th</sup> day for Summer). Students will receive aid for the number of hours they are enrolled in at the time of the award. Student grades will be evaluated at the end of each semester. Grades of A, B, C, D, P, and S will count as attempted and completed. Grades of F, I, W, AW, and U will count as attempted but not as completed. If a student receives all F's during a semester, it will be considered an unofficial withdrawal and the student will owe back 50% of the Title IV money disbursed during that semester. Grades of NC and R are not counted as attempted or completed. Audit courses are not eligible for financial aid and will not be counted as attempted or completed. **NOTE: Federal regulations do not provide for academic forgiveness.** Students enrolled less than full-time will be paid on a pro-rated basis. Enrollment classification is based on the following:

<u>Summer, Fall or Spring Semester</u>	<u>Credit Hours</u>
Full-Time	12 or more
Three-Quarter Time	9, 10 or 11
Half-Time	6, 7 or 8
Less than Half-Time	5 or less

To determine if the student has completed at least 67% of all credit hours attempted, divide the cumulative hours successfully completed by the cumulative hours attempted. See the following examples:

- Student attempts 12 credit hours and completes 9 credit hours. 9 divided by 12 is 75%, the student has successfully met the requirements.
- Student attempts 12 credit hours and completes 6 credit hours. 6 divided by 12 is 50%, the student has not met the requirements.

- 3. Maximum Time Frame:** CASC offers two-year associate degrees and certificate programs. Students have a maximum of 96 attempted credit hours in which to complete his/her academic program. Should a student change majors, no additional attempted credit hours will be permitted. Students who have attempted 96 credit hours or more will be placed on Financial Aid Suspension. Students may appeal the maximum time frame suspension by submitting the Satisfactory Academic Progress Appeal for Continued Eligibility form and the Degree Evaluation for Continued Financial Aid Eligibility form. The forms must be submitted to the CASC Office of Financial Aid with supporting documentation before the appeal will be considered. The appeal form, degree evaluation form, and supporting documentation will be submitted to the Financial Aid Committee by the Financial Aid Director. Any student that has completed a bachelor's degree and has not been accepted into the Nursing, Radiologic Technology or Physical Therapist Assistant program will be auto-denied, but can re-appeal once he/she is accepted into one of the programs. Students will be notified through their CASC email of the decision. If the student does not have a current email address on file, the decision will be mailed to the address on file. **If appeal is approved, the student will only receive aid at CASC for hours needed to complete his/her degree. All hours from all institutions attended will be included, even if the student did not receive Title IV aid.** Students planning to transfer to a four-year institution to pursue a bachelor's degree should be aware of the federal maximum time frame on the various programs to ensure they do not run out of eligibility before completing their bachelor's degree.

**Remedial Courses:** Students must successfully complete remedial coursework within his/her first academic year of study. Students who take only remedial courses must be enrolled as a regular student (enrolled to obtain a degree or certificate at CASC as declared

by the Registrar's Office) to be eligible to receive financial aid. All remedial courses will be counted as attempted and completed and will be calculated in the GPA.

**Repeated Courses:** Title IV funds may only pay for one repeat of a previously passed course. All repeated classes will be counted as attempted and completed and will be calculated in the GPA.

**Consortium Courses:** Students paid for consortium courses are required to submit official academic transcripts to the CASC Registrar's Office at the end of each semester. All consortium hours must be transcribed on the CASC academic transcript and will be counted to maintain SAP.

**Financial Aid Warning:** Students who fail to achieve SAP will be placed on Financial Aid Warning. During the warning semester, students may continue to receive Title IV funds and/or State Grant funds. The warning semester is in effect for one payment period. At the end of the warning semester, students must meet all the requirements of the SAP Policy. If at the end of the warning semester, students fail to meet the requirements for SAP as stated above, they will be placed on Financial Aid Suspension.

**Financial Aid Suspension:** Students on Financial Aid Suspension are not eligible for Title IV aid and must provide their own financial assistance. Financial Aid Suspension will be in effect until the student meets all the requirements of the SAP Policy. When the student completes the semester(s) and meets all the requirements of the SAP Policy, the student must submit the Financial Aid Satisfactory Academic Progress Appeal or Review form with supporting documentation to the CASC Office of Financial Aid asking for the suspension status to be removed. They will then be reconsidered for Financial Aid. Students may appeal the decision of Financial Aid Suspension if there are extenuating circumstances which may include, but is not limited to death in the family, illness, hospitalization, etc. The appeal must be submitted using the Financial Aid Satisfactory Academic Progress Appeal or Review form explaining in detail the extenuating circumstances that caused the student to fail to meet SAP and what has changed to allow the student to make SAP at the next evaluation. The appeal must be submitted to the CASC Office of Financial Aid within 90 days of the suspension notification. The appeal and supporting documentation will be submitted to the Financial Aid Committee by the Financial Aid Director. The student may be required to provide additional documentation to the Committee. If the Committee approves the appeal, the student will be placed on Financial Aid Probation or on an Academic Plan that will help ensure the student will be able to meet all the requirements of the SAP Policy.

**Financial Aid Probation:** Financial Aid Probation will be in effect for one payment period. At the end of the probationary semester, the student must meet all the requirements of the SAP Policy or he/she will again be placed on financial aid suspension and will not be eligible to receive financial aid until he/she is meeting all the requirements of the SAP Policy or is granted an additional appeal.

**Academic Plan:** If the student is placed on an Academic Plan, he/she must meet all the requirements of the SAP Policy by the specified time stated within the Academic Plan. Each Academic Plan will be developed on a case-by-case basis with the student and CASC. Students placed on an Academic Plan will remain on Financial Aid Probation until he/she has completed his/her degree. If the student fails to meet all the requirements of the Academic Plan, he/she will again be placed on Financial Aid Suspension and will not be eligible to receive financial aid until he/she is meeting all the requirements of the SAP Policy or is granted an additional appeal.

**Academic Plan students will only receive financial aid for classes needed to complete his/her degree.**

**Note: Financial Aid Warning, Probation, Academic Plan and Suspension are separate from Academic Probation and Suspension.**

Grade changes will not be reviewed until the end of the next payment period. Students will be notified through their CASC email of the Financial Aid Committee's decision. If the student does not have a current email address on file, the decision will be mailed to the address on file. The Financial Aid Committee will meet at least twice a semester to review appeals and additional meetings will be scheduled on an as-needed basis thereafter. **NOTE: Students are allowed four appeals while attending CASC. Two appeals for GPA/Pace and two appeals for Maximum Time Frame. The Financial Aid Committee's decision is final.**

**Class Attendance:** Students are expected to meet the attendance requirements for each class he/she is enrolled in. Failure to do so could cause delays in receiving financial aid. Students that receive an Early Alert (reported as not attending class) may have a delay in receiving their financial aid.

**Withdrawing From Classes After Receiving Financial Aid:** Financial aid recipients who withdraw from classes (officially or unofficially) or are expelled from CASC before the 60% point of any semester may owe a repayment of the financial aid they received. Students who wait until after the 60% point will not owe any repayment of financial aid funds disbursed; however, SAP will still be evaluated.

**Transfer Students:** Students are required to submit official academic transcripts to the CASC Registrar's Office from all schools previously attended. All transfer hours (including grades of W) will be counted to maintain SAP for financial aid. **Financial Aid**

eligibility will not be determined until all official transcripts have been submitted to the CASC Registrar's Office and are transcribed on the CASC academic transcript.

**Pell Grant Lifetime Eligibility Used (LEU):** Federal regulation changes made by the Consolidated Appropriations Act, 2012 limits the duration of a student's eligibility to receive a Federal Pell Grant to the equivalent of six years. Students may access/view their LEU information on the National Student Loan Data System (NSLDS) using their Pin.

**Subsidized Usage Limit (SULA):** Federal regulation changes made to the Higher Education Act of 1965, as amended by the Moving Ahead for Progress in the 21<sup>st</sup> Century Act, established new Direct Loan Program regulations that provide that a first-time borrower on or after July 1, 2013, is no longer eligible to receive additional Direct Subsidized Loans if the period during which the borrower has received such loans meets or exceeds 150 percent of the published length of the program in which the borrower is currently enrolled. More information is available at StudentAid.gov under Types of Aid/Loans.

**Unusual Enrollment History (UEH):** Due to the Department of Education's efforts to prevent fraud and abuse in the Federal Pell Grant Program, they will start identifying students with an UEH.

- An example of a UEH is one where the student attends an institution long enough to receive a Title IV refund, leaves without completing the enrollment period, enrolls at another institution, and repeats the pattern of remaining just long enough to receive another Title IV refund without having earned any academic credit.

Students flagged with a UEH will be reviewed and/or placed on Financial Aid Suspension. Students may appeal the decision of financial aid suspension if there are extenuating circumstances which may include, but is not limited to illness, a family emergency, change in where the student is living, etc. The appeal must be submitted using the Financial Aid Satisfactory Academic Progress Appeal or Review Form explaining in detail the extenuating circumstances. The appeal and supporting documentation will be submitted to the Financial Aid Committee by the Financial Aid Director. If the Committee approves the appeal, the student will be eligible to receive Title IV aid and may be placed on an Academic Plan. NOTE: A UEH appeal is not included in the allowed four appeals as stated earlier.

I, the Student, understand the SAP regulations stated herein. If I accept funds from any of the programs listed, I know I must maintain SAP in order to continue receiving financial aid at CASC. I understand that if I officially or unofficially withdraw from CASC, I may have to repay an amount of the financial aid I received. I understand the Financial Aid Office may confer with the Registrar's Office and my advisor concerning my degree program, hours attempted and/or completed, grade point average (GPA), etc., if needed.

**Authorization to Credit Financial Aid to Student Account:** Federal regulations require that CASC collect an authorization from the student for financial aid to be used to pay for any educational expenses other than tuition and on-campus room and board. My signature certifies CASC to use my financial aid to pay for any education expenses. I also certify that I have read and understand the SAP Policy information outlined herein.

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Student Signature

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SSN

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Date

\*\*Financial Aid information will go to your CASC email account. Please check it often\*\*

Revised May 2014