

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID

The following Standards of Academic Progress (SAP) are adopted for the purpose of determining continuing student eligibility for students who are receiving or applying for financial aid. Academic progress will be reviewed at the end of each academic year to determine that the student is making satisfactory progress. This review will include all periods of the student's enrollment, even those for which the student did not receive financial aid. Students are expected to be continually aware of their grades. A student who is placed on SAP warning or suspension may be notified in writing by the financial aid office; however, failure to receive notification will not change the student's financial aid status.

Financial Aid Standards of Academic Progress

Students who receive financial aid must be enrolled in an eligible program and are required to maintain the following standards of satisfactory academic progress (SAP). These measurements shall be used to determine eligibility for all federal Title IV aid. SAP is calculated at the end of each academic year. Some aid programs (such as scholarships) require higher standards, such as higher grade point average (GPA) or specific enrollment status. Students receiving financial aid must be enrolled in a degree or eligible certificate program. Students are expected to be continually aware of their progress toward their completion. A student who fails to meet the SAP will be notified at the address on the student financial aid record; however, failure to receive notification will not change the SAP status.

QUALITATIVE PROGRESS MEASURE: MINIMUM GRADE POINT AVERAGE (GPA) ACHIEVED AFTER EACH EVALUATION PERIOD

To continue receiving financial aid, you are expected to successfully complete your classes with passing grades. The chart below represents the G.P.A. requirements for federal student aid:

STUDENT STATUS	GPA MINIMUM (QUALITATIVE STANDARD)
1st-semester freshman	1.50
2nd-semester freshman	1.75
1st-semester sophomore	1.90
2nd-semester sophomore	2.00
1st- and 2nd-semester juniors	2.00
All seniors	2.00

QUANTITATIVE PROGRESS MEASURE #1: THE PACE OF PROGRESSION OR COMPLETION RATE

When you enroll in classes and receive financial aid to pay for those classes, you are expected to successfully complete those classes. Effective July 1, 2011, you must complete at least 67% of the credit hours in which you enrolled during each term. You must also achieve a minimum cumulative completion rate of 67% of all courses attempted during your enrollment. Only passing grades count as successful completions. Incomplete, failing grades, and drop/withdrawals are not considered completed courses, but are considered attempted courses, and will be calculated in the 67% completion requirement.

QUANTITATIVE PROGRESS MEASURE #2: MAXIMUM TIME TO COMPLETE A DEGREE/PROGRAM

To ensure that you complete your program in a reasonable amount of time, a limit set by law has been placed on the number of hours that you can attempt. That limit is 150% of the minimum number of hours required to complete your program. For example, if your degree program requires 120 credit hours for completion, you must complete your degree or certificate program within a maximum of 180 attempted credit hours. Once you reach the 150 percent limit or we determine that you cannot complete your program within the 150% limit, you will no longer be able to receive financial aid. Several variables are considered when calculating the 150% limit and the

satisfactory progression rules. These variables include, but are not limited to:

1. All attempted credit hours are counted even if you were not receiving aid to pay for them. Attempted hours are the hours in which you are enrolled in every semester.
2. Any transfer hours that are accepted from other colleges and applied toward the completion of your program are counted in the maximum time frame. If you have previously attended any college, you must submit official transcripts from all previous colleges prior to any financial aid being released.
3. If you repeat a course, both attempts will be counted in the maximum credit hours and progression calculation, even if you did not receive aid for both attempts. Financial aid will only pay for two attempts in a college level course. Separate rules apply for developmental courses.
4. If you withdraw from a course(s) after the census date for that course, it is still counted as an attempted course and is included in the SAP calculation.
5. All periods of enrollment and attempted credits will be evaluated, as they apply to the current program of study, whether or not financial aid was awarded during prior enrollment periods.

When you receive financial aid to help pay for a program of study, you are expected to complete that program within the specified time frame for that program. You should not enroll in classes that are not required for your chosen program of study. Classes not required for your degree plan are not eligible for financial aid. Additionally, audit courses, continuing education courses, previously passed courses, and courses for which you enroll after the census date are also not eligible for financial aid.

TRANSFER CREDITS

Students receiving financial aid must have a declared certificate or degree eligible program. Students should register for courses approved for their designated degree plan/catalog year.

Transfer credits will be counted in the attempted credits and will be applied to the student's degree plan, if applicable.

Failure to Meet the Financial Aid Standards of Academic Progress

SUSPENSION

There are several conditions that may place a student on suspension. The student is responsible for paying all expenses during any enrollment period(s) while on suspension. Students can be placed on suspension after a warning or probation status. Reaching the maximum time frame for the program of study can also lead a student to suspension.

A student who fails to meet any of the standards of academic progress measures during a warning period will be placed on financial aid suspension and will lose eligibility for all financial aid until all SAP measures have been met.

NOTIFICATION OF FINANCIAL AID WARNING, PROBATION, OR SUSPENSION STATUS

SAP statuses will be updated at the end of each academic year. All students, whether on financial aid or not, will be notified via mail regarding warning, probation, or suspension statuses. **However, failure to receive notification will not change the student's financial aid status.** Not enrolling for one or more terms does not remove the probation or suspension status.

REINSTATEMENT

If you are on financial aid suspension for reasons other than reaching the maximum timeframe, you may have your aid reinstated in one of the following manners:

1. Continue to attend Columbus College of Art & Design without financial aid until you are able to achieve both:
 - A cumulative GPA of 2.0 or higher along with 2.0 GPA for your last term of enrollment.
 - A 67% cumulative completion rate along with a 67% completion rate for your last term of enrollment.

Once you have met both of these standards, you will be placed on continued financial aid warning and may receive aid as long as you continue to maintain academic progress. It may require multiple terms for students with an extremely low GPA and or completion rate to regain financial aid eligibility.

2. File an appeal demonstrating mitigating circumstances and be approved and be placed on warning status.

Note: If you have reached the maximum time frame, you may not regain eligibility to receive additional financial aid.

APPEAL PROCESS

Note: Appeals submitted without documentation will be denied.

The student is responsible for any payments and for meeting payment deadlines during the appeal process. The student should not miss payment deadlines while waiting for a response. Failure to pay for tuition and fees may result in deregistration. The student is responsible for balances due if the student withdraws before or after an appeal is denied.

Appeals will only be granted for conditions causing extreme hardship to the student, such as the death of a family member, or illness or injury of the student. The appeal must include supporting documentation regarding your mitigating circumstance, such as medical statements or death certificates. Appeals for mitigating circumstances will be considered during a student's enrollment at CCAD on a case-by-case basis. Submitting an appeal does not guarantee approval of the appeal. The Financial Aid Office will consider recommendations from counselors or advisors when reviewing appeals. The Financial Aid Office will review the appeal and approve or deny your appeal. The decision of the Financial Aid Director is final.

An appeal must include the following:

- A completed Satisfactory Academic Progress Appeal Form
- Your name, CCAD ID number, and email address
- A written description of the mitigating circumstances
- Documentation to support any claims
- If appealing because you have exceeded the maximum hours limit or because of a change in major, a degree plan must be submitted showing the number of hours remaining until graduation.
- A description of the steps you have taken to remedy the situation (Success Plan)

Once you are notified of not being eligible for financial aid (financial aid suspension), you have 15 working days to submit an appeal or up to the subsequent semester census date, whichever comes first.

REPAYMENT OF FEDERAL FUNDS RETURN OF TITLE IV

If you receive federal financial aid and stop attending or withdraw from all courses at or before 60% of the term is completed, you will be required to repay all or a portion of the federal aid you received, including that used to pay for your college expenses. If you received a grade of F in all courses for any term, you may be required to repay a portion of the federal aid received, based on last date of participation.



Columbus College of Art & Design

CCAD One-Stop Student Services
60 Cleveland Ave., Columbus OH 43215
P 614.222.3295 F 614.222.4034 financialaid@ccad.edu