

## **FINANCIAL AID DISQUALIFICATION AND PETITION PROCEDURE**

This procedure is designed to offer students general information about why they have been disqualified from receiving Financial Aid and how to petition that disqualification. It also assures a shorter response time between submitting a petition and determining the final status of a student's financial aid.

### **Satisfactory Academic Progress**

Clatsop Community College is required by federal and state regulations to define and enforce standards of satisfactory academic progress (SAP) which students must maintain to continue receiving financial assistance. SAP is determined each term based on a student's cumulative GPA and the total credits they have earned at Clatsop. Students must maintain a cumulative GPA of 2.00 and complete 67% of their attempted credits each term. Students who do not meet the minimum cumulative GPA and/or complete the required number of credits will be disqualified from financial assistance. Other guidelines also apply. See the Financial Aid Handbook for further details.

**Maximum Credit Limit:** Federal regulations require that a school define a maximum number of credits within which a student must complete his/her program. At Clatsop a student is expected to complete a one year certificate within 150% of the published length of the certificate or a two year degree within 135 credits. All credits attempted at Clatsop and any credits a student attempted at other institutions will be used in the calculation.

**Appeals:** If a student is disqualified for the following:

- not maintaining the appropriate cumulative GPA and/or not
- completing the required number of credits by the end of a term
- completing zero credits any term
- or not completing a program within the maximum credits allowed

and believes there are extenuating circumstances that caused the disqualification he or she may use the following procedure to appeal the disqualification.

Students who have been disqualified from financial aid should first discuss their situation with the Financial Aid Office. If a student is not satisfied with the outcome of the conversation, a student may petition the Director of Financial Aid for a review of the situation.

### **The Petition Process**

The goal of the petition process is to allow students the opportunity to have an administrative review of the circumstances surrounding their financial aid disqualification. To begin the process the student must complete the Financial Aid Petition for Reinstatement of Aid or the

Financial Aid Petition for Extension of Credit. These forms are available in the Student Services Center from the Financial Aid Office or online at <http://www.clatsopcc.edu/student-resources/financial-aid/forms-publications> and must be submitted to the Financial Aid Office as soon as possible for immediate consideration. The petitions must be submitted by Monday, 5:00 PM, the first week of classes. Any petitions received after that day would be considered for reinstatement of aid the following term. Students may only petition once to request reinstatement of financial aid after being disqualified.

The Director of Financial Aid will review each petition and, if necessary, hold meetings with the student to determine the validity of the petition. The Director of Financial Aid will inform the student in writing of his/her determination in the case.

The Director of Financial Aid may:

- (A) Determine the petition has validity and grant the student a probationary term
- (B) Determine the petition does not have validity and deny the student a probationary term
- (C) Refer the petition to the **Financial Aid Issues Committee** for additional review

The Director of Financial Aid or his/her designee will inform the student in writing of his/her determination in the case.

### **Petitions and Appeals to the Financial Aid Issues Committee**

The **Financial Aid Issues Committee** will make the final determination of the outcome of student petitions referred to them by the Financial Aid Director. In addition a student may appeal the decision of the Financial Aid Director to the **Financial Aid Issues Committee**. This committee will consider the petition or appeal during the first week of the fall, winter and spring terms. The committee does not meet during the Summer Term.

The **Financial Aid Issues Committee** will utilize the following structure and processes:

- A. Membership of the Committee will include:
  - a. **Three** representatives from the Faculty Association
  - b. One representative from Enrollment Services
  - c. One at-large representative from the service/supervisory staff.
- B. Members will serve for no longer than three years; faculty vacancies that occur during the year shall be filled as they arise by the Faculty Association. In addition the Faculty Association will appoint an alternative member who will attend the meetings only when the regular faculty member is unable to attend.
- C. Staff positions will be filled by the Dean of Student Services.
- D. A quorum shall consist of three members.
- E. All committee members shall have voting rights.

- F. The committee shall select a chairperson and establish rules for conducting regular meetings.
- G. Admission of any eligible person to the hearing shall be at the discretion of the **Financial Aid Issues Committee** Chair.
- H. The final decision for all procedural questions regarding the hearing rests with the **Financial Aid Issues Committee** Chair.
- I. A record of the proceedings shall be kept. The record shall be the property of the College.

**Outcome of Hearing**

Upon conclusion of the hearing, in a closed session, the **Financial Aid Issues Committee** shall determine by majority vote the disposition of the appeal. The **Financial Aid Issues Committee** will then present, in writing, to the Director of Financial Aid

**Notification of Outcome**

The student will be notified, in writing, within ten working days of the decision of the Financial Aid Issues Committee.

\*(All deadlines indicated in this procedure may be extended or reduced with the agreement of both parties.)

END OF PROCEDURE

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