



**SATISFACTORY ACADEMIC PROGRESS
FOR FEDERAL
FINANCIAL AID RECIPIENTS**

Effective Fall 2015 and supersedes all previous policies

College of the Siskiyous complies with Federal requirements to monitor student aid recipients' Satisfactory Academic Progress (SAP) toward a declared, approved educational objective of an Associate Degree, Certificate, or Transfer to a baccalaureate, degree-granting institution. It is the student's responsibility to choose an approved educational objective and to know the academic progress requirements that must be met to remain eligible for Federal Student Aid. It is the college's responsibility to track, measure, and assess the student's progress toward their stated objective.

SAP will be reviewed for all students after every semester, regardless of whether financial aid was received. Progress is evaluated based on all courses taken at College of the Siskiyous plus transfer units from prior colleges if official transcripts are on file in Admissions and Records.

Academic Requirements

Students meeting ALL of the following requirements are considered to be in Good Standing and can be considered for financial aid or reinstatement of financial aid:

Qualitative Measure:

- Maintain a minimum cumulative Grade Point Average (GPA) of 2.0. (If all classes are taken on a credit/non-credit basis, the GPA requirement will not apply). A, B, C, D, RD, and F grades are used to calculate a student's GPA. Transferable units from prior colleges are not included in the GPA calculation.

Quantitative Measure (Pace of Progression):

- Receive credit for at least 67% of the total units attempted. Withdrawals (W), Incompletes (I or IP), No Credit (NC or NP), Report Delay (RD) and Failing (F) grades are considered units attempted. Transferable units from prior colleges will be included when determining a student's pace of progression.

Maximum Timeframe:

- Have attempted less than 150% of the maximum cumulative units required for completion of their program, for example:
 - Most certificate programs: 30 units are needed to graduate; the maximum timeframe to complete the program would be 45 attempted units
 - Most degree and transfer programs: 60 units or more are needed to graduate; the maximum timeframe to complete the program would be 90 attempted units
 - Up to 30 units of remedial coursework may be excluded from the student's cumulative units attempted.
- All repeated coursework and courses disregarded under Academic Renewal will be included in units attempted.
- All units from prior colleges will be included when determining a student's maximum timeframe.
- The Financial Aid Office reserves the right to require official academic transcripts from all prior colleges attended before determining a student's financial aid eligibility.

Determining Enrollment Status

To be considered fulltime in fall, spring and summer, a student must be enrolled in 12 or more units.

- If the student is enrolled in 9 to 11.5 units for the semester, the student is considered to be 3/4 time.
- If the student is enrolled in 6 to 8.5 units for the semester, the student is considered to be ½ time.
- If the student is enrolled in .5 to 5.5 units for the semester, the student is considered to be less than half-time. The cost of attendance will be adjusted and the student is responsible to complete all units in which he's enrolled.

Completed units are credit that was received for the enrolled units. Classes in which a student receives a grade of F, I, NP, IP, FW, or W will not be counted as completed classes for satisfactory academic progress, but will be counted as units attempted.

To be considered making satisfactory progress toward the educational goal, students must complete the minimum number of units required for their enrollment status (67% of all enrolled courses also referred to as making PACE) with a 2.0 GPA or higher at the conclusion of each semester, as indicated below. In all enrollment categories, the student is expected to maintain a 2.0 (C average) cumulative grade point average (GPA).

| Enrollment Status | Unit Completion Requirement (PACE) |
|---|---|
| Full Time (12 + units per semester) | 8 units |
| ¾ time (9 to 11.5 units per semester) | 6 to 8 units |
| ½ time (6 to 8.5 units per semester) | 4 to 6 units |
| Less than ½ time (0.5 to 5.5 units per semester) | All enrolled units |

Units earned from credit by examination are not counted for financial aid purposes.

Federal Student Aid Progress: Warning, Disqualification, and Probation

Students who have not met the SAP standards will be placed on one or more of the following statuses:

Financial Aid Warning:

If a student does not meet all cumulative academic requirements at the end of a graded semester, the student will be placed on WARNING status. Students who are placed on WARNING status may continue to receive financial aid for one semester, after which the student must meet all SAP requirements. Students who complete a semester on WARNING must have their academic progress reviewed before their financial aid eligibility for the following semester is determined.

Financial Aid Disqualification:

If a student does not meet all cumulative academic requirements, GPA 2.0 or higher, 67% or more PACE progressions, at the end of the WARNING semester, the student will be placed on financial aid

DISQUALIFICATION. Generally, a student who is disqualified from financial aid may reestablish financial aid eligibility by meeting all cumulative SAP criteria on their own.

Students placed on DISQUALIFICATION status are not eligible to receive financial aid except for a BOG fee waiver, if eligible. Students who complete a semester on DISQUALIFICATION must have their academic progress reviewed before their financial aid eligibility is determined for the following semester.

Exceeds Maximum for Degree:

A student may receive financial aid until a total of 90 units have been attempted, regardless of how much aid has been received. Up to 30 units of remedial coursework and all ESL coursework will be deducted. A student who has been terminated from financial aid due to attempting over 90 units may appeal.

Once a student has a SAP appeal approved for exceeding the max timeframe, they may not change their major and continue to receive financial aid. Students will only be allowed to receive aid for those courses reflected on their original Student Education Plan (SEP). Once a student receives an approved Maximum Timeframe Unit Appeal, courses will be reviewed prior to each payment to ensure that the student is only paid for courses that are on the approved Student Education Plan (SEP). Students will not be required to submit a new SAP Appeal each semester.

Appealing Financial Aid Disqualification:

Under certain conditions, students placed on DISQUALIFICATION may file an appeal for consideration of reinstatement of financial aid eligibility. The following are examples of reasons a student may file an appeal:

- Unable to complete their course of study within the maximum timeframe because of a change of academic major
- Documented serious injury, illness or medical condition requiring a doctor's care
- Death of an immediate family member (copy of death certificate is required)
- Documented extenuating circumstances that were beyond the student's control

THE FOLLOWING ARE NOT CONSIDERED EXTENUATING CIRCUMSTANCES BEYOND A STUDENT'S CONTROL:

- Personal problems not requiring professional intervention
- Poor time management
- Unaware of academic progress policies or other college requirements
- Not following placement test recommendations
- Not following an Academic Counselor's recommendations
- Transportation problems
- Child care problems

To file an appeal, the student must meet with a Counselor and complete a Satisfactory Academic Progress appeal. The appeal must include a current Student Educational Plan and a typed statement of explanation with documentation supporting their statement. The typed statement must indicate the circumstance(s) that prevented the student from making SAP and what has changed to allow the student to make SAP at the next evaluation. Supporting documentation must be submitted for any

semesters where there was a lack of progress. The student must submit the complete appeal to the Financial Aid Office for review.

The Director of Financial Aid reviews reinstatement requests and a decision is made to grant or deny the request. The student is notified in writing of the outcome. Students may appeal a denied petition with the Financial Aid Appeals Committee (FAAC). Decisions of the FAAC are final.

The Financial Aid Office reserves the right to limit the number of academic appeals a student may file to one appeal per school year. Non-disclosure of information such as other colleges attended is a basis for denial. Once denied, the student may not be allowed to submit another appeal until the next school year.

Approved Appeals - Financial Aid Probation Review:

Students on an approved appeal are considered to be on PROBATION REVIEW. Students on PROBATION REVIEW must meet ALL of the following requirements each semester to maintain financial aid eligibility:

- Be enrolled in and attending an eligible program for the purpose of completing an AA/AS degree, transfer requirement, or certificate program,
- Follow the Student Educational plan outlined by the Counselor,
- Receive credit for at least 67% of the total units attempted, AND
- Achieve a minimum GPA of 2.0

(If all classes are taken on a credit/non-credit basis, the GPA requirement will not apply)

Students who complete a semester on PROBATION REVIEW must have their academic progress reviewed before their financial aid eligibility for the following semester is determined. If a student meets all requirements outlined above during the PROBATION REVIEW semester, the PROBATION REVIEW status will be removed and the student will be back in “Meets SAP Standards” status.

Students who do not meet the terms of their appeal, **regardless of the reason(s)**, aid eligibility will be terminated and the student will have to regain good standing on their own without financial aid assistance.

Re-Establishing Satisfactory Progress:

Students who are no longer eligible to receive further financial aid, including loans, will be unaided until they are able to reestablish eligibility. Reinstatement of eligibility requires achieving SAP standards:

- Enroll in at least 6.0 units for a semester, and
- Complete 100% of units attempted for the semester, and
- Achieve a semester GPA of 2.0 or better, and
- Achieve a cumulative GPA of 2.0 or better, and
- Achieve a minimum 67% PACE of all cumulative units attempted.

Ability to Benefit

In order to receive Federal financial aid, a student must first:

- Have a high-school diploma (including foreign diplomas) or General Education Development (GED) certificate, OR
- Pass the High-School Proficiency Exam.

Academic Requirements

In addition, a student must also:

- Be enrolled in an eligible program for the purpose of completing an AA/AS Degree, Transfer Requirements or Certificate Program
- Maintain a cumulative 2.00 grade point average (GPA). (Credit only grades of “CR” or “P” will be combined with letter grades when calculating completion rates but will have no effect on grade point average).
- Have a cumulative completion rate of at least 67% of the units attempted each semester enrolled. A student who takes all classes on a “CR/NC” or “P/NP” basis and receives all “CR” grades or all “P” grades will be considered meeting Financial Aid Satisfactory Progress standards.

Grade Interpretation

Grades of A, B, C, D, CR or P are considered units completed. Grades of IP, F, FW, NC or NP, W, or I are considered units not completed. If the units completed total less than 67% of the units attempted, the student is placed on a warning status. Consequently, satisfactory academic progress cannot be reviewed for a student until all I, IP grades have been completed and are reported on the student’s academic transcript.

Repeat Coursework

For financial aid payment purposes, courses in which a student previously received a grade of F, NC, NP or W may be repeated and may be financial aid eligible. You may only repeat a previously passed course once, a total of two attempts. A course is considered passed if the student receives a grade of D or better.

Summer Classes

Units attempted during summer sessions will count toward the GPA requirement and the 90-unit maximum.

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