

Clarion University's Federal Satisfactory Academic Progress Policy

The Policy: *All students must successfully complete at least 67% of the credits they attempt, cumulatively. Undergraduate students must maintain a cumulative grade point average of at least a 2.00. Graduate students must maintain a cumulative grade point average of 3.00. Students must complete their degree program within 150% of the published length (credits) of the program.*

Progress is checked annually at the end of the spring semester.

[Find information about the appeal process here.](#)

The Policy Details:

This policy affects your eligibility to receive financial aid.

Since students utilize federal and state funds (public money) to pay for a college degree, federal and state regulations mandate that schools use SAP to measure a student's progress toward completion of that degree.

Students who do not make Satisfactory Academic Progress are ineligible to receive financial aid in future semesters until the necessary credits are made up and/or the required grade point average is achieved. Students who do not complete their degree requirements within the maximum time frame lose eligibility for financial aid.

Federal financial aid includes Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS Loans, Federal Perkins loans; PELL, SEOG, and TEACH grants, and Federal Work Study.

State financial aid includes the Pennsylvania State Grant (PHEAA).

All of the information in this policy statement refers to **federal** financial aid. Information on PA State Grant (PHEAA) Satisfactory Academic Progress is included in the section on Pennsylvania State Grant Academic Progress. All PA State Grant recipients receive a copy of this information with their State Grant Award Notice.

This policy is cumulative and includes all students and all periods of enrollment.

Regulations require an annual **cumulative** review of all students for Satisfactory Academic Progress. ***All periods of enrollment are included, whether or not the student received aid.***

This policy is effective beginning with the 2010-2011 academic year.

Federal SAP regulations were re-written in 2010. SAP will be calculated according to the new regulations (as the cumulative percentage of earned credits divided by attempted credits) beginning with academic year 2010-2011. This new policy will affect all students, even if they previously attended Clarion before 2010.

All attempted credits are included in the review.

Attempted credits are credits you enrolled for, including credits for courses you failed or withdrew from. Earned credits are credits you successfully completed. Your unofficial Clarion transcript lists attempted hours (AHR) and earned hours (EHR). "Successfully complete" means that the student must pass the class. For graded classes,

the grade must be an “A,” “B,” “C,” or “D” or PASS. Federal regulations require that the SAP review include all credit hours a student has attempted, including dropped, repeated, remedial, withdrawn, and transfer credits.

Suspension and Summer Classes

If you are suspended, you are not eligible for federal financial aid for summer.

Student Responsibility

Awareness

It is the student's responsibility to be aware of federal and state guidelines that affect her/his ability to receive and retain financial aid. Other offices and personnel on campus (including academic advisors, Academic Affairs, faculty; and staff in the Registrar's Office) do not know which students are recipients of financial aid, do not monitor Satisfactory Academic Progress for financial aid purposes, and cannot make or override decisions regarding your eligibility for financial aid.

Regaining Eligibility

The student is responsible for regaining eligibility for aid by re-gaining SAP. Student Financial Services staff cannot advise students as to how many credits it might take to regain SAP, how to raise a cumulative grade point average, or how long it will take to regain SAP.

Request for Reinstatement of Aid

It is the student's responsibility to contact the Office of Student Financial Services and ask for reinstatement of financial aid eligibility when the student believes s/he has regained Satisfactory Academic Progress. If a student is re-admitted after suspension, that student must contact the Office of Student Financial Services to ask for reinstatement of financial aid eligibility.

Statute of Limitations

There is no statute of limitations on federal Satisfactory Academic Progress regulations. For example, if a student fails to make SAP at Clarion during an academic year, then leaves Clarion and returns after ten years, the student would be ineligible for aid.

Academic Progress vs. Probation/Suspension

Please do not confuse academic probation/suspension with failure to make Satisfactory Academic Progress toward a degree for federal financial aid purposes. Academic probation and suspension are actions taken by the Office of Academic Affairs. Satisfactory Academic Progress is a standard required to maintain eligibility for federal and or state financial aid.

Because these are separate issues, it is possible to appeal an academic suspension and be re-admitted, or to sit out for a semester, **yet still be ineligible for financial aid.**

Check Your SAP

Currently enrolled students may check the Student Services Center of MyClarion for their Satisfactory Academic Progress status. If you are uncertain of your financial aid status, please contact a staff member in the Office of Student Financial Services.

You can also check your progress by viewing your unofficial Clarion University transcript. Attempted credits are credits you enrolled for, including credits for courses you failed or withdrew from. Earned credits are credits you successfully completed. Manually count all credits you attempted (including all repeated courses and courses you withdrew from) and divide by the credits you successfully completed.

Satisfactory Academic Progress Standards

Satisfactory Academic Progress (SAP) for **federal** financial aid purposes has two components, both of which must be met by the student.

The first component is quantitative.

Federal aid regulations state that a student may receive aid for up to a maximum of 150% of the published length of the educational program.

- Most students pursuing a bachelor's degree will lose eligibility after they **attempt or earn** 180 credits.
- Most students pursuing an associate degree will lose eligibility after attempting or earning 90 credits.
- Most graduate students will lose eligibility after attempting or earning 50 credits.

Attempted credits are credits you enrolled for, and include credits for courses you failed or withdrew from.

Earned credits are credits you successfully completed. **Attempted credits include any credits earned at a previous school (transfer credits).**

Your unofficial Clarion transcript lists attempted hours (AHR) and earned hours (EHR).

For a student to graduate within the maximum time frame, s/he must successfully complete at least 67% of the credits s/he attempts ***cumulatively***. "Successfully complete" means that the student must pass the class. For graded classes, the grade must be an "A," "B," "C," or "D". Although the University checks SAP once—at the end of each academic year—the check is cumulative and includes all credits attempted to date.

Clarion calculates progress by dividing the cumulative number of hours a student has completed by the cumulative number of hours the student has attempted. This calculation is performed by computer, and the number will ***not*** be rounded up. **In other words, a pace of .666 (20 credits earned divided by 30 credits attempted) is failed SAP.**

Students may repeat courses. When a student repeats a course in which s/he previously earned a failing grade or a withdrawal, the new grade "overlays" the previous grade, and the overall QPA is raised for both SAP and academic purposes. Repeated courses are included in the calculation of both attempted and earned credits. However, for federal financial aid purposes, ***a student may repeat a course only once if the course was previously passed.*** In this situation, the student's QPA for SAP purposes may be lower than the QPA calculated by the Registrar's Office for academic purposes.

Students are no longer eligible for financial aid once they have met the requirements of their degree program.

What is 67% of attempted credits?

| If your cumulative attempted credits are: | And your cumulative earned credits are: | Your successful completion percentage is: |
|--|--|--|
| 30 | 21 | $21/30 = 70\%$ |
| 45 | 33 | $36/45 = 73\%$ |
| 75 | 43 | $43/75 = 57\%$ |
| 105 | 90 | $90/105 = 85\%$ |

All credits attempted at Clarion University and all transfer credits ***must*** be counted toward the calculation of SAP (including credits earned during winter and summer sessions) regardless of whether the student received federal aid while attempting the credits. Only credits earned from a course in which the student was actually enrolled are counted in calculating SAP. Advanced Placement credits, CLEP credits, credits earned from challenge exams, proficiency exams, or life experience are not used in calculating SAP.

If it appears that you would be unable to complete a degree program because it is mathematically impossible for you to graduate within the maximum time frame, the University must make you ineligible for any federal financial aid at the point it is determined that you cannot complete your program. Even if you are permitted academically to complete your degree, federal SAP regulations state that you will no longer be eligible for federal financial aid. For example, if you are enrolled in a bachelor's degree program and have attempted 160 credits to date and earned 90, you could not complete the remaining 30 or more credits needed within the 180 credit timeframe maximum.

The second component is qualitative.

Undergraduate students must maintain a cumulative grade point average of 2.00 or better.

Graduate students must maintain a cumulative grade point average of 3.00 or better.

Students who fail to meet the federal Satisfactory Academic Progress quantitative and/or qualitative standards are **not** eligible for federal financial aid until they re-establish SAP, even if they have been re-admitted to the University on appeal to the Academic Standards Committee.

When Academic Progress is checked

Utilizing a computer program, the Office of Student Financial Services checks for academic progress (67% pace) at the end of each academic year (May). The check is cumulative and includes all periods of enrollment. Checks for maximum credits are run at the end of every semester.

When a student is granted an exception, progress is checked at the end of the semester of exception (probation).

Notification

Clarion University's Satisfactory Academic Progress Policy is available on the university's website, as well as in the university catalog.

Since the university provides each student with a free email account and immediate access to their financial and academic records, the Office of Student Financial Services uses email as the main form of official communication.

In addition, the university uses other media to direct information to students and families. For example, fall and spring billing notices may include information about Satisfactory Academic Progress.

Students can view their Satisfactory Academic Progress in MyClarion in the Student Services Center. If you are uncertain of your financial aid status, please contact a staff member in the Office of Student Financial Services.

Your Options When You Fail to Make Satisfactory Progress

A student can regain eligibility only by taking action that brings him/her into compliance with both the qualitative and quantitative standards of Clarion University's SAP standards. Neither paying out-of-pocket for one's classes nor sitting out for a semester is sufficient by itself to re-establish eligibility. A student who wishes to regain eligibility has these options:

1. Transfer to another institution until you earn the necessary credits to regain SAP and return to Clarion. Generally, when you transfer to another institution, you begin with a "clean slate" as far as federal academic progress. That means that you would be eligible for federal financial aid at the new institution. Earning credits at another institution will also help you because Clarion will only consider the credits transferred back to Clarion. Withdrawn credits and failed credits at the transfer school will not transfer to Clarion, and thus will not affect the percentage of earned credits vs. attempted credits at Clarion.
2. Attempt to make up any necessary credits over the summer, either at Clarion or at another accredited institution. It is recommended that you consult with your academic advisor before selecting courses. Since you will not be eligible for federal and/or state aid, you may want to consider a private loan. It is **your responsibility** to ask financial aid staff to review your eligibility for aid when you believe you have regained SAP. You may do this in person, by phone call, by writing, by faxing, or by emailing stfinservice@clarion.edu.

If you take courses at another institution, it is **your responsibility** to contact the Office of Student Financial Services when your transfer credits have been posted by the Registrar's Office.

3. Make up any necessary credits/cumulative grade point average by enrolling at Clarion at your own expense during fall, spring, or winter session. The University's payment plan may be an option (www.afford.com/clarion or 1-800-722-4867).
4. If you are suspended, you may elect to enroll in a community college to make up any necessary credits.
5. You may file a Financial Aid Appeal.

6. The student is responsible for regaining eligibility for aid by re-gaining SAP. Financial Aid staff cannot advise students as to how many credits it might take to regain SAP, how to raise a cumulative grade point average, or how long it will take to regain SAP.

Financial Aid Appeals

All decisions are made on a case-by-case basis. Students may appeal more than once, but it is unlikely that more than one exception will be granted.

Members of the Armed Forces who are called to active duty and who must then withdraw from a semester will always be considered for a SAP appeal.

If mitigating circumstances **beyond your control** (death in the immediate family—the student's parents, sisters, brothers, or children--hospitalization or serious illness; adversity or other undue hardships) prevented you from making Satisfactory Academic Progress, you may appeal the loss of your federal or state financial aid. **Having a mitigating circumstance does not guarantee an exception to the SAP regulations.**

Pregnancy/birth of a child, previously diagnosed learning, mental health, or other disability, lack of understanding of the SAP policies, and being immature or not prepared for college, are generally **not** examples of mitigating circumstances.

The deadline to appeal for currently enrolled students for their federal financial aid is within 30 days of the date of notification. This deadline includes students who were suspended at the end of fall or spring semester. **Specific information on appealing appears at the end of this document.** Please note that all appeals must be made in writing and must be accompanied by documentation.

Since federal financial aid is awarded through the federal government, the university must comply with federal regulations. These regulations supersede, and may be different from what the university requires a student to do from an academic and billing standpoint when she or he separates from the university voluntarily or involuntarily. Thus, written appeals to the Office of Student Financial Services **must** be made even if you received an official medical withdrawal from the university (cancellation of tuition and fees) or if you withdrew for health, medical, or military reasons.

Appeals are reviewed within the Office of Student Financial Services. Students are notified in writing of the decision in a timely manner. The decision is final.

Students for whom an appeal has been approved will be on academic progress **probation** and will have one semester in which to regain SAP. Students who fail to regain SAP after their one semester of exception will lose eligibility for federal financial aid.

If it appears that you would be unable to complete a degree program because it is mathematically impossible for you to graduate within the maximum time frame, the university must make you ineligible for any federal financial aid at the point it is determined that you cannot complete your program. Even if you are permitted academically to complete your degree, federal SAP regulations state that you will no longer be eligible for federal financial aid.

Returning to Clarion After Academic Suspension

Students who failed to make Satisfactory Academic Progress and who were also suspended must re-gain SAP before they become re-eligible for federal and/or state financial aid. Returning to Clarion after sitting out for one or more semesters will not allow your aid to be reinstated automatically.

Transfer Students and Transfer Credits

Transfer credits do not count toward the quality point calculation, but are included in the calculation of both attempted and earned hours.

What is the Effect of The Following Actions on my Financial Aid?

Academic Renewal

Academic Renewal (exclusion of “D” and “E” coursework excluded from GPA calculation after a four-year absence) helps a student’s academic career. However, the **attempted credits and the grades that were removed during the Academic Renewal process must still be counted toward the maximum number of attempted credits and the cumulative grade point average, as per federal Satisfactory Academic Progress regulations.**

CLEP/Life Experience/Advanced Placement/Challenge Exam Credits

These credits count toward graduation, but do not count as attempted credits or earned credits for purposes of SAP.

Changing Majors or Degree Programs

All credits earned and attempted will count toward the maximum number of credits (180 for a bachelor’s degree program, 90 for an associate degree program, and 150% of the credits for a Master’s degree program).

Students with mitigating circumstances may appeal.

Dual Degrees/Double Majors/Continuous Enrollment

Students seeking to earn two degrees or two majors will be eligible for federal financial aid until they reach the maximum number of attempted/earned credits (150% of the published length of the primary degree program, or 180 credits for most students in a bachelor’s degree program). Students with mitigating circumstances may appeal.

Incomplete Grades

Incomplete grades count as attempted credits not successfully completed. If you receive an incomplete grade, which later converts to a passing letter grade, the credits will be counted at the later time as successfully completed credits. Students with mitigating circumstances may appeal.

New Level of Study

When a student begins a new level of study (i.e., associate degree to bachelor’s degree, bachelor’s degree to graduate degree), s/he begins the new level with good academic standing. Prior SAP standing is **not** carried forward from the previous level of studies.

No Credit/Withdrawal/Audit

Credit/no credit classes and withdrawals count toward attempted credits.

Pass/Fail

“Pass” credits count toward successful completed credits, and maximum attempted credits. “Fail” credits are computed in the number of attempted credits.

Repeating Courses

Students may repeat courses. When a student repeats a course in which s/he previously earned a failing grade, the new grade “overlays” the previous grade, and the overall QPA is raised for both SAP and academic purposes. However, it is important to note that credits for repeated courses count toward the calculation of attempted credits. If you previously earned credits for the course, you will not earn credits when you repeat the course, but you will increase your number of attempted credits, which may negatively affect your cumulative percentage of earned credits divided by attempted credits.

For federal financial aid purposes, ***a student may repeat a course only once if the course was previously passed.***

Attempted credits and their corresponding grades that were removed during the Academic Renewal process ***must*** still be counted toward the maximum number of attempted credits and the cumulative grade point average, as per federal Satisfactory Academic Progress regulations. In this situation, the student's QPA for SAP purposes may be lower than the QPA calculated by the Registrar's Office for academic purposes.

Second Degree

Students who have earned a bachelor's degree at Clarion or at another regionally accredited college or university, and who are now enrolled at Clarion for a second bachelor's degree, are only eligible for federal direct student loans (not federal and state grants). All credits accepted into the new degree program will be counted as both attempted and earned credits. Second degree candidates must meet both the qualitative and quantitative SAP standards.

Students who have earned one associate's degree, and who then enroll at Clarion to earn a second associate's degree are eligible for federal financial aid (grants and loans) as long as they meet the quantitative and qualitative SAP requirements (GPA, pace of 67%, and have not exceeded maximum time frame, or 90 credits for the second degree, including all prior credits counted toward the second associate degree).

Study Abroad/Clinical Year and Consortium Credits

Clarion University cannot ascertain your academic progress and release your financial aid until we have received your grades from the other institution.

Withdrawals

After drop/add

No credits are earned, and the credits count toward attempted credits.

Before drop/add

No effect on credits earned or attempted.

Other Limits on Financial Aid

Please be aware of these limits on federal financial aid:

Lifetime Loan Maximums:

Dependent undergraduate students may borrow up to a lifetime maximum of \$31,000 through the Federal Direct Loan program. Up to \$23,000 of this amount may be in subsidized loans. Independent undergraduate students may borrow a maximum of \$57,500. Up to \$23,000 of this amount may be in subsidized loans. Graduate students may borrow up to a maximum of \$138,500. Up to \$65,500 may be subsidized.

Students must be enrolled for at least six credits per semester (or summer) and must be enrolled in a degree program to be eligible to receive a federal loan.

Subsidized Loan Limit at 150%:

This rule applies to all first-time borrowers after July 1, 2013. A full-time student who is enrolled in an associate degree program may only receive Federal Direct Subsidized Loans for a maximum of three years. A full-time student who is enrolled in a bachelor's degree program may only receive Federal Direct Subsidized Loans for a maximum of six years. If a student is enrolled for longer than 150% of the time it normally takes to complete a degree program, s/he will lose the interest subsidy on any previously borrowed Federal Direct Student Loans.

Lifetime PELL Grant Limits:

Students may only receive a maximum of six years of federal PELL grants.

PA State Grant Limits:

Students may only receive a maximum of four years (eight semesters, or the equivalent) of PA state grant.

Pennsylvania State Grant Academic Progress

Academic progress for Pennsylvania State Grant purposes is different than academic progress for federal financial aid purposes. PA Grant recipients receive this information with their State Grant Award Notice.

For Pennsylvania state grant purposes, full-time students must successfully complete 24 credits each year or 12 credits each semester. Part-time students must successfully complete at least six credits each semester. Summer is considered to be a semester. Only credits earned from a course in which the student was actually enrolled are counted. Advanced Placement credits, transfer credits, CLEP credits, credits earned from challenge exams, proficiency exams, or life experience do not count toward needed credit. Remedial credits taken during a term when not receiving a state grant may not be counted toward progress.

Students enrolled in bachelor degree programs may receive a maximum of 8 semesters (or the equivalent) of PA state grant funding, while students enrolled in associate degree programs may only receive 4 semesters (or the equivalent) of funding.

Satisfactory Academic Progress for PA state grant purposes is normally checked at the end of each academic year (after spring semester grades have been posted). Progress for incoming first-time transfer students for the fall semester is checked during the summer and early fall. Notification is made to PHEAA electronically, and PHEAA then notifies the student.

Clarion University must advise PHEAA at the time we become aware that a student did not make Satisfactory Academic Progress. Since most students complete the FAFSA before the May 1 deadline, and thus before we can check for Satisfactory Academic Progress at the end of the academic year, it is possible that a student may have already received a state grant award notification before Clarion has advised PHEAA that the student is ineligible for the award.

Students have the option to make up any necessary credits over the summer (at Clarion University or at another accredited institution) at their own expense. Students who fail to make progress for PA state grant purposes due to extenuating circumstances may appeal to PHEAA. An appeal form is available on the PHEAA website (www.pheaa.org), or by calling the agency at 1-800-692-7392.

Federal Academic Progress Appeal Information

1. Please note that this is an appeal to have your eligibility for federal financial aid reinstated after you failed to make Satisfactory Academic Progress toward a degree. This is **not** an appeal for an academic suspension. Winning an appeal for an academic suspension does **not** mean that you will be re-eligible for federal financial aid.
2. The purpose of this appeal is to explain why you failed to earn the required amount of credits, why you failed to maintain the required grade point average, or why you exceeded the maximum number of attempted credits, so that you can be considered for an exception to the federal regulations. Please return the form to the Office of Student Financial Services, Clarion University, 840 Wood Street, Clarion, PA 16214 Fax: 814-393-2520; email stfinservice@clarion.edu. We will respond to you in writing.

3. Incomplete appeals and appeals received without the required documentation will be denied.

4. In most cases, if your appeal is granted, you will have **one semester** of exception (financial aid probation) during which you will be eligible for federal financial aid. If you do not re-gain Satisfactory Academic Progress, you will lose eligibility for federal aid.
5. A successful appeal will allow you to become re-eligible for federal financial aid for the period of time stated in your response letter. It will not "re-set" your academic record. Credits for courses you withdrew from or failed will continue to count as attempted credits.
6. In cases where the Student Financial Services SAP Committee determines that it may take more than one semester for you to regain SAP, and in cases where you have exceeded or are close to exceeding maximum credits, you will be **required** to submit an academic plan that has been certified by your advisor that specifies which courses you need to take in which semester in order to either re-gain SAP or graduate. Upon receipt of your initial SAP appeal, **you will be notified by staff in the Office of Student Financial Services if you are required to submit an academic plan.** Your academic plan may contain other stipulations as well as a semester by semester sequence of courses, including mandatory academic support counseling and/or tutoring. If your appeal is granted, you will be required to adhere to your academic plan, or you will become ineligible for federal aid.
7. **Please sign and date this form and attach a typed letter explaining why you failed to make Satisfactory Academic Progress. Federal regulations require you to include information regarding why you failed to make SAP, as well as what has changed in your situation that will now allow you to demonstrate Satisfactory Academic Progress. An example of an appeal letter follows. Appeals without this information will be returned.**
8. You must attach documentation that supports your claim--for example, a death certificate for a death in the immediate family, or a letter from your physician stating the nature of your illness or hospitalization, the duration of your illness (the time you were hospitalized or sick) and the reason it was medically impossible for you to complete your courses.
9. I certify that the information I submit is true, accurate, and complete. I understand that submitting false, incomplete, or inaccurate information is a violation of the Clarion University Conduct Code. I give my permission to financial aid officers at Clarion University to speak with faculty and other University personnel in regard to my appeal.

Your Signature

Date

Please Print Your Name

Your Clarion Student ID

Address or Email Where We Should Mail the Response to Your Appeal

For which semester (summer, fall, winter) and year are you requesting reinstatement of financial aid?

_____ (Summer) _____ (Fall) _____ (Spring) Year: _____

Your Expected Month and Year of Graduation: _____

Sample SAP Appeal Letter - Failure to Successfully Complete 67% of Attempted Credits

Date

Clarion University
Student Financial Services
840 Wood St.
Clarion, PA 16214

Dear SAP Appeals Committee:

I recently received a letter in the mail advising me that I am not eligible for financial aid because I failed to make satisfactory academic progress. Please consider this my letter of appeal.

I was enrolled at Clarion University during the 2011-12 academic year. On March 25, 2012, my father passed away. I failed two of my classes and withdrew from my other classes because I became depressed. My father's death certificate is attached, as well as a note from my doctor.

I would like to return to Clarion for the fall semester 2012. I've completed the Free Application for Federal Student Aid, and I hope that you will consider me for an exception to the federal academic progress regulations.

I am receiving on-going counseling in addition to medication. As per the attached letter, my counselor believes that I will be emotionally ready to begin school in the fall semester of 2012.

Please also find attached my father's death certificate, and medical information release forms from my primary care physician and from my psychologist.

Sincerely,

Jane E. Doe

123 Main Street
Anytown, PA 16214

ID: 1234-5678

Sample SAP Appeal Letter - Exceeded Maximum Credits

Date

Clarion University
Student Financial Services
840 Wood St.
Clarion, PA 16214

Dear Student Financial Services Appeal Committee:

I have been notified that I am ineligible for federal financial aid because I have exceeded the maximum number of credits.

I began my academic career at Clarion University in 1995 when I enrolled as an education major. I remained at Clarion for three semesters, and then I left college to get married and raise a family. My husband was in the military, and we moved frequently. Whenever we moved, I would earn college credits at the local college, but never enough to finish a degree. My family and I returned to Clarion in 2010.

When I was re-admitted to Clarion University, I enrolled in the BSBA program. However, with the previous credits I earned, and the credits I transferred to Clarion, I am past the number of credits I am allowed to attempt. This is, in part, due to the fact that few of my education degree credits and few of my transfer credits apply to the bachelor's degree program I am now enrolled in. I have one more semester to complete before I can graduate (I plan to graduate in December 2013).

Attached please find an academic plan signed by my advisor and me that lists the courses I need to take to complete my degree in December 2013.

Sincerely,

Mary Smith
1234 Shady Lane
Suburbia, PA 16890

Clarion ID 1000-8765

Sample Physician Letter

Office Letterhead

Date

Clarion University
Student Financial Services
840 Wood St.
Clarion, PA 16214

Dear Sir/Madame:

This is to certify that Jane E. Doe of Anytown, PA, was seen in my office on April 15, 2012. I diagnosed her with severe depression that was likely triggered by the death of her father. She was prescribed medication and was seen in my office once per week for seven weeks as we adjusted her medications. She was also referred to a psychotherapist for ongoing counseling.

It is my medical opinion that Jane was incapable of completing the semester due to the severity of her symptoms. Our office will continue to follow Jane and we will provide her with a medical release to return to college.

Sincerely,

Mary Jones, MD

[illegible]

Semester and Year: _____

| Course Number | Course Name | Credit Hours | Anticipated Grade | Anticipated Cumulative GPA at Semester End |
|---------------|-------------|--------------|-------------------|--|
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Semester and Year: _____

| Course Number | Course Name | Credit Hours | Anticipated Grade | Anticipated Cumulative GPA at Semester End |
|---------------|-------------|--------------|-------------------|--|
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In addition, the advisor or the Office of Student Financial Services also requires the student to:

- The student may enroll only for courses necessary to complete the degree program listed.
- The student may not change majors and or add majors or minors.
- The student must successfully complete each course (and any other requirements) agreed to in this plan, or lose eligibility for federal financial aid. The student may not withdraw from courses after drop/add.
- If, for reasons beyond the student's control, s/he cannot complete the plan as agreed, the student must immediately contact the Office of Student Financial Services.

Student's Signature: _____

Advisor's Signature: _____

Date: _____