



Rancho Santiago Community College District

Santiago Canyon College Financial Aid



SATISFACTORY ACADEMIC PROGRESS POLICY (2011-2012)

PLEASE READ THIS DOCUMENT CAREFULLY AS FAILURE TO COMPLY WITH THESE REGULATIONS AND REQUIREMENTS COULD RESULT IN THE LOSS OF YOUR FEDERAL AND STATE FINANCIAL AID. As a financial aid recipient, it is your responsibility to understand the terms and conditions of the RSCCD Satisfactory Academic Progress Policy as it applies to you. The purpose of financial aid assistance is to ensure students in obtaining the necessary resources to successfully achieve their academic goal. State and federal regulations require schools participating in financial aid programs to establish academic standards that measure a student's progress towards an educational goal. RSCCD requires students to meet both a qualitative and a quantitative standard for academic progress.

To assist in meeting your educational goal in the quickest possible timeframe at RSCCD, all students are encouraged to have an educational plan completed, with the assistance of an academic counselor.

Qualitative Standard	A minimum cumulative GPA of 2.0 in all coursework attempted (see examples A-B)
Quantitative Standard	A minimum course completion ratio of 66.5% of all coursework attempted (see examples C-D)
Maximum Time Frame	No more than one and one half times (150%) the number of units required to complete your educational objective. (see example E)
Eligible Program of Study	An approved certificate of completion or competence. An approved Associate of Arts or Science (AA or AS) Degree An approved curriculum leading to transfer to a baccalaureate program.
ACE/ESL / Remedial Courses	A student may enroll in courses that require assistance with the English language (ACE/ESL) or pre collegiate level (Remedial) coursework.

QUALITATIVE STANDARD

All students receiving federal or state financial aid will have their GPA evaluated at the end of each term. Students are required to maintain a **CUMULATIVE GPA** of at least 2.0 (C average) for all grades earned. Earned grades are: A, B, C, D, F, P, and NP.

Qualitative Example A:

In John's first semester, he enrolls and completes four classes with a Cumulative GPA of 1.65 for the four classes. John **is not** meeting the Qualitative standard because 1.65 is less than 2.0.

Qualitative Example B:

Rick has been a student at RSCCD for four semesters, in his latest semester his term GPA was 1.25; but his overall Cumulative GPA is 2.05. Rick **is** meeting the Qualitative standard because 2.05 is greater than 2.0.

QUANTITATIVE STANDARD

Students must successfully complete at least 66.5% of all course attempted. If you have already completed any college degree, you are currently not eligible for federal or state financial aid at SCC.

Quantitative Example C:

Sheila is a new student at RSCCD. She attempts five courses in the Spring Semester totaling 15 units. She withdraws from 2 classes totaling 6 units, but completes the other 3 classes totaling 9 units. Her unit completion ratio is 9 completed units of 15 attempted (9/15) or 60% which is less than the required 66.5% minimum requirement. Sheila is not meeting the Quantitative Standard.

Quantitative Example D:

Janet has completed three semesters at RSCCD with a total attempted 45 units and 45 units completed. This fall she attempts another 15 units, but withdraws from all of her classes. After her fourth semester, Janet's record reflects that she has completed 45 units. However, she has attempted 60 units. Janet's completion ratio is 45/60 or 75%. She is meeting the Quantitative Standard.

AMERICAN COLLEGE ENGLISH (ACE), ENGLISH AS A SECOND LANGUAGE (ESL), OR OTHER REMEDIAL COURSEWORK

Students who require additional assistance learning the English language may enroll in ACE or ESL courses and still remain eligible for financial aid. Also, students who are required to take remedial coursework can still remain eligible for financial aid. Financial aid is limited to 30 units of remedial coursework. The student must also be enrolled in an eligible program in order to receive financial aid.

MAXIMUM TIME FRAME

Students who exceed the maximum time frame (attempted 90 or more units) will be terminated from Financial Aid eligibility and will be required to complete the Financial Aid Appeal Process and have their appeal approved before receiving additional financial aid.

Students pursuing a Certificate, AA/AS degree, or transfer requirements to a four year institution are allowed to attempt 150% of the required units to achieve the educational objective. The total number of units for an approved certificate will vary by the certificate goal. (This includes Remedial and ACE/ESL coursework as outlined above.)

Maximum Time Frame Example E:

To obtain an average AA or AS degree a student must complete 60 units. A student may attempt up to 90 units to earn the required 60 units for the degree.

REPEATING COURSEWORK

Students may receive financial aid only twice for the same course and only if they are repeating the course to improve their grade. Students who do not receive a sufficient grade after attempting the course for the second time will not receive financial aid for their third attempt forward. Regardless of whether or not the student previously took the course at SCC or another institution, a student cannot be paid three times for the same course.

Please be advised that a "W" or an "I" are not equivalent to final grades. Students who withdrew from a course and received a "W" on their transcripts are not eligible to be paid again for attempting the same course a second time. Also, students who have not completed a course but have made arrangements to complete their coursework in subsequent terms may receive "I" on their transcripts. Students who receive an "I" on their transcripts are not eligible to be paid in subsequent terms for completing their original coursework.

TRANSFER COURSEWORK/PREVIOUSLY RECEIVED DEGREES

Students, who have previously attended any other colleges, attended a four year university, have complete 90 units, or have received a degree must complete the following:

1. **Transcript Submission (case by case basis):**

- Previously attended a four year university students may be required to provide official transcripts from all schools attended.
- Previously attended a two year college students may be required to provide official transcripts from all schools attended.
- Students who have obtained an AA degree or higher must provide official transcripts from all schools attended.
- Students who have obtained a degree in a foreign country must provide the official foreign transcripts and must have them translated and evaluated.

2. **Unit residency requirements - Students with transcript submission requirements above on case by case basis may be required to comply to the following standards:**

- At least a cumulative GPA of 2.0
- A minimum of 12 units completed at our District
- Official transcripts from all colleges attended must be on file and evaluated.
- Must complete the appeal process which includes meeting with an academic counselor if over 90 units have been attempted and or completed, or have received a degree.

FINANCIAL AID WARNING NOTIFICATIONS, PROBATION, DISQUALIFICATION EXCESSIVE UNITS, AND TERMINATION

- At the end of the semester, students who do not meet the Quantitative or Qualitative standards for the first time will receive a **Warning Notification**. Students remain eligible for financial aid during the current term.
- While in Warning status, students who fail to achieve the minimum Quantitative and Qualitative standards during the semester will be **disqualified** from financial aid for the *following term*.

Disqualified Explanations

AT RSCCD we have three types of Disqualifications D1, D2, D3. All D codes must appeal for one or more of the following reasons:	<ul style="list-style-type: none">• Achieved a GPA less than a 2.0• Failed to complete the minimum units required (66.5% of attempted units)• Failed to complete both GPA requirement and 66.5% completion rate
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- Students who have been disqualified must complete the Financial Aid Appeal Process and have their appeal approved before receiving additional financial aid.
- If the student's appeal is approved, the student will be placed on **Probation** for one additional semester.
- While in a Probationary status, students who fail to achieve the minimum Quantitative and Qualitative standards during the semester will be **disqualified** from financial aid for the following term and **will not receive federal or state financial aid in future terms until they make progress to resolve the deficiency. In some cases the Appeal Committee will impose conditions along with the approval for probationary status. If the student has complied with the conditions of his/her Probation and/or met the Quantitative and Qualitative standards stated above the student will retain his/her eligibility.**

Excessive Units Explanation

Students who have accrued 70 or more attempted units (but less than 90 units) will receive an **Excessive Units Notification**. These students are obligated to meet with an academic counselor and design an Educational Plan for any remaining coursework they are required to complete at RSCCD. Students must follow their Educational Plan and submit a copy of the Educational Plan to the Financial Aid Office. It is the students' responsibility to adhere to their educational plan. **Students who fail to do so will be terminated the following semester resulting in delays as they will be required to complete the Financial Aid Appeal Process. In order to receive additional financial aid in following terms their appeal must be reviewed and approved by the Appeal Committee.**

Students who exceed the maximum time frame (please refer maximum time frame above) will be **terminated** from Financial Aid eligibility **and will be required to complete the Financial Aid Appeal Process and have their appeal approved before receiving additional financial aid for following terms.**

Termination Explanations

AT RSCCD we have three types of terminations codes T1, T2, T3. All T codes must appeal for one or more of the following reasons:	<ul style="list-style-type: none">• Attempted/completed 90 units or more and or received the maximum allowed units (150%) for a certificate program• Received a AA/AS or BA/BS degree (self reported)
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FINANCIAL AID APPEAL PROCESS AND REINSTATEMENT

All appeals must be made in writing. Students who have been *disqualified* must write an appeal statement which clearly explains:

- Why they were deficient in units
- Why, if applicable, they have a cumulative GPA below 2.0.
- Outlines their plan for improvement

Students who have been *terminated* must write an appeal statement and meet with an academic counselor. All official transcripts from all previous colleges must be evaluated as per our transcript policy requirements. The appeal statement must clearly explain the following:

- Outline of an educational plan

Students who have been disqualified from financial aid do remain eligible to attend RSCCD at their own expense.

However, if the student meets the Board of Governor's Fee waiver [BOGW] eligibility criteria the student will remain eligible for this program regardless of their current SAP status. Students who make up their deficiency in meeting the minimum Quantitative and/or Qualitative standards will automatically be restored to financial aid eligibility provided that they have not exceeded the maximum time frame and have also submitted a FAFSA for the current academic year.

All appeal statements must be submitted directly to the Financial Aid Office. The Appeal Committee will make decisions on a case by case basis. The decision of the Financial Aid Committee is **final**.

2011-2012 SCHOOL YEAR DEADLINES FOR APPEALS

Please be aware that Federal Regulations state that appeals must be submitted, evaluated, and processed before the semester deadline established below in order to release any funds for that term. Any appeals evaluated after the semester deadline will not be eligible for aid for that term.

Fall 2011: All appeals must be turned in the Financial Aid Office by **11/15/11**.

Spring 2012: All appeals must be turned in the Financial Aid Office by **05/02/12**.