

Cañada College - FINANCIAL AID OFFICE

Satisfactory Academic Progress Policy

Appeal Process

Federal and State financial aid regulations require Cañada College, to establish, publish and apply qualitative, quantitative and incremental standards by which Cañada College can determine whether a student requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress (SAP) in his/her course of study. Financial Aid recipients are required to have a declared major and enrollment in a Title IV eligible program. You can learn more about SAP requirements below:

SAP Requirements

Qualitative: The quality of a student's academic progress is measured by the cumulative Grade Point Average (GPA). Students must maintain a cumulative GPA of at least 2.0 on a scale of 4.0. Courses completed with a grade of A, B, C, D, or P will be considered acceptable for Satisfactory Academic Progress.

Quantitative: The Cañada College Financial Aid Office measures academic progress by the cumulative number of units a student has attempted and completed.

A. Maximum Time Frame: All financial aid students will be expected to complete their program within 150% of the published length of the program. Students enrolled in 60 unit 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 chosen program's length.

B. Pace Rate: It is expected that financial aid students will make continuous and steady progress towards their educational goals, referred to as Pace Rate. To measure whether students are progressing in their course of study within the maximum time frame, SMCCCD will evaluate the Pace Rate of financial aid students after each term (Fall, Spring and Summer). At the end of each term, students will be expected to have completed at least 67% of all units attempted. Classes with grades of A, B, C, D, and P (Pass) are considered to have been completed. Classes with grades of F, NP (No Pass), I (incomplete), and RD (grade delayed) will not be considered as completed.

Withdrawals, incompletes, and repeat courses will be included with all other classes attempted and be included in the student's quantitative pace rate calculation.

Withdrawals and incomplete grades are not included in the computation of the student's GPA (qualitative pace rate). The first or first and second substandard repeat grades and units are excluded in computing the student's GPA. The grade and units for the third or final attempt is included in the student's GPA (Title 5 Section 55042).

Transfer coursework: All courses taken at other institutions will be included in the maximum time frame and cumulative Pace Rate calculation, provided the courses will

apply toward degree or certificate requirements. Transfer coursework is not included in the cumulative GPA calculation. Courses at proprietary and trade schools will generally not be accepted for credit toward SMCCCD degree or certificate requirements. All students with bachelor degrees will be considered to have exceeded the maximum time frame and must be approved by the appeal committee before being funded. Foreign courses will be counted if they have been professionally evaluated and accepted by the district. Students with a foreign bachelor's degree will be considered to have exceeded the maximum time frame and must be approved by the appeal committee before being funded.

Associate Degree or Transfer Program maximum time frame is 90 units.

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.

Financial Aid Warning: When the academic progress of financial aid students is evaluated, students whose cumulative GPA is below 2.0 **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 **OR** if their cumulative Pace Rate is below 67%. Students will be notified of their Financial Aid Warning status through email and their WebSMART account.

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/OR** Pace Rate meet the District's 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 deemed ineligible and required to appeal. If the appeal is approved, they will be placed on Financial aid Probation.

Financial Aid Probation: You will be placed on financial aid satisfactory progress probation if a SAP appeal is approved. You are eligible for financial aid while on probation. Failure to attain the required GPA and/or cumulative completed credits percentage for the current term, will mean that you are no longer eligible for financial aid the following term.

Academic Standing Policy for non-Title IV students: 34 C.F.R. §668.34(a)(1). Students who are non-Title IV, must follow Title V "Academic Standing Policy" listed below.

<https://canadacollege.edu/financialaid/sap.php>

<https://catalog.canadacollege.edu/current/academic-standards/probation-dismissal.php>

Financial Aid Students: *All financial aid students, regardless of unit load and program, must adhere to the SAP policy if they wish to maintain title IV eligibility. 34 C.F.R. §668.34(a)(2)*

- **FULL-TIME STUDENTS** (attempting 12 or more units) Students must maintain a cumulative GPA of at least 2.0 on a scale of 4.0. and they will be expected to have completed at least 67% of all units attempted.
- **THREE-QUARTER-TIME STUDENTS** (attempting 9 – 11.9 units) Students must maintain a cumulative GPA of at least 2.0 on a scale of 4.0. and they will be expected to have completed at least 67% of all units attempted.
- **HALF-TIME STUDENTS** (attempting 6 – 8.9 units). Students must maintain a cumulative GPA of at least 2.0 on a scale of 4.0. and they will be expected to have completed at least 67% of all units attempted.
- **LESS THAN HALF-TIME STUDENTS** (attempting <6 units) Students must maintain a cumulative GPA of at least 2.0 on a scale of 4.0. and they will be expected to have completed at least 67% of all units attempted.

Notification to students if they fail SAP: *Students receive an email from **Cañada College** to let them know of their SAP status if they are out of compliance. 34 CFR §668.34 (a)(11)*

Students who are deemed ineligible for financial aid due to not maintaining a cumulative GPA of at least 2.0 on a scale of 4.0. and/or not completing at least 67% of all units attempted and/or not completing their program of study within 150% of the published length of the program will receive an email from the financial aid office stating the reasons of the disqualification status and steps on how to go through an appeal process.

Actions required to reestablish eligibility after failing SAP: 34 CFR §668.34 (a)(9)(i) and (10)

Students may re-appeal their financial aid disqualification status by filing a written request with all documentation listed on the Appeal Form and return all materials to the Financial Aid Office. An explanation of the circumstances that caused the lack of progress and your plan to remedy this deficient status are required for all appeals. As part of the appeal process the student must meet with a counselor and attach a current Student Educational Plan (SEP) with the other appeal materials. Incomplete appeals will not be considered.

Appeal Process: 34 C.F.R. §668.34 (a)(9)(ii),(b) and 34 C.F.R. §668.34 (a)(9)(iii), (b)

We understand that circumstances sometime prevent students from making satisfactory progress towards their degree goals. If you are ineligible for financial aid because you are not meeting Satisfactory Academic progress (SAP), Not meeting GPA/Pace Rate (GPA 2.0 and 67% pace rate). And students are expected to complete their program of study within 150% of the published length of the program). Due to requirements at the end of the semester and extenuating circumstances have hindered your academic progress, you may submit a Satisfactory Academic progress Appeal to have your eligibility reconsidered.

Steps on how to go through Appeal process:

- 1. Complete the required Appeal Form found on [Web SMART](#)**

Reason for Appeal and Required Documentation:

When completing the Appeal form, you should address the following reasons:

- What were the circumstances that prevented you from making Satisfactory Academic Progress?
 - What has changed since then that will allow you to successfully follow your academic plans?
 - Include documentation to support you extenuating circumstances such as medical documentation, death in the family, family emergency, illness, eviction notices, etc.
 - Explain how you intend to resolve the circumstance(s) as it relates to successfully completing your studies and maintaining good SAP at Cañada College.
- 2. Current Student Educational Plan (SEP) – signed by student and counselor**
 - Schedule an appointment with a Counselor- <https://canadacollege.edu/counselingcenter/>
 - SEP must be current, comprehensive, and must show educational goal or major
 - 3. Complete the online SAP Counseling Sessions through our Financial Aid TV website. If you haven't created an account, you will be required to do so.**
Cañada College - <https://canadacollege.get-counseling.com/>

***Make sure to print your certificate of completion once you successfully finish the session and attach to your appeal.

Submitting Your Appeal:

SAP Appeals are submitted through your WebSMART account. You will be asked to complete and sign the SAP Appeal form. Once Appeal form has been signed, please upload your supporting documents and then click Submit.

****Please note that submission of an appeal is not a guarantee of approval.**

Notification to Students after submitting an Appeal:

The Appeal Committee reviews appeals on a biweekly basis and makes a decision based on the appeal form and supporting documentation submitted. The decision of the Appeal Committee is final.

Students will receive an email notification of their approval or denial once a determination is finalized. Please Note: The appeal review process may take up to 2 to 4 weeks.

SAP Appeal deadlines for the 2024-2025:

- Fall 2024: Wednesday, November 27, 2024
- Spring 2025: Friday, May 9, 2025
- Summer 2025: Thursday, July 17, 2025

Approval Appeal Decision: 34 C.F.R. §668.34(a)(8)(ii), (b), (c), and (d).

If Appeal is approved, students will be placed on financial aid Probation which will allow them to receive financial aid as long as they are meeting SAP standards and following their student educational plan.

The student will be notified by email of the decision. **If approved**, the Financial Aid office will monitor the student's progress, and review the student's grades at the end of each *term and make sure the student is meeting their plan and policy, until the student goes back into SAP compliance.*

Denial Appeal Decision:

If denied, the student will be notified of this decision along with a detailed explanation of the denied decision. A student whose Financial Aid Appeal was denied, may make a written request for the denial appeal to be reviewed by the Financial Aid Appeal Committee. Check with your Financial Aid Office for requirements. The student will be notified by email of the decision. The Appeals Committee decision is final.