

MOORPARK • OXNARD • VENTURA FINANCIAL AID OFFICE

2013-2014 SATISFACTORY ACADEMIC PROGRESS STANDARDS

The Ventura County Community College District Financial Aid Offices establish Standards of Academic Progress (SAP) in accordance with federal regulations (*34 Code of Federal Regulations Section 668.34*). 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 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 may 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	*	*

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

Evaluation

SAP will be evaluated at the conclusion of each payment period (semester). Calculation includes cumulative number of units completed/transferred to VCCCD divided by the cumulative number of units attempted/transferred to VCCCD.

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

When 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**. When 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

When a student fails to achieve a minimum 2.00 cumulative GPA or better and his/her pace is not equal or higher than 70% will be placed on **Suspension**. When 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. Board of Governor's Fee Waivers are not affected. A student who is **Suspended** has two options: Appeal by completing a Satisfactory Academic Progress 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 achieve SAP 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 will 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** term. 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**. Failure to follow the terms of the appeal will result in **Suspension** of financial aid.

Academic Plan

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

Program Of Study

A student must declare an eligible program of study from their Primary College, which is the school granting their degree. Only one major change can be applied to an appeal once an Academic Plan has been approved with the Financial Aid Office.

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

Students are eligible to receive financial aid for remedial units if the remedial classes are prerequisites for entrance into a regular college program. Financial aid cannot be received for more than 30 attempted remedial units. Any remedial units exceeding the 30 unit limit will NOT be included in the financial aid award calculation. However, they will still count toward **Maximum Time Frame** and will still be included in the academic progress evaluation. A student should refer to the college catalog of his/her primary college for a list of remedial classes.

Repeated Coursework

Beginning with the 2011-2012 academic year, federal regulations prevent the financial aid office from paying for a course that has been passed and repeated more than one time. In order for a repeated course to be counted towards a student's enrollment status for financial aid purposes, a student may only repeat a previously passed course once (a total of two attempts). If a student enrolls in a previously repeated and passed course for a third time, this course will not count towards your enrollment for financial aid purposes.

Repeated courses may be included if the student received a withdrawal (W) or failing grade. Courses may be repeated consistent with district academic standards, as identified in the college catalog. All repeated courses do affect Satisfactory Academic Progress calculations. Grades of A, B, C, D, P, CR (Credit), or CRE (Credit by exam) are considered passing grades.

Suspension and Extension Appeals cannot override the federal regulation. If a student is in a class that is not eligible for payment, but the class is part of his/her approved Academic Plan, he/she will not be penalized for repeating the class, but he/she cannot receive financial aid for that class.

Appeal Process

A Student who has had his/her financial aid Suspended has the right to appeal by submitting a Satisfactory Academic Progress Appeal Form. Appeals must be submitted to the Financial Aid Office within the semester the student is requesting aid. Deadline dates vary.

Students must:

- Complete the Satisfactory Progress Appeal form and submit it to the Financial Aid Office.
- Submit a letter (preferably typewritten), along with acceptable documentation explaining the circumstances or reasons for appealing. For example, how were the circumstances beyond the students control or why the student has exceeded Maximum Time Frame. Students should attach copies of letters from doctors, counselors, divorce decree, medical information related to illness, death of immediate family member, birth of a child, etc. The student must also explain how the circumstances have changed and/or what steps the student has taken to alleviate any obstacles. For example, meeting with academic counselor, tutoring, testing, reducing unit load, etc. If the student is appealing because of Maximum Timeframe, the student must explain why they need additional time to complete his/her goal.
- Incomplete appeals (those with no explanation and/or no educational plan attached) will be automatically denied.

***Please refer to our website for appeal deadlines.**

