

## Saddleback College Financial Aid

### 2011-12 SATISFACTORY ACADEMIC PROGRESS STANDARDS

Federal and State financial aid regulations require that all schools participating in Title IV federal student aid programs and the Cal Grant Program establish academic standards that measure a student's progress towards an educational objective. These standards apply to all students requesting Title IV aid whether or not they were recipients of financial aid previously at Saddleback College or at other post secondary institutions attended.

(Neither the Secretary of Education nor the Institution has the authority to waive this requirement for any student or group of students. Sec. 484, FHEA.).

There are several measures of academic progress that must be met. They are as follows:

<i>STANDARD</i>	<i>MINIMUM REQUIREMENT</i>
Qualitative Standard	A minimum cumulative grade point average (GPA) of 2.0 in all coursework attempted.
Quantitative Standard	A minimum course completion ration of 70% of all coursework attempted.
Maximum Time Frame (Unit Limit)	Attempted units may not exceed 150% of the number of units required to complete your educational objective.

#### **Grades**

In determining the above standards, course grades A, B, C, D, and CR are counted as successful completion of units in relation to financial eligibility; grades of NC, 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 a "MySite" transcript with the grade change to the Financial Aid Office.

#### **Maximum Time Frame - Unit Limit**

Students must complete their educational goals within 150% of the program length. A student's maximum time frame is based on total credit hours attempted at Saddleback College/Irvine Valley College plus any transfer credits. Students who do not complete their program within this time frame are no longer eligible to receive financial aid. Students who have exceeded this time and/or have attained a degree are required to submit a Satisfactory Academic Progress Appeal Form for evaluation.

Official transcripts from all previous institutions attended must be submitted to the Admissions and Records Office to determine credits for the maximum time frame calculation.

<i>Educational Goal</i>	<i>Units Required to Complete Goal*</i>	<i>Maximum Attempted Units (150%)*</i>
AA/AS	60 units	90 units
Transfer	60 units	90 units
Certificate	30 units	45 units

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

#### **Evaluation**

Academic progress will be evaluated at the end of each term to determine continued eligibility. Students who fail to meet academic progress will be placed on Warning (see Warning).

#### **ESL Courses**

All English as a Second Language (ESL) classes will be deducted from the units attempted when determining satisfactory academic progress.

#### **Remedial Courses**

Up to 30 units of basic skills course work are deducted from the total units attempted when determining satisfactory academic progress.

### **Course Repetition**

For financial aid purposes, courses may be repeated consistent with district academic standards as identified in the college catalog. However, units will count toward Maximum Time Frame.

### **Warning**

Students who fail to make satisfactory progress will be placed on Financial Aid Warning. Financial aid is available to students during a Warning period; however, satisfactory progress will be evaluated at the end of the Warning term. During Warning students must have a minimum cumulative grade point average (GPA) of 2.0 and a minimum course completion ration of 70% of all coursework attempted.

### **Suspension of Eligibility**

Students who fail to meet Satisfactory Academic Progress Standards while on Warning will be placed on Suspension and will no longer be eligible to receive financial aid, with the exception of the Board of Governors Fee Waiver (BOGW), until they have been Reinstated or successfully Appeal.

### **Reinstatement**

A student Suspended for failing to meet Satisfactory Academic Standards may regain eligibility by successfully appealing to the Financial Aid Office or by attending Saddleback College without financial aid and have a minimum cumulative grade point average (GPA) of 2.00 and a minimum course completion ration of 70% of all coursework attempted.

### **Probation**

Students who successfully appeal will be placed on Financial Aid Probation. Financial aid is available during this Probation period; however, satisfactory progress will be evaluated at the end of the Probation term. During Probation students must complete 100% of all enrolled units during this term, with a term GPA of 2.00 or better and must be following their approved Academic Plan.

### **Appeal Process**

*Academic Progress Appeal:* A student has the right to appeal a suspension due to extenuating circumstances (i.e. serious illness, severe injury, death in the family or other mitigating circumstances) which affected academic progress. Wrong or difficult classes, too many units in the term, bad time management, transportation issues, etc. are NOT extenuating circumstances.

*Maximum Timeframe Appeal:* Students must be meeting the cumulative 2.0 grade point average and 70% overall completion rate in order to submit an appeal. The appeal should address the unique circumstances that created the maximum credits situation.

**Appeals must be filed during the term of enrollment. Regulations prohibit students from appealing retroactively for prior terms. No exceptions will be made for late submissions. Your financial aid file must be complete prior to submitting an appeal.** Financial Aid applicants who have become disqualified due to lack of satisfactory progress will be considered one time only for an appeal.

Deadline to submit appeals: Fall 2011- Financial Aid students must submit an appeal form by: December 1, 2011  
Spring 2012-Financial Aid students must submit an appeal form by: April 27, 2012

\*\*This policy is subject to change without notice in order to remain compliant with federal regulations.

### **STUDENT AFFIRMATION**

My signature affirms that I have read, and agree with the Saddleback College Financial Aid Standards of Satisfactory Academic Progress.

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return to the Financial Aid Office**