



## SATISFACTORY ACADEMIC PROGRESS POLICY

**PLEASE READ THIS DOCUMENT CAREFULLY AS FAILURE TO COMPLY WITH THESE REGULATIONS AND REQUIREMENTS COULD RESULT IN THE LOSS OF YOUR FEDERAL AND STATE FINANCIAL AID.** As a financial aid recipient, it is your responsibility to understand the terms and conditions of the RSCCD Satisfactory Academic Progress Policy (SAP) as it applies to you. The purpose of this policy is to ensure students obtain the necessary resources to successfully achieve their academic goal for the programs approved by the U.S Department of Education for Title IV financial aid. State and federal regulations require schools participating in financial aid programs to establish academic standards that measure a student’s progress towards an educational goal. RSCCD requires students to meet both a qualitative and a quantitative standard for academic progress.

**To assist in meeting your educational goal in the quickest possible timeframe at RSCCD, all students are encouraged to have an educational plan completed, with the assistance of an academic counselor.**

Qualitative Standard	A minimum cumulative GPA of 2.0 in all coursework attempted (see examples A-B)
Quantitative Standard	A minimum course completion ratio of 66.5% of all coursework attempted (see examples C-D)
Maximum Time Frame	No more than one and one half times (150%) the number of units required to complete your educational objective. (see example E-F)
Eligible Program of Study	An approved certificate of achievement. An approved Associate of Arts or Science (AA or AS) Degree An approved curriculum leading to transfer to a baccalaureate program.
ACE/ESL / Remedial Courses	A student may enroll in courses that require assistance with developing English language skills (ACE/ESL) pre collegiate level (Remedial) coursework such as remedial Math, provided those courses lead to U.S Department of Education approved degree or certificate objective.

### QUALITATIVE STANDARD

All students receiving federal or state financial aid will have their GPA evaluated at the end of each term. Students are required to maintain a **CUMULATIVE GPA** of at least 2.0 (C average) for all grades earned. Earned grades are: A, B, C, D, F, P, and NP.

#### **Qualitative Example A:**

In John’s first semester, he enrolls and completes four classes with a Cumulative GPA of 1.65 for the four classes. John **is not** meeting the Qualitative standard because 1.65 is less than 2.0.

#### **Qualitative Example B:**

Rick has been a student at RSCCD for four semesters, in his latest semester his term GPA was 1.25; but his overall Cumulative GPA is 2.05. Rick **is** meeting the Qualitative standard because 2.05 is greater than 2.0.

## QUANTITATIVE STANDARD

Students must successfully complete at least 66.5% of all course attempted. If you have already completed any college degree, you are currently not eligible for federal or state financial aid at SAC.

### **Quantitative Example C:**

Sheila is a new student at RSCCD. She attempts five courses in the Spring Semester totaling 15 units. She withdraws from 2 classes totaling 6 units, but completes the other 3 classes totaling 9 units. Her unit completion ratio is 9 completed units of 15 attempted (9/15) or 60% which is less than the required 66.5% minimum requirement. Sheila is not meeting the Quantitative Standard.

### **Quantitative Example D:**

Janet has completed three semesters at RSCCD with a total attempted 45 units and 45 units completed. This fall she attempts another 15 units, but withdraws from all of her classes. After her fourth semester, Janet's record reflects that she has completed 45 units. However, she has attempted 60 units. Janet's completion ratio is 45/60 or 75%. She is meeting the Quantitative Standard.

## MAXIMUM TIME FRAME

Students who exceed the maximum time frame will be terminated from Financial Aid eligibility and will be required to complete the Financial Aid Appeal Process and have their appeal approved before receiving additional financial aid.

Students pursuing a AA/AS degree are allowed to attempt 90 units to achieve the educational objective. Students pursuing a certificate or transfer certificate are allowed to attempt 150% of the required units to achieve the educational objective. The total number of units for an approved certificate will vary by the certificate goal. (This includes Remedial and ACE/ESL coursework as outlined above.)

### **Maximum Time Frame Example E:**

To obtain standard AA or AS degree a student must complete 60 units. A student may attempt up to 90 units to earn the required 60 units for the degree.

### **Maximum Time Frame Example F:**

To obtain a particular Certificate it will take 16 units to complete it, a student may attempt up to 24 units to earn the required 16 units.

## REPEATING COURSEWORK

If a student has as passing grade in a course, he/she may receive financial aid only for the first attempt to improve that grade. If the attempt results in a grade other than a 'W', the student cannot receive financial aid for any further attempts. . Please Review the Grid below for better understanding.

Attempts	Scenario '1'	Scenario '2'	Scenario '3'	Scenario '4'	Scenario '5'	Scenario '6'	Scenario '7'
1	Withdrawal or "F"	Withdrawal	Grade F	Grade F	Grade D	Grade C	Grade D
2	Withdrawal or "F"	Grade F	Grade D	Grade F	Grade F	Grade D*	Withdrawal
3	Withdrawal or "F"	Grade D	Grade D	Grade D	<b>No More Aid</b>	<b>No More Aid</b>	Withdrawal
4	Withdrawal or "F"	Grade C	<b>No More Aid</b>	Grade F			Grade F
	Okay to receive aid until Title 5 or SAP prevents it.	<b>No More Aid</b>		<b>No more Aid</b> Last F followed after the D	"F" followed after the "D" which was a Passing grade	Regardless of Grade you can pay twice	<b>No more Aid</b> Last "F" followed after the initial D

\* Institutional class repeat policy differs from college to college In CA. Commonly students need to have significant lapse of time from initial attempt to repeat a class passed with C or better grade (Please refer to Title 5)

## AMERICAN COLLEGE ENGLISH (ACE), ENGLISH AS A SECOND LANGUAGE (ESL), OR OTHER REMEDIAL COURSEWORK

Students who require additional assistance learning the English language may enroll in ACE or ESL courses and still remain eligible for financial aid. Also, students who are required to take remedial coursework can still remain eligible for financial aid. Financial aid is limited to 30 units of remedial coursework. The student must also be enrolled in an eligible Title IV program (U.S Department of Education approved) in order to receive financial aid.

### TRANSFER COURSEWORK/PREVIOUSLY RECEIVED DEGREES

Students, who have previously attended any other colleges, attended a four year university, completed 90 units, or have received a degree, must complete the following:

#### **Transcript Submission:**

- Students who have previously attended a college or university in the U.S. are required to provide official transcripts from all schools attended.
- Students who have obtained a Bachelor's degree or higher or equivalent in a foreign country will be considered as exceeding the Maximum Timeframe.

### FINANCIAL AID WARNING NOTIFICATIONS, DISQUALIFICATION EXCESSIVE UNITS, AND TERMINATION

**Santa Ana College takes into account all attempted units at RSCCD and transferred units from previous institutions regardless if this is first time student is applying for aid at RSCCD.**

**Initial SAP status is determined and assigned for all first time recipients prior to initial financial aid processing. SAP is reviewed for all financial aid applicants at the end of each Semester/Term including summer.**

Those students who do not meet Qualitative and/ or Quantitative standards are subject to the status of Disqualification. Those students who do not meet the Maximum Time Frame standards are subject to the status of Termination.

#### WARNING NOTIFICATIONS

At the end of each term, students who do not meet the Quantitative and/or Qualitative standards for the first time will receive a status of Warning. Students remain eligible for financial aid during the Warning term.

#### DISQUALIFICATION INFORMATION

While in Warning status, students who fail to achieve the minimum Quantitative and/or Qualitative standards during the semester will be **disqualified** from financial aid for the *following term and will be required to complete the Financial Aid Appeal Process and have their appeal approved before receiving additional financial aid for following terms*. Students with 15 or fewer attempted units will remain on Warning status and will maintain eligibility.

At RSCCD we have three types of Disqualifications.	<ul style="list-style-type: none"><li>• D1 - Achieved a GPA less than a 2.0</li><li>• D2 - Failed to complete the min. units required (66.5% of attempted units)</li><li>• D3 - Failed to complete <b>both</b> GPA requirement and 66.5% completion rate</li></ul>
--	--

#### EXCESSIVE UNITS NOTIFICATION

Students who have accrued 70 or more attempted units (but less than 90 units) will receive an **Excessive Units Notification**. These students are obligated to meet with an academic counselor and design a Comprehensive Educational Plan for any remaining coursework. It is the students' responsibility to adhere to their Educational Plan. *Note – We do not issue excessive unit notifications to students in certificate programs as the programs are short and can generally be completed in two terms.*

## **TERMINATION**

Students who exceed the maximum time frame (please refer maximum time frame above) will be **terminated** from Financial Aid eligibility **and will be required to complete the Financial Aid Appeal Process and have their appeal approved before receiving additional financial aid for following terms.**

AT RSCCD we have three types of Terminations	<ul style="list-style-type: none"><li>• T1 - Attempted 90 units or more for an AA/AS or transfer program or attempted 150% or more for other certificate programs</li><li>• T2 – Self-reported a BA/BS or higher on FAFSA</li><li>• T3 – Self-reported an BA/BS or higher with Admissions</li></ul>
--	---

**Students who have been disqualified/terminated, regardless of their current SAP status with financial aid may still receive a Board of Governor’s Fee Waiver (BOGW) if otherwise eligible.**

## **FINANCIAL AID APPEAL PROCESS AND REINSTATEMENT**

- If the student’s appeal is **approved**, the student will be placed on **Probation** for one additional semester.
- While in a Probationary status, students who fail to achieve the minimum Quantitative and Qualitative standards during the semester will be **disqualified** from financial aid for the following term and **will not receive federal or state financial aid in future terms until they make progress to resolve the deficiency. In some cases the Appeal Committee will impose conditions along with the approval for probationary status. If the student has complied with the conditions of his/her Probation and/or met the Quantitative and Qualitative standards stated above the student will retain his/her eligibility.**

All appeals must be made in writing. Students who have been **disqualified** must write an appeal statement which clearly explains:

- Why they were deficient in units
- Why, if applicable, they have a cumulative GPA below 2.0.
- Outlines their plan for improvement

Students who have been **terminated** must write an appeal statement and meet with an academic counselor. All official transcripts from all previous colleges must be evaluated as per our transcript policy requirements. If applicable the appeal statement must clearly explain the reason the student has exceeded the maximum time frame. All Terminated Students are also required to submit a copy of their Counselor Program Approval (CPA) form.

Students who were previously disqualified and who make up their deficiency in meeting the minimum Quantitative and/or Qualitative standards will automatically be restored to financial aid eligibility provided that they have not exceeded the maximum time frame or earned a degree and have also submitted a FAFSA for the current academic year.

All appeal statements must be submitted directly to the Financial Aid Office. The Appeal Committee will make decisions on a case by case basis. The decision of the Financial Aid Committee is **final**.

## **SCHOOL YEAR DEADLINES FOR APPEALS**

**Please be aware that Federal Regulations state that appeals must be submitted, evaluated, and processed before the term deadline established by the school in order to release any funds for that term. Any appeals evaluated after the term deadline will not be eligible for aid for that term. Neither can appeals be retroactively applied to a prior term.**