



BRYN ATHYN COLLEGE

Policies and Procedures

Internships (See 34 CFR, part 668.2)

Bryn Athyn College strongly encourages students to include *service learning* in their academic programs. One credit of service learning is required for all students as part of the Core program. Additional credits completed in a formal internship may be incorporated into students' degree programs. Students must first complete at least 2 full-time terms, have a GPA of 2.7 or better, secure the approval of their academic/internship advisor, and complete all planning of the internship in a timely manner.

| For all internal and academic purposes: students are considered to be full-time for the term in which they complete an internship worth 3 academic credits or more, as long as the internship:

- 1) is an approved part of their degree program;
- 2) is incorporated into students' plans for the year such that they are able to meet the quantitative standard for Satisfactory Academic Progress by completing 27 credits over the course of the academic year in which the internship occurs;
- 3) occurs at a distance of 50 miles or more from the campus, and the student lives off campus during the internship period. Note: the experience of living in unfamiliar surroundings – such as abroad or away from campus – is a large part of the learning that goes on during an at-a-distance internship, adding supplemental educational worth to the course, which is recognized in the student's academic status.

| Local internships do **not** qualify the student for full-time status. Students must still enroll in a minimum of 9 academic credits during the term in which a local internship is completed in order to be considered full-time.

| For federal student aid purposes: when a student is enrolled in an at-a-distance internship earning fewer than 9 academic credits, status will be determined by dividing the number of hours of work to be completed by 30 (per the clock hour conversion formula in the FSA handbook). Students completing the standard 200-hour internship will therefore be considered to be half-time status for that term in the context of federal student aid:

$$200 / 30 = 6.67 \text{ equivalent classroom credits}$$

Students completing 270 hours of work or more will be considered full-time in the context of federal student aid. This is the status that will be used to determine students' eligibility for all types of federal and state grants and loans. Students who are at least half-time status retain eligibility for most types of federal student aid, although the amount of funding disbursed to the student may be reduced.

| For student fee billing purposes: students will be billed only for the number of academic credits earned during the term in which the internship is completed. Thus, even if federal and state grants are prorated appropriately for the student's half-time status in the context of federal student aid, in most cases there will be no net financial penalty for the student because the amount charged by the College for that term is also significantly reduced.

Offices Involved

All are subject to this policy.

Lead Persons to Coordinate Policy and Procedure

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