

Section 2

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of a student's educational record that are not considered "directory" information. Educational records, including financial aid and student account records, are considered confidential and will not be released without written consent from the student, except to the extent that FERPA authorizes disclosure without consent. For this reason, it is necessary for the Financial Aid Office at Cisco College to obtain permission from a student in order to release financial aid information not excluded by FERPA laws. For a full disclosure regarding FERPA, see * below.

When a student reaches the age of 19 or begins attending Cisco College, **FERPA** rights transfer from the parent to the student. FERPA does not recognize spouses; therefore, spouses have no rights to a student's educational or financial aid records. Parents and/or spouses can obtain non-directory information only with the written consent of the student.

In Accordance with FERPA, I _____ (*student's name*) authorize the release of my financial aid records, to the individuals named below. This release only pertains to my financial aid records and does not allow the individuals below access to information from any other department or office except if it impacts financial aid eligibility and charges. The purpose of this disclosure is for them to assist me with the financial aid process.

I agree to waive my rights under FERPA and allow the below named person(s) access to my financial aid records effective for this award year. I understand I must complete a FERPA waiver for each award year. I understand I have the ability to revoke or modify this consent, in writing, at any time.

Name	Relationship

Section 3

Satisfactory Progress

To be eligible for federal Title IV aid at Cisco College, federal regulations require that a student must make satisfactory academic progress toward his/her degree or certificate in order to continue to receive federal Title IV aid. Failure to make satisfactory academic progress can result in a Warning period and, if not corrected, suspension from financial aid.

Satisfactory Progress Standards:

There are three (3) federally mandated standards a student must meet to maintain satisfactory academic progress:

1. Quantitative Percentage (Attempted Hours/Earned Hours)
2. Lifetime Eligibility Used not to exceed 600%
3. Qualitative Measure (Cumulative Grade Point Average of 2.0)
4. **Cisco College allows student to change majors no more than 3 times.** The 150% calculation will be reset once the student has enrolled in and attended classes in the new major and will only include courses (credit hours) the student has taken that will apply to the new major.

Quantitative Percentage: Students must complete a minimum of 67% of the course work in which they are enrolled each semester. The chart below indicates the attempted credit hour totals and the number of credits that must be completed to meet this requirement.

Lifetime Eligibility Used: A student is allowed financial aid only for 12 semesters of equivalent to 600% lifetime eligibility. (Public Law 112-74) This provision applies to all Federal Pell Grant eligible students beginning with the 2012-2013 award year.

A student may:

- Decline all or a part of a Pell Grant Award
- Return, during an award year, all or part of a disbursement already made within the same award year

The student must provide a signed, written statement:

- Clearly indicating his/her decline/return of Pell Grant funds
- Acknowledge that funds may not be available at a later date

Qualitative Standard Grade Point Average: In addition to successfully completing 67% of their coursework each semester, students must earn a 2.0 grade point average (GPA) and maintain a cumulative GPA of 2.0 each semester thereafter. The dropping of courses, or complete withdrawal, will not reduce the number of hours that must be completed each semester to maintain satisfactory progress.

Financial Aid Warning: For students not meeting the academic progress requirements at the end of a semester, the warning period is the next semester (fall or spring) in which the student enrolls in classes. A student will be eligible for aid during the warning period, but must achieve satisfactory academic progress during the first warning period to return to good standing the next semester in which he/she enrolls.

Financial Aid Suspension: A student who does not make satisfactory progress during the first warning period will be suspended from all Title IV financial aid the next semester of enrollment until all satisfactory progress standards are met. A student who has financial aid suspended can return to a warning status only and cannot return to good standing.

- **How to Remove Warning** A student will return to good standing if he/she earns 67% of the same number of credit hours in which he/she was enrolled when the warning status occurred, if the cumulative grade point average is 2.0.

- **How to Remove Suspension** A student will return to warning status if while on suspension from Title IV aid he/she earns 67% of the same number of credit hours in which he/she was enrolled when the suspension status occurred, if the cumulative grade point average is 2.0.

Exceptions: A student placed on financial aid suspension due to unavoidable or extraordinary hardships which may have influenced his/her ability to meet the satisfactory academic progress standards may appeal the suspension. Examples of unavoidable hardships include illness or injury of student or family member, separation or divorce, involved in accident or natural disaster, death in immediate family, or other personal problems that affected class participation and or grades.

- **Appeal Procedure** A financial aid suspension appeals packet must be obtained by the student from the Director of Financial Aid. The packet must be completed and submitted to the Director, and should include a written statement by the student with the appropriate supporting documentation explaining the reasons the minimum satisfactory academic progress standards were not achieved. The appeals committee and the Director may place conditions upon the receipt of any financial aid for those appeals where aid is reinstated. Students submitting documentation and completing the appeals process will be notified by the Director of Financial Aid of the results.

Director of Financial Aid
101 College Heights
Cisco, TX 76437
linda.sellers@cisco.edu

If the appeal is approved the student will be assigned a probation status and aid eligibility will be reinstated.
Students are allowed only ONE appeal while attending Cisco College.

To allow proper time for processing, appeals should be submitted by **no later than two weeks prior** to the first class day of the term. For further questions regarding the appeals process contact the Director of Financial Aid.

STUDENT STATEMENT

I understand that a drop, withdrawal, or unofficial withdrawal from my courses may result in a decrease of cancellation of financial aid awards. **Initials**

I understand that I must maintain satisfactory academic progress toward the completion of my program of study as defined by Cisco College. **Initials**

I certify that I have read and understand the above Satisfactory Progress Policy relative to the receipt of financial aid at Cisco College. **Initials**

Certification and Signatures

By entering the information and submitting the form, I certify that all the information reported on it is complete and correct, if you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student's Signature (Required)

Date