

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Federal regulations require Ventura County Community College District (VCCCD) Financial Aid Offices to establish, publish, and apply Satisfactory Academic Progress (SAP) for all financial aid recipients. **SAP standards apply for all federal, state, and institutional grants, loans, and work-study.** All financial aid recipients are responsible for understanding the terms and conditions of the VCCCD Satisfactory Academic Progress Policy to maintain aid eligibility. In addition to meeting SAP standards, a student will be eligible for financial aid ONLY if the records show that they are enrolled in an eligible goal and program of study.

Evaluation

SAP will be evaluated after each term. Calculation includes the cumulative number of units completed/transferred to VCCCD divided by the cumulative number of units attempted and/or transferred to VCCCD. Once the calculation is performed, the student's SAP status will be posted on the student's MyVCCCD portal.

External Transcript Evaluation Request: Students who have completed coursework at another regionally accredited college or university can request an official evaluation of transcript(s) to see how the coursework applies to the current academic goal. Transferable degree applicable units count toward Pace and Maximum Time Frame calculations.

It is the student's responsibility to request a transfer coursework evaluation when updating the program of study (major).

Once transcripts are received and evaluated, they will be included in the following term's SAP calculation.

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 goal.

*Standard rounding rules apply when calculating a student's quantitative standard.

Grades

When calculating 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), EW (Excused 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.

** EW grades issued as a result of COVID-19 will not affect a student's SAP standing. Section 3509 of the CARES Act allows institutions to include the quantitative component (pace measurement) of SAP-attempted credits a student was unable to complete as a result of the COVID-19 national emergency.

Financial Aid Eligible Status

When a student achieves Financial Aid Eligible status, it means they have successfully met all the criteria outlined in the SAP policy and are deemed eligible to receive financial aid. This status is often called Satisfactory status, indicating that the student is meeting the necessary academic standards to maintain their financial aid eligibility.

Financial Aid Warning

When a student does not achieve a minimum 2.00 cumulative GPA or better and the pace is not equal to or higher than 67%* the student will be placed on financial aid Warning. A student is eligible for financial aid during the Warning term and does not have to appeal. At the end of the Warning term, a student must have a cumulative grade point average (GPA) of 2.00 and must also have completed a minimum of 67%* of all attempted units.

Loss of Financial Aid Eligibility

A student becomes ineligible for all federal and state aid if the SAP calculation shows the student does not meet the required GPA, is not keeping the required pace, has exceeded the permitted maximum timeframe, or has not met the terms of Financial Aid Probation or Academic Plan, when their appeal has been denied. During this term, financial aid is not available.

Financial Aid Probation

During the Financial Aid Probation term, a student must complete 67% of all attempted units with a term GPA of 2.00 or better and must be following the approved Academic Plan. Students who do not meet these requirements will experience a Loss of Financial Aid Eligibility.

Academic Plan

An Academic Plan outlines the requirements that a student must adhere to remain eligible for financial aid. The Academic Plan will ensure that the student can meet the institution's SAP standards by a specific time or instead takes them to successful program completion. Students must appeal to change the Academic Plan.

Regaining Eligibility

If a student's financial aid eligibility has been affected, they can submit an appeal to restore it. Another choice is to pay for their education independently and meet the academic progress standards outlined in the charts above to regain eligibility for future terms. Students who have exceeded the maximum timeframe for aid must submit an appeal to regain financial aid eligibility.

Program of Study/Major

Students must be enrolled in an eligible academic program of study (major) offered by the Primary College, which is the school granting the degree or certificate. Eligible programs include associate degrees (AA or AS), most Transfer Programs, Certificates of Achievement requiring at least 16 units, and bachelor's (BA or BS) degrees offered by VCCCD.

Admission to Special Programs

Admission to any bachelor's degree program or special programs requiring a separate admissions application is contingent upon specific requirements. For details about the application process, it is best to reach out to the individual program directly. Only students confirmed by the department will be considered for eligibility in the program.

Enrollment

Before each disbursement of financial aid, the student's enrollment will be verified to ensure eligibility for continued support.

Maximum Timeframe

Students must complete an educational goal within 150% of the program length. All coursework

appearing on the VCCCD academic transcript will count toward the maximum timeframe.

Educational Goal	Units Required to Complete Goal***	Maximum Attempted Units (150%)***
BA/BS	120 units	180 units
AA/AS	60 units	90 units
Transfer	60 units	90 units
Certificate of Achievement	***	***

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

Comprehensive Student Educational Plan (SEP)

A student who has lost financial aid eligibility or exceeded the maximum timeframe must meet with an academic counselor to develop a comprehensive Student Educational Plan (SEP) for an eligible program of study. The SEP must ensure that a student will meet SAP standards by a specified point in time or to successful program completion.

Remedial and English as a Second Language (ESL) Courses

Students may be eligible to receive financial aid for remedial and ESL coursework if these courses are prerequisites for entry into a regular college program. These units are considered the same as credit courses for tuition and full-time academic standing. Credits for remedial and ESL coursework are included in the qualitative calculation (2.00 minimum cumulative grade point average) and quantitative/pace calculation (67% minimum course completion rate) but do not count towards maximum timeframe. For a comprehensive list of remedial and ESL classes, students can refer to the college catalog.

Repeated Coursework

Courses that a student previously passed can only be repeated once in the student's enrollment status to count for federal and state financial aid eligibility. After the second time the course is taken and a passing grade is earned, the credit hours for the repeated course will be excluded from financial aid enrollment.

Appeal Process

Students who do not meet SAP standards may submit an appeal to reinstate eligibility by completing the Satisfactory Academic Progress (SAP) Appeal form. This form allows students to provide more information or circumstances that may have affected their academic progress. It is important to follow the guidelines and instructions outlined in the form to increase the chances of a successful appeal. If you need any help with the SAP appeal process, feel free to ask for help.

- The SAP Appeal form can be obtained through the student portal at MyVCCCD.edu or at the financial aid office
- To obtain the SAP Appeal online, under Tools click on Financial Aid and then click on Financial Aid Dashboard.
- Create an Online Financial Aid Account (needed only once)
- In the SAP Appeal box, Click SAP Appeal and fill out the web form for the correct term.

- When completing the Explanation of Circumstances section on the SAP Appeal form, make sure to answer all questions thoroughly and upload and provide any necessary supporting documentation. Examples of circumstances that you may include are illness, injury, change in academic major, exceeding the timeframe for completion, or any other unique hardships that have affected your academic progress. While these are common examples, they are not the only mitigating circumstances that can be considered.
- When completing the Resolution of Circumstances section on the SAP Appeal form, it is important to include information on what has changed that will enable you to show satisfactory academic progress at the next SAP calculation. This could involve detailing any steps you have taken to address the obstacles that previously affected your academic performance. For instance, you may mention meeting with academic counselors for guidance, taking part in tutoring sessions to improve your understanding of course material, undergoing testing to assess your academic strengths and weaknesses, or even reducing your course load to better manage your academic responsibilities. By outlining the changes, you have made or the actions you have taken to overcome challenges, you can show your commitment to academic improvement and increase the chances of a successful appeal.

If the SAP appeal is not approved, a second-level appeal form is available.

Appeal Deadlines

SAP appeals must be received within the semester the student is requesting aid. Be sure to check the college website for specific deadlines related to SAP appeals.