

PENNSYLVANIA COLLEGE OF ART & DESIGN'S ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID

Statement of Policy:

All students enrolled at Pennsylvania College of Art & Design are subject to the academic standards of the college which are printed in the Academic Standards portion of the most recent PCA&D Catalog & Student Handbook. In addition, federal regulations require that institutions limit Title IV federal financial aid to those students who, according to institutional policy, are maintaining normal academic progress toward earning their degree. These regulations can be found in The Education Amendments of 1976 (Pub. L. 94-482). The primary intent of the regulations is to have reasonable satisfactory academic progress standards established by institutions to assure the best and most equitable use of Title IV Student Financial Assistance funds. In order to comply with these regulations, PCA&D has established the following standards of satisfactory academic progress for its students:

Full-Time Students (at least 12 credits per semester) A full-time student must meet the following standards:

- Pass at least 24 credits of study in an academic year to be eligible to receive financial aid. Course Incompletes and withdraws are not counted as earned credits. Summer credits may be taken to make up credit deficits from the prior two academic semesters.
- Maintain at least the minimum cumulative academic requirements of the institution. Please refer your Pennsylvania College of Art & Design Catalog & Student Handbook for academic requirements under the “Academic Standards” section, listed as “Required Minimum Grade-Point Averages for the BFA”

Part-Time Students (up to 11 credits per semester) Part-time students must meet the following standards:

- A part-time student must complete 66% of the credits they attempt in order to be making satisfactory academic progress. For example, if a student enrolls part-time for both semesters of an academic year (or full-time one semester and part-time another semester) the student must complete 66% percent of the credits taken during those two semesters. Summer credits may be used to make up credit deficits from the prior two academic semesters. Course Incompletes and withdraws are not counted as earned credits.
- Maintain at least the minimum cumulative academic requirements of the institution. Please refer your Pennsylvania College of Art & Design Catalog & Student Handbook for academic requirements under the “Academic Standards” section, listed as “Required Minimum Grade-Point Averages for the BFA”

All Students

Failure to Meet Academic Standards

Students who fail to successfully complete the minimum number of credits, or who fail to achieve the minimum cumulative grade point average (G.P.A.), will be placed on financial aid probation. This allows one additional semester of course work to bring the academic record up to the minimum standards. Students are eligible to receive federal and institutional aid during this probationary semester. Official notification of financial aid probation will be made by the Financial Aid Office.

Students who fail to meet the stated minimums after the probation semester may not receive further financial aid until standards are met. In some circumstances additional probationary semesters may be warranted. Official notification of suspension of financial aid will be made by the Financial Aid Office.

Frequency of Progress Checks

Pennsylvania College of Art & Design will measure a student’s progress at the end of each semester.

Maximum Time Frame

Under Federal regulation, the maximum time frame that a student may have to complete an undergraduate program is 150% of the published length of the educational program for a full-time student. PCA&D has chosen to make this measurement on a time basis. At PCA&D a student must earn 120 credits to complete the BFA program (an average of 30 credits earned per academic year). Full-time students are expected to complete the 120 credits in no more than six years, with the above rules in effect. Financial aid will be limited to 12 semesters for the BFA degree. No extra allowance will be given to students who change majors during their studies. Please note that Pennsylvania State Grant and PCA&D institutional aid is limited to 8

full-time semesters. New changes to Federal PELL Grants effective July 1, 2012, students are now limited to 12 full-time semesters (or 600%) of Federal Pell Grant eligibility during their lifetime.

Students who do not complete their program within this time frame can continue to attend but they will not be able to continue to receive financial aid.

Standing Consistent with the Graduation Requirements of the Institution

A student is eligible for Title IV aid as long as he or she has standing consistent with the graduation requirements of the institution. Students who do not meet the G.P.A. requirements defined above but who are otherwise maintaining a standing consistent with the graduation requirements of the institution may be eligible to continue to receive financial aid. Any student who is in a probationary semester; has appealed to the Dean of Students or who has otherwise been allowed to continue attendance as a matriculated student is considered to have standing consistent with the graduation requirements of the institution and to be eligible for Title IV aid, provided that the student has completed the appropriate number of credits.

Waiver

The requirements of this satisfactory academic progress policy can be waived due to injury, personal illness, family emergency, or other circumstances beyond the student's control. If a student wishes to request a waiver, he or she should submit a written request explaining the circumstances to the Director of Financial Aid who, with the Dean of Students, will then determine whether or not a waiver should be granted.

Miscellaneous

The Financial Aid Office will notify in writing any student who has received financial assistance and has not made satisfactory academic progress. The notice will be sent to the student's most current address on file. It is the responsibility of the student to keep the College informed of a correct mailing address at all times.

Special Note:

It takes 120 credits to obtain a Bachelor's of Fine Arts Degree at PCA&D. To graduate in four years, a student must enroll in a minimum of 30 credits per academic year (2 semesters per academic year). Enrolling for less than 30 credits in an academic year could extend the time it takes to graduate. Some financial aid programs are only available for a maximum of eight semesters (4 years), possibly making financing of a fifth year quite difficult. Receipt of any amount of institutional aid in a given semester counts as one semester for all forms of institutional aid. Keep in touch with the Dean of Students and Registrar and refer to your Plan of Study to keep on track for graduation.

Additional information concerning the impact of course withdrawals, incompletes and repeats can be obtained in the academic section of the most current PCA&D Student Handbook available online at www.pcad.edu under MyPCAD, or from the Director of Financial Aid.

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