

Policies and Procedures for Federal Aid (Satisfactory Academic Progress)

A student must be in an admitted/enrolled status as a regular student in a degree program and making satisfactory academic progress toward a degree, in order to be considered for participation in financial aid programs (federal and/or private) administered through the College Financial Aid Office. Making satisfactory academic progress, for these purposes means that a student must maintain a minimum prescribed cumulative grade point average (GPA) defined by the college catalog, as well as proceed through the program at a pace leading to completion in a specified time frame. **Satisfactory progress is measured at the end of each academic semester for the one-year degree program and for students on Federal Aid Probation, but at the end of each academic year for the two-year and four-year programs when students are not on Federal Financial Aid Probation.**

MINIMUM REQUIREMENTS

A student achieving at least the minimum specified below will be considered to be making satisfactory academic progress.

- Minimum Cumulative GPA of 2.00 in the student's current academic program as documented on student's school transcript. Grades with "W" are not counted when calculating the minimum cumulative GPA score.
- Successful completion of a minimum of 67% *of all credits attempted in your course of study. "Successful completion" is defined as credits finished with grades other than "F," "I," or "W," at the time grades are posted for the term being reviewed and/or when the satisfactory academic progress review is made. Grades with "F", "I", "W" are considered as attempted but not successfully completed.
- Courses where an "I" is received as the grade on the grade report may remain until the completion of the next consecutive semester. However, if the grade of "I" is not changed, an "F" will be recorded as the permanent grade.
- Credit hours from another institution, which are accepted toward the student's educational program, count as both attempted and completed hours.
- The undergraduate degree program time frame cannot exceed 150% of the published length of the program, which is measured in attempted credit hours, based upon the number of credits offered at Ascent College for the program. Therefore, the maximum duration of financial aid eligibility for the program should not exceed 150% of the attempted credit hours at Ascent counted from the term/period the student originally begins the program.
- Student must be in otherwise good academic standing with the college (as defined by the college's academic policies). A student placed on academic probation is automatically on financial aid probation.

In the event a student fails to meet any of the above criteria during the measure for satisfactory progress, the student will be placed on "financial aid probation" for the immediately following semester of enrollment and notified by letter. A student in this category may receive financial aid for the next semester of enrollment, but must meet the above stated minimums by the end of that time period. At the end of this time period (one semester on financial aid probation), the student must meet the satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution in order for the student to qualify for further financial aid.

APPEAL PROCEDURES

If a student is found to be ineligible for financial aid because satisfactory progress requirements were not met, the student may appeal this decision to the Dean of the Students through the school's financial aid representative. Reasons for appeal may include such extenuating circumstances as prolonged illness, hospitalization, death of an immediate family member, etc. The appeal must be in writing submitted with a completed Appeal Form (located on this webpage with the link Appeal Form) and the written response should indicate the reasons why the minimum requirements were not met and why aid should not be terminated.

The Dean of Students (or designee) will review the appeal and determine whether suspending aid is justified. The student and College Financial Aid Office will be advised, in writing, of the decision. If an appeal is accepted the student will be placed on Federal Financial Aid Probation and an Academic Plan will be developed to ensure that the student is able to meet the school's satisfactory progress standards by a specific time, though an academic plan could instead take the student to successful program completion. The student will sign and date the Academic Plan.

REINSTATEMENT

To reestablish satisfactory progress after being terminated from aid eligibility, a student must improve his/her academic standing to meet the designated standards.

REPEATED COURSES

Students may repeat courses in an attempt to improve their GPA however repeating a course counts toward total credit attempts and can not be repeated more than one time. Students wishing to repeat a course must re-register and pay the standard tuition per credit in effect during the semester in which the course is retaken. When a course is repeated, the last grade points and semester credit hours earned replace the previous grade points and semester credit hours in computing the GPA. However, all grade entries on the transcript remain a part of students' permanent academic record. Courses that have been repeated are designated as a repeated course on transcripts.

POLICY FOR RE-ADMISSION

A student who has withdrawn from the college or has not enrolled for classes in a **full** year must meet the college's requirements for readmission. The student will be re-admitted with the same academic standing held when withdrawing from the college. All admissions requirements in effect at the time of re-enrollment must be met.

DISCLAIMER POLICY

The College reserves the right to make necessary changes without further notice. The regulations, courses, personnel and costs listed herein are subject to change after date of publication of this catalog through established procedures. In such cases, the college will attempt to communicate such changes to all students, faculty, and staff through written means. It is important that students familiarize themselves with the regulations set forth in the college catalog and assumes their proper responsibilities concerning the regulations.

REGISTRATION

Prior to registration for a class, all requirements for admission or re-admission must be completed. Pre-registration is available for returning students in the final weeks of each semester. Official registration is held for all students three weeks prior to the start of each semester, and will end before classes begin. Late registration is available one week after classes begin, but a late fee will be charged to all students registering during this time. All registration dates are posted on the official calendar.

ACADEMIC ADVISING

Students will be assigned an academic adviser in their concentration. Students who have not declared a concentration will be assigned an adviser from one of the departments. The academic adviser will assist the student in course selection and planning, as well as be available for advice at any time throughout the year. The student must assume responsibility for fulfilling all degree requirements. It is recommended that all students meet with their academic adviser prior to registration each semester.

COURSE LOAD

The full-time academic load is **12 credit hours per semester**. For summer enrollment, please note that being a full-time student is determined by the total number of credit hours that you are enrolled in over the

entire summer, regardless of whether you enroll in the 15-week session only, the 7.5-week session only, or both sessions. Students should be aware that 12 credits per semester would require approximately five years for completion of a bachelor's degree. For a completion time of four years, students will need to take at least 16 credits per semester and/or attend summer sessions

A student on academic probation may only enroll for a maximum of **12 hours**. Students are expected to work with their academic advisers to avoid scheduling problems and deficiencies.

CLASS ATTENDANCE

Students are expected and encouraged to attend class regularly. Students may not be allowed to pass a subject if the total absences including excused and unexcused, exceeds three (3) classes per semester unless special waiver has been approved. Students should be aware that a failing grade may result upon missing the fourth class.

COURSE ADD/DROP AND WITHDRAW

A student may add or drop a class during the add/drop period without financial penalties. Class Add/Drop forms are available online or from the Chief Academic Officer. No student is allowed to change a class without completing the add/drop procedures.

WITHDRAWAL FROM COLLEGE

A student must file written notice with the Chief Academic Officer to officially withdraw from college. Failure to attend classes is not considered an official notice and could result in a grade of "F" for all courses in progress at the time the student ceases attendance. Withdrawal forms are available from the Chief Academic Officer. An official "W" is recorded after the student completes all exit interviews and surrenders the student ID. Also, refer to our Return Policy for Federal Student Aid (R2T4).

LEAVE OF ABSENCE

Students requesting a Leave of Absence must adhere to the policies and procedures established by the College. In addition, students receiving federal financial aid must understand and follow Federal Title IV Leave of Absence regulations as stated in this policy, which may affect the amount of financial assistance received. As stipulated by federal financial aid regulations, any student, including a student receiving Title IV assistance, shall be granted a Leave of Absence under the following conditions:

- The student must request the Leave of Absence in writing to the Student Affairs Office, with approval from the College Executive Vice President for Academics. The letter should clearly state the reason(s) for the requested Leave of Absence. This letter should be submitted prior to the date requested for the Leave of Absence to begin unless unforeseen circumstances prevent such.
- Ascent College may not charge the student tuition or any educational expenses during the Leave of Absence.
- Students on Leave of Absence are entitled to all the programs and benefits afforded by the student services fee; accordingly, the fee will not be refunded.
- A subsequent Leave of Absence may be granted for the same student due to an unforeseen circumstance such as military duty, jury duty or a circumstance covered under the Family and Medical Leave Act of 1993 (FMLA).
- Any Leave of Absence requests, including additional extensions, may not exceed a total of 180 days in a 12-month period. This 12-month period begins with the first day of the initial Leave of Absence.
- A student on an approved Leave of Absence will retain in-school status.
- There must be a reasonable expectation that a student will return from a Leave of Absence in order for the Leave of Absence to be granted and to continue enrollment at Ascent College.
- A student on an approved Leave of Absence will be granted incompletes for the courses enrolled in at the time of approval. No additional charges will be incurred by the student when they return to complete the course work required in those incomplete courses.

While students granted short-term Leave of Absences (90 days or less) may be disbursed Pell Grant, no FFEL or Direct Loan may be disbursed to a student on Leave of Absence. However, loans funds on credit balances (funds already disbursed) may be paid to the student on Leave of Absence. No additional federal financial aid is allowed until the student has satisfied the course work requirements to complete the incomplete courses.

If the student who is receiving financial aid fails to return from the Leave of Absence, the student will be considered to have withdrawn from Ascent College (for financial aid purposes) as of the first day in which the Leave of Absence was granted. Ascent College will have 45 days after the last day of the Leave of Absence to calculate a refund and return funds. For purposes of administering federal financial aid, a student who is receiving Title IV financial aid funds and is granted Leave of Absence that does not meet the above guidelines will be considered to have withdrawn from Ascent College.

Upon receipt of a leave-of-absence notification, the Ascent College academic advisor informs the student of loan obligations, possible revisions in aid, deferment options, and consequences of failure to return.

Students returning from a Leave of Absence must pay all outstanding balances prior to enrollment in the next semester.

TRANSFER STUDENTS

Courses that transfer students have taken at previous institutions prior to attending Ascent are counted as attempted and completed only in the number of hours successfully completed, i.e., they do not show up in the GPA calculation, per the college's academic policy.

PERIODS OF NON-ENROLLMENT

Periods of non-enrollment in a degree-seeking program have no effect on a student's satisfactory academic progress upon reentering for these purposes, except that the maximum five-year time limit still applies. Any exceptions to the time limit due to periods of non-enrollment must be appealed to the Dean of Students through the school's financial aid representative. See "Appeal Procedures" above.

NOTE

The SAP policies are for financial aid purposes. They are required to ensure that recipients of federal student aid and other aid administered by the College Financial Aid Office are meeting qualitative and quantitative progress toward their degree as required by program regulations and policies. Particular scholarship, grant, etc., offered might have different individual award eligibility requirements unique to that particular award.