

## 2011-12 SATISFACTORY ACADEMIC PROGRESS STANDARDS

The Ventura County Community College District Financial Aid Offices establish standards of academic progress in accordance with federal regulations. To be eligible for financial aid, students must meet or exceed these standards. The standards apply to all financial aid recipients and to all college coursework taken including coursework taken from outside colleges if that coursework has been submitted and appears on your Ventura County Community College District (VCCCD) transcript. **Failure to maintain these standards may result in loss of financial aid eligibility.**

STANDARD	MINIMUM REQUIREMENT
Qualitative Standard	A 2.00 minimum cumulative grade point average (GPA) in all coursework attempted.
Quantitative Standard	A 70% minimum course completion of all coursework attempted.
Maximum Time Frame	Attempted units may not exceed 150% of the number of units required to complete your educational objective.

### Grades

In determining the above standards, grades of A, B, C, D, P, CR (Credit), or CRE (Credit by exam) are considered completed coursework. Grades of F, I (Incomplete), IP (In Progress), W (Withdrawal), MW (Military Withdrawal), NC (No Credit), NP (No Pass), and RD (Record Delayed) are not considered completed coursework. All grades are considered attempted units.

### Enrollment

A student's enrollment will be verified prior to each financial aid payment to determine eligibility for financial aid.

ENROLLMENT STATUS	UNITS
Full time	12 or more units
Three-quarter time	9 to 11.5 units
Half-time	6 to 8.5 units
Less Than Half-time	.5 to 5.5 units

### Maximum Time Frame

A student must complete his/her educational goal within 150% of the program length. All coursework appearing on his/her Ventura County Community College District (VCCCD) academic transcript will count toward Maximum Time Frame. **A student who has exceeded this time frame and/or cannot mathematically finish their program within this time frame, and/or has attained a BA/BS (for student loans only), MA/MS (for student loans only), or beyond (for student loans only), will be placed on Suspension and will be required to submit a Satisfactory Academic Progress Appeal Form for evaluation.**

Educational Goal	Units Required to Complete Goal*	Maximum Attempted Units (150%)*
AA/AS	60 units	90 units
Transfer	60 units	90 units
Certificate of Achievement	24+ units	36+ units



\*Program lengths vary. See college catalog for program length.

### Evaluation

Satisfactory Academic Progress (SAP) will be evaluated at the conclusion of each payment period (semester). Calculation includes cumulative number of units completed/transferred to Ventura Community College District divided by the cumulative number of units attempted/transferred to Ventura County Community College District.

SAP is met if a student is achieving a 2.00 cumulative GPA or better and the pace is equal to 70% or higher and the student has not reached 150% of the units required for certificate, degree, or transfer program.

### Warning

If a student fails to achieve a minimum 2.00 cumulative GPA or better and his/her pace is not equal or higher than 70% he/she will be placed on **Warning**. If a student is placed on Financial Aid **Warning**, financial aid is available during that period. At the end of the **Warning** period, a student **must** have a cumulative grade point average (GPA) of 2.00 and **must** also complete a minimum of 70% of **all** attempted units.

### Suspension of Eligibility

At the end of the **Warning** term, SAP will be calculated. If a student fails to achieve a minimum 2.00 cumulative GPA or better and/or his/her pace is not equal or higher than 70% will be placed on **Suspension**. If a student is placed on **Suspension**, he/she will no longer be eligible to receive federal financial aid until he/she **Reinstates** or successfully appeals. Boards of Governor's Fee Waivers are not affected. A student who is **Suspended** has two options: Appeal by completing a (SAP) Appeal form or attend at his/her own expense until the student raises his/her cumulative grade-point average (GPA) to 2.00 and attains a 70% minimum course completion rate. Reinstatement **is not** an option for students who have exceeded **Maximum Time Frame**.

### Reinstatement

A student **Suspended** for failing to meet Satisfactory Academic Progress Standards may regain eligibility by successfully appealing to the Financial Aid Office. A student may also regain eligibility by attending without receiving financial aid and attain the minimum cumulative grade point average (GPA) of 2.00 and minimum cumulative course completion rate of 70% of **all** attempted coursework. It is a students' responsibility to notify the Financial Aid Office in writing when he/she has reinstated themselves.

Reinstatement **is not** an option for students who have exceeded Maximum Time Frame.

### Probation

A student who successfully appeals may be placed on Financial Aid **Probation**. Financial aid is available during this **Probation** period. However, SAP will be evaluated at the end of the **Probation** semester. During the **Probation** term, a student must complete 100% of all attempted units with a term GPA of 2.00 or better and must be following his/her approved **Academic Plan**.

### Academic Plan

An **Academic Plan** is required for a student on **Probation**. The **Academic Plan** must be developed to ensure that a student will meet SAP standards by a specified point in time.

### ESL Courses

ESL coursework does not count against remedial units; however, the units do count toward **Maximum Time Frame**. Academic progress in ESL courses will be counted when assessing both a student's overall GPA and completion rate.

### Remedial Courses



Funding for remedial course work is limited to a maximum of 30 units as identified in the college catalog.

### **Repeated Coursework**

Repeating coursework previously passed by a student for enrollment purposes may include any coursework previously taken, but it is limited so that it may not include more than one repetition of a previously passed course or any repetition of previously passed course that would be taken due to a student's failure of other coursework.

### **Appeal Process**

A student who has had his/her financial aid **Suspended** has the right to appeal by submitting a SAP Appeal Form. Once an appeal is received by the deadline(s) outlined below, it will be reviewed by the Financial Aid Office and an e-mail notifying the student of the decision will be sent. This email notification will detail the specific conditions that a student must adhere to in order to maintain financial aid eligibility. Appeal decisions are final.

**Deadline(s) to submit appeals:** Fall 2011 must submit an appeal form by: **December 1, 2011**

Spring 2012 must submit an appeal form by: **April 26, 2012**

