

Financial Aid Guidelines

These guidelines apply to all students requesting Title IV aid **regardless** of whether the student has previously received Title IV funds.

Satisfactory Academic Progress Standards: To provide factors which are measurable against a norm, the following standards apply:

1. Grade Point Average:

A minimum GPA requirement of 2.0, its equivalent, or have an academic standing consistent with the requirements of graduation from their academic program. An academically disqualified student is not eligible to receive financial aid.

2. Normal Unit Completion:

- a. Recipients of federal financial aid, who are funded as fulltime students, must enroll in and successfully complete at least 12 units per semester. (9 units for three-quarter-time students, and 6 units for half-time students.)
- b. Registration for less than full-time status should be indicated to the Student Financial Assistance & Scholarship Office.
- c. Course grades A, B, C, D, and CR are counted as successful completion of units in relation to financial eligibility; grades of NC, MW, I, F, W and IP do not signify successful completion of units for financial aid eligibility. However, under District academic policy, the grades of I and IP may be replaced with letter grades which will yield unit credit. The student must provide official notification of the grade change to the Student Financial Assistance & Scholarship Office.

3. Financial Aid Probation: Failure to complete the number of units for which funded or earning less than a 2.0 GPA will result in the student being placed on financial aid probation. The student will be counseled regarding the unit deficiency. (NOTE: All EOPS students should consult with an EOPS counselor). If the student fails to meet the terms of the probation, he/she will be ineligible for further financial aid. The Federal/State term of probation is defined at the end of the second academic year. The student must have either a C average or its equivalent, or have an academic standing consistent with the requirements for graduation from the program.

4. Reinstatement of Eligibility: A student found ineligible for aid through the procedure described in 3 above may reestablish eligibility by completing the deficit units while not on aid. The student must submit documentary evidence showing completion of the units.

5. Maximum Time Eligibility for Financial Aid: The college offers certificates in 99 fields and 150 Associate degrees. Each of these has its own time frame and course requirements. Accordingly, the SFASO will provide financial aid for no more than 150 percent time frame or 90 units including withdrawals for full-time AA/Certificate candidates. Less-than-full-time candidates will be allowed the same 90 units to complete the degree.

6. Maximum Unit Eligibility: An Associate of Arts degree at this college requires a minimum of 60 units. Accordingly, the college will not provide financial aid for those who have earned 90 or more semester units including withdrawals and still have not completed the requirements for a degree or certificate. (150 percent unit time frame effective 7/1/94.)

7. Repetition of Classes: It is the stated academic policy of the college that students may repeat certain classes and receive credit therefore. However, for the determination of Title IV fund eligibility, repeat units are not allowed nor counted unless approved in advance by the SFASO.

8. Incremental Review: Financial aid recipients' academic progress will be reviewed at the end of each year. The minimum number of units a full-time student must successfully complete at the end of each semester (increment) in order to complete the educational objective within the established 6 semesters is defined below:

Year	1	2	3
Minimum # of units Successfully completed	12	24	24 = 60 Total Units

(Minimum 12 units per increment for less-than-full-time enrollments.)

9. General Stipulations:

a. All financial aid recipients must have a Student Educational Plan completed with a counselor on file in the SFASO. b. Any student whose previous and/or current academic record exhibits a pattern of unsatisfactory progress extending beyond the standards set forth above shall be placed on financial aid probation and be subject to a reduction in aid or be disqualified from participation in the financial aid program.

c. Financial aid funds will not be provided for more than one degree program beyond the initial degree.

d. Financial aid will be withheld from a student when the SFASO has knowledge of a discrepancy in the information reported on a student's financial aid application.

10. Appeals: Students who are disqualified for financial aid due to a determination of unsatisfactory progress or who have exhausted their eligibility may appeal the disqualification by submitting a written request for review to the SFASO. The facts will be reviewed and the student informed of the decision. If the decision is unfavorable, the student may request a further review by the Financial Aid Appeals Committee. On the basis of the information contained in the request, plus any other pertinent information, the Committee will determine that reinstatement of eligibility is appropriate or that the disqualification will stand. In either event, the decision of the Committee is final.

WARNING: Federal Law requires us to cancel, revise or delay your financial aid award if you enroll in classes that are not listed on your academic plan.