

SATISFACTORY ACADEMIC PROGRESS STANDARDS

The Ventura County Community College District Financial Aid Offices establish Standards of Satisfactory 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 67% 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 (Report 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 period (semester) 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	0.5 to 5.5 units

MAXIMUM TIME FRAME

A student must complete their educational goal within 150% of the program length. All coursework appearing on their 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, 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. Calculation includes the cumulative number of units completed (VCCCD and transfer coursework) divided by the cumulative number of units attempted (VCCCD and transfer coursework). SAP is met if a student is achieving a 2.00 cumulative GPA or better and their course completion rate is equal to 67% or higher AND the student has not exceeded 150% of the units required for certificate, degree, or transfer program. Once the calculation is performed, the student's SAP status will be posted on the student's MyVCCCDportal.

WARNING

When a student fails to achieve a minimum 2.00 cumulative GPA or better and/or their course completion rate is not equal to 67% or higher, they will be placed on **Warning**. A student is eligible for financial aid during the **Warning** period. At the end of the **Warning** period, a student **must** have a minimum cumulative GPA of 2.00 and **must** have completed a minimum of 67% of **all** attempted units.

SUSPENSION OF ELIGIBILITY

When a student who is on Warning fails to achieve a minimum 2.00 cumulative GPA and/or achieve a minimum course completion rate of 67% or higher, they will be placed on **Suspension**. When a student is placed on **Suspension**, they will no longer be eligible to receive federal financial aid until they **Reinstate** or successfully appeal. A student who is **Suspended** can: appeal by completing a Satisfactory Academic Progress Appeal form, or attend at their own expense until they raise their cumulative GPA to a minimum 2.00 and attain a 67% 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 GPA of 2.00 and minimum cumulative course completion

rate of 67% of **all** attempted coursework. It is a student's responsibility to notify the Financial Aid Office in writing when they have 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 their approved **Academic Plan**. Failure to follow the terms of the appeal will result in **Suspension** of financial aid.

ACADEMIC PLAN

An Academic Plan outlines the requirements that a student must adhere to in order to remain eligible for financial aid while on **Probation**.

STUDENT EDUCATIONAL PLAN (SEP)

A student who has been suspended or has exceeded maximum time frame must meet with an academic counselor to develop a comprehensive SEP for an eligible program of study. The SEP must 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 (SEP) 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 their 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 counted towards their enrollment for financial aid purposes. 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 their primary college for a list of remedial classes.

REPEATED COURSEWORK

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 their 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 their approved Academic Plan, they will not be penalized for repeating the class, but they cannot receive financial aid for that class.

APPEAL PROCESS

A student who has had their financial aid Suspended has the right to appeal, based on extenuating circumstances (see below), by submitting a Satisfactory Academic Progress Appeal form. Appeals must be submitted to the student's primary college Financial Aid Office within the semester the student is requesting aid. Deadline dates vary.**

Students must:

- Complete GetSAP Counseling online
- Complete the appeal form.
 - The appeal must include an explanation of the extenuating circumstances that led to Suspension of Eligibility. Examples of extenuating circumstances include: medical condition or illness of the student; death of an immediate relative; divorce or separation; military service; illness, injury or medical condition of a family member that required care; change in academic major or exceeded time frame; other similar situations that affected academic performance that were beyond the student's control.
 - The appeal must also include information on what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation, and/or what steps the student has taken to alleviate any obstacles (for example, meeting with academic counselor, tutoring, testing, reducing unit load, etc.).
- A complete appeal packet consists of: the completed appeal form, as described above; supporting documentation that supports the explanation of circumstances the student addressed in their letter (for example, copies of letters from doctors or counselors, divorce decree, medical information related to illness, death certificate, birth certificate); student educational plan (SEP) developed by an academic counselor along with any additional counseling forms.
- Incomplete appeal packets will not be accepted or will be automatically denied.

****Please refer to your school's website for appeal process and deadlines.**