

Satisfactory Academic Progress

To be eligible for federal financial aid, a student must make Satisfactory Academic Progress (SAP). SMCCCD has adopted the following satisfactory academic progress policy, which contains elements specified in federal regulations.

I. QUALITATIVE REQUIREMENTS

All financial aid students are required to maintain a minimum cumulative GPA of at least 2.0.

II. QUANTITATIVE REQUIREMENTS

A. MAXIMUM TIME FRAME: All financial aid students will be expected to complete their program of study within 150% of the published length of the program. Students enrolled in 60 units AA/AS, 4-year transfer, or vocational programs will be expected to complete their program by the time they *attempt* 90 units. Students enrolled in vocational programs of less than 60 units will be given a maximum time frame (*attempted units*) that is 150% of their program's length.

B. PACE RATE: To measure whether students are progressing toward pace of their course of study within the maximum time frame, SMCCCD will evaluate the pace rate of financial aid students at the end of each term. At each term's end students will be expected to have completed at least 67% of all units attempted. Classes with grades of A, B, C, D, and CR (credit) are considered to have been completed. Classes with grades of F, NC (no credit), I (incomplete), and RD (grade withheld) will not be considered as completed. All classes taken at other institutions through a consortium agreement will also be included in the pace rate assessment.

III. INCREMENTS

The academic progress of financial aid students will be evaluated after each payment period. Progress will be evaluated after grades for the previous term are posted.

IV. FINANCIAL AID WARNING

When the academic progress of financial aid students is evaluated, students whose cumulative GPA is below 2.0 and/or whose cumulative pace rate is below 67% will be placed on Financial Aid Warning. In addition, students who are either

transferring to a SMCCCD college or who are continuing SMCCCD students, but never previously applied for financial aid, will be placed on Financial Aid Warning if their cumulative GPA is below 2.0 and/or if their cumulative pace rate is below 67%. Students on Financial Aid Warning will be eligible for financial aid during the term that they are placed on Warning. After the Warning term, if a student's GPA and pace rate meet the Federal guidelines minimum standard, the student will no longer be on Financial Aid Warning. Students who do not meet the GPA and pace rate standard will be placed on Financial Aid Probation.

V. FINANCIAL AID PROBATION

Students who have two consecutive or three cumulative evaluations where they fail to maintain the minimum GPA or pace rate requirements will be placed on Financial Aid Probation. In addition, students who exceed the maximum time frame will be placed on Financial Aid Probation. Students placed on Financial Aid Probation are disqualified from receiving financial aid.

VI. FINANCIAL AID REINSTATEMENT

Students who are disqualified because they had two consecutive evaluations which failed to meet the minimum GPA or pace rate requirements will be reinstated if they meet the GPA and pace rate requirements at the next evaluation. Students who have three cumulative SAP evaluations which fail to meet the minimum academic requirements will not be automatically reinstated if they raise their GPA and/or pace rate to the minimum levels. They may be reinstated, though, through the appeal process.

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VII. APPEAL OF FINANCIAL AID PROBATION

Students who are placed on Financial Aid Probation can appeal their status.

Students placed on Probation because they have exceeded the maximum time frame are expected to appeal their status each term. When submitting their appeal, students are required to submit:

1. a letter of appeal explaining their particular situation;
2. a current Student Educational Plan (SEP), and
3. an evaluation from the counselor reflecting their progress towards their educational goal.

Students that are placed on Financial Aid Probation have failed to maintain SAP because of their GPA falling below 2.0 and/or their pace rate being less than 67%. Students on probationary status may appeal their status once by submitting the following required items:

1. submit a letter of appeal which explains their particular situation and details of what the student has put into place to improve their academic standing, and
2. see an academic counselor for a Student Educational Plan that accurately reflects the courses they are enrolled in for the term and their goals within the district,
3. attend a Student Success workshop on their campus, and
4. complete all coursework for the approved term with final grades of "C" or better.

Students who are approved by the appeal committee will be placed on Financial Aid Probation if they again fail to maintain GPA or pace rate standards. In addition, students who do not finish their academic program within the timeframe granted by the appeal committee will again be placed on Financial Aid Probation.

FAILURE TO COMPLY WITH THE CRITERIA LISTED WILL RESULT IN TERMINATION OF FINANCIAL AID UNTIL BOTH GPA AND PACE RATE ARE MET.

VIII. REPEATED COURSES

Students are allowed to repeat classes for financial aid purposes, provided the classes are allowed under the district's repeat policy as specified in the college catalog. All repeated courses will be included in the maximum time frame assessment, the cumulative GPA assessment, and the cumulative pace rate assessment.

IX. TRANSFER COURSES

All courses taken at other institutions will be included in the maximum time frame assessment, the cumulative GPA assessment, and the cumulative pace rate assessment, provided the courses will apply toward degree or certificate requirements. Courses at proprietary and trade schools will generally not be accepted for credit toward district 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 degrees will be considered to have exceeded the maximum time frame and must appeal and be approved by the committee before being funded. Foreign courses will be accepted and counted by the district if they have been professionally evaluated by a credible foreign degree evaluation organization. Students with a foreign bachelor's degree will be considered to have exceeded the maximum time frame.

X. ESL UNITS

ESL units will not be counted when determining the remaining maximum time frame for a student. The academic progress in ESL units will be considered when assessing both the student's cumulative GPA and pace rate. To ensure that students are making progress towards their educational goals, it is expected that after four (4) semesters of ESL/ESOL instruction students will begin incorporating coursework that is related to their educational goal/major.

XI. REMEDIAL UNITS

The first 30 remedial English and math units attempted will not be counted when determining the remaining maximum time frame for a student. The academic progress in these remedial courses will be considered when assessing both the student's cumulative GPA and cumulative pace rate.

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XII. INCOMPLETE COURSES

"I" (incomplete) grades will be considered as "attempted", but will not be considered to have been "completed". If a student's "I" grade changes during a term, it is the student's responsibility to inform the financial aid office of the change. If the change of grade will affect the student's financial aid eligibility, the financial aid office will then do a recalculation of aid eligibility during the term. Otherwise, the change of grade will not be factored into the cumulative pace rate until the next incremental assessment.

SPECIAL "SAP"

CONSIDERATIONS:

■ PACE RATE CALCULATION

The pace rate calculation is as follows:

$$\frac{\text{Units Completed}}{\text{Units Attempted}} = \text{Pace Rate}$$

■ WITHDRAWALS AND GRADES OF "INCOMPLETE"

Students who withdraw from classes or receive grades of "incomplete" will have those classes included in the "pace rate calculation."

"Withdrawals" and "incompletes" will be included with all other classes attempted.

■ GRADES OF "F" AND "NO CREDIT"

Students who receive grades of "F" or "No Credit" do not receive credit for the classes attempted. Thus, these classes would *not* be considered to have been completed.

■ GRADES OF "D" OR BETTER AND "CREDIT"

Students who receive grades of "D" or better and "credit" will receive credit for the classes attempted. Thus, these classes would be considered to have been completed.

■ REPEATED COURSES

Cañada College Financial Aid will follow the SMCCCD policy regarding repeated courses.

■ PROGRESS IN SUMMER SESSIONS

A student's progress in summer session will be counted when assessing cumulative pace rate and cumulative GPA.

■ Record Delay (RD) GRADES

Should a student's record reflect a Record Delay (RD) grade for a course taken the previous terms at the time of the initial financial aid award disbursement, the student's aid will be withheld until the grade is reported by the faculty person and posted on the student's record.