

**2009-2010 STUDENT FINANCIAL AID INFORMATION  
AND  
SATISFACTORY ACADEMIC PROGRESS POLICY**

**1. REQUIREMENTS FOR RECEIVING AID**

- a. Students must apply for Financial Aid and complete required documentation including passing required seminars.
- b. Students must be enrolled in an eligible program and must achieve Satisfactory Academic Progress towards a degree, certificate, or a program which transfers towards a Bachelor’s Degree. (Certificates of Completion less than 18 units are not acceptable for Financial Aid).
- c. **Students cannot receive financial aid at two schools at the same time.**
- d. Students are strongly advised to complete a **30 minute** academic counseling session and complete an “**Educational Plan**” Form with an Academic Counselor. Students are also recommended to have a follow-up counseling session to evaluate progress toward their educational goal once each academic year.
- e. Students are required to remain on track by enrolling in and completing only the courses your counselor has indicated are needed to complete your educational goal. *Failure to do so may negatively impact your financial aid eligibility.*

**2. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

- a. Students must earn a Semester Grade Point Average (GPA) of at least a 2.0 or above on a 4.0 scale.
- b. Students must maintain a Cumulative GPA of 2.0 or above, which includes all previous coursework. The Financial Aid Cumulative GPA also includes any repeated courses, taking into account every grade that shows up on your transcript.
- c. Students must complete at least 67% or more of all “units attempted” in a semester. For example, if a student attempts 12 units, the student must complete a minimum of 8.5 or more units with a 2.0 or above GPA (12 units x 67% = 8.04 units). Units attempted are defined as all currently enrolled units on and after the applicable Award Calculation Date as stated on the Award Letter Calendar.

**3. MAXIMUM TIME FRAME (MAXIMUM UNITS ALLOWED FOR FUNDING)**

- a. Federal regulations allow students to receive financial aid for a limited number of units. Students are required to complete their educational goal (Degree, Certificate, and Transfer) within 150% of the published requirement of their goal.
- b. 150% completion includes all previous coursework attempted, *even if financial aid was not received*. *Total units attempted* refers to all classes a student received a grade in, whether it was a passing, non-passing or a “W” grade.
- c. Students who reach Maximum Time Frame will be placed on Financial Aid Suspension.

Examples of Maximum Time Frame:

<b>Educational Goal Objective</b>	<b>Units Required to Complete Goal (100% of Goal)</b>	<b>Maximum Units (150% of Required Units)</b>
Associate Degree	60 Units	90 Units
Transfer Requirements	60 Units	90 Units
Certificate	24-56 Units (depending on the major)	36-84 Units

**4. EVALUATION – PROBATION**

The Financial Aid Office will review academic progress at the end of Fall, Spring, and Summer semesters. Students who do not meet the minimum unit requirements and/or GPA will be placed on probation for one semester, will be notified in writing, and required to attend a mandatory Satisfactory Academic Progress Retention Workshop and complete the online Success Seminar. Financial aid will continue during the probationary semester, except for student loans.

**5. SUSPENSION**

Students who fail to meet the Satisfactory Academic Progress Standards by the end of the probationary semester will have their financial aid suspended. *Exception:* Eligibility for the Board of Governors Fee Waiver is not subject to Satisfactory Academic Progress Standards. In addition, students who have exceeded the maximum time frame will be placed on Financial Aid Suspension.

## 6. REINSTATEMENT

Financial Aid is not available while a student is on Financial Aid Suspension. Students who have been suspended from financial aid have two options to be reinstated into the financial aid program:

- a. Student must sit out the suspended semester without aid and complete 67% of all units attempted during the semester, according to the Satisfactory Academic Progress Standards Enrollment by term, with a Semester and Cumulative GPA of a 2.0 or above, in order to be placed on good financial aid standing in the following semester. OR
- b. Student must have an Appeal for Reinstatement of Financial Aid approved by the Appeals Committee (see #7).

If a student decides to sit out during the semester she/he is suspended, without aid, the student must notify the Financial Aid Office that they have cleared their probationary or suspended status so we can reevaluate the student's file.

## 7. APPEAL PROCESS

Students who have had their financial aid suspended may file an appeal, with documentation (including passing required seminars), if they have had extenuating circumstances. Examples of such circumstances are:

- a. Illness/injury of the student
- b. Death of an immediate family member (i.e., parents, brother/sister, grandparents, spouse, or dependent child).
- c. Other similar extenuating circumstances that prevented the student from meeting the Satisfactory Academic Progress Standards.

The Financial Aid Appeals Committee will review all appeals. Please allow ten business days for processing. If an appeal is approved, the student will be notified in writing. Students whose appeals are approved will be reinstated and placed on *Conditional Probation*. If a student does not meet the SAP policies in the semester they are on Conditional Probation, then that student will be placed back on Financial Aid Suspension and will be required to complete at least one semester of meeting Satisfactory Academic Progress to be reinstated.

## 8. COURSE ELIGIBILITY

The following grades will **not** be considered as credits successfully completed: Failing grade (F), Withdrawal (W), Incomplete (I), No Pass (NP), In Progress (IP), and Report Delayed (RD). Please refer to the College Catalog for further details about these grades. Receiving these grades will count as attempted units, will be included in your maximum time frame assessment, and may negatively affect a student's financial aid status.

9. **Pass COURSES (P)**: A Pass (P) grade is at least satisfactory or a C grade and its units are not counted in the GPA calculation.
10. **REPEATED COURSES**: Repeated courses will not be funded by financial aid. Repeated courses will still be included in the maximum time frame assessment, the Cumulative GPA assessment, and the completion rate assessment. An Appeal to Repeat Courses is available for students who have extenuating circumstances with proper documentation.
11. **REMEDIAL COURSES**: Students may be paid for up to 30 units of remedial coursework. Remedial coursework includes all courses with course numbers of 100 and below, including Math 110 and 120 and English 116 and 118. In addition, all remedial coursework will be included in the maximum time frame assessment, the Cumulative GPA assessment, and the completion rate assessment.
12. **ESL COURSES**: Students must be enrolled in an eligible program.
13. **SHORT TERM/LATE STARTING COURSES**: Courses will be included in the Pell Grant award if the student is enrolled in the course by the applicable award calculation date. There is **no adjustment** after the Award Calculation date for Fall or Spring semester. Students who do not attend the short term classes are subject to repayment.
14. **COURSE WITHDRAWAL**: Any student who completely withdraws from all their courses, after receiving any form of financial aid, may be subject to repayment.
15. **TRANSFER COURSES**: Courses taken at other institutions will be counted when calculating a student's maximum time frame, provided the courses apply toward degree or certificate requirements. Upper division courses from four year colleges and universities will be counted when calculating Maximum Time Frame. All students with Bachelor's Degrees will be considered to have exceeded the maximum time frame and must be approved by the Appeal Committee before being funded for the student loan program only. Foreign courses will be counted if they have been professionally evaluated and accepted by the District. Students with a foreign Bachelors Degree will be considered to have exceeded Maximum Time Frame. **It is the student's responsibility to ensure that all academic transcripts are received, evaluated, and posted to their student record by the Admissions and Records Office.**