



Federal regulations require that all schools participating in Title IV federal student aid programs establish academic standards that measure a student’s progress towards an educational objective. THIS STANDARD APPLIES TO ALL STUDENTS REQUESTING TITLE IV AID REGARDLESS OF WHETHER THE STUDENT HAS PREVIOUSLY RECEIVED TITLE IV FUNDS. The Satisfactory Academic Progress requirements for federal financial aid include the following element:

- ✓ A maximum time frame/ unit limitation during which the educational program must be completed
- ✓ An evaluation of units completed
- ✓ An evaluation of grades and grade point average (GPA)

MAXIMUM TIME FRAME/UNIT LIMITATION

The college offers certificates in 99 fields and 150 Associate degrees. Each of these has its own timeframe and course requirements. It is not feasible, therefore, to specify a time limit for completion of each AA degree or certificate. Therefore, the Student Financial Assistance office will provide financial aid for no more than 150% time frame or 90 units including withdrawals for full time AA/Certificate students. Less than full time students will be allowed the same 90 units to complete the degree.

QUANTITATIVE MEASURES

Students are expected to successfully complete the units for which they enroll. Units completed will be reviewed at the end of each semester.

See chart below to determine satisfactory progress status.

If you enroll as:	You must complete with at least a 2.0 semester & cum GPA:	You will be placed on probation if you complete less than:
Full –time (12+ units)	12 units/semester	12 units
¾ time (9 – 11 units)	9 units/semester	9 units
½ time (6-8 units)	6 units/semester	6 units
Less than ½ time (1 – 5 units)	No. of units registered	All units

1. Academic progress for the entire period of enrollment will be reviewed prior to offering any financial aid.
2. Course grades of A, B, C, D, and CR are counted as successful completion of units in relation to financial aid eligibility. Grades of NC, I, F, W, and IP do not signify successful completion of units. However, under academic policy, the grades of I and IP may be replaced with letter grades which will yield unit credits. The student must provide official notification of the grade change to the Student Financial Assistance & Scholarship Office.
3. A student may receive aid for a course that is repeated if it is deemed academically necessary.

QUALITATIVE MEASURES

All students must be in good standing with the college and maintain a minimum semester/cumulative grade point average (GPA) 2.0

SATISFACTORY PROGRESS LIMITATION

- ✓ Students failing to meet satisfactory academic progress requirements in a semester may be placed on financial aid probation or have their aid suspended the next semester. (See chart under Quantitative Measure above). Students on financial aid probation must meet all applicable satisfactory progress requirements in the next semester to regain good standing.
- ✓ Financial aid may be suspended for students who have had 2 consecutive semesters of unsatisfactory progress.

APPEALS

Students who fail to meet minimum satisfactory progress standards may be ineligible for financial aid. In some cases there may be extraordinary circumstances (beyond the student’s control) which may be considered. A written appeal, along with supporting documentation, must be submitted to the Student Financial Assistance & Scholarship Office. On the basis of the information contained in the request, plus any other pertinent information, the Appeals committee will determine that reinstatement of eligibility is appropriate or that the disqualification will stand. **The Student Financial Assistance & Scholarship Office Reserves the Right To Determine Continued Eligibility.**

GENERAL STIPULATIONS

- ✓ All financial aid recipients must have a Student Educational Plan completed with an academic/financial aid counselor.
- ✓ Financial aid funds will not be provided for more than one degree program beyond the initial degree.
- ✓ Financial Aid will be withheld from a student when the Student Financial Assistance & Scholarship Office has knowledge of a discrepancy in the information reported on a student’s financial aid application.