

Rancho Santiago Community College District

Santa Ana College Financial Aid



SATISFACTORY ACADEMIC PROGRESS POLICY

Students must maintain Satisfactory Academic Progress in order to receive financial aid. If a student loses financial aid eligibility due to not meeting Satisfactory Academic Progress requirements due to extenuating circumstances, the student may make an appeal to have his/her financial aid reinstated.

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 as it applies to you. The purpose of financial aid assistance is to ensure students obtain the necessary resources to successfully achieve their academic goal. 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	The maximum number of attempted units cannot exceed one and one half times (150%) the number of units required to complete your educational objective. (see example E)
Eligible Program of Study	An Associate of Arts or Science (AA or AS) Degree An approved certificate of completion or competence An approved curriculum leading to transfer to a baccalaureate program
ACE/ESL / Remedial Courses	A student may enroll in a limit number of courses that require assistance with the English language (ACE/ESL) or pre collegiate level (Remedial) coursework.

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.

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 (150% of the required units to achieve the educational objective to a maximum of 90 units) will be terminated from Financial Aid eligibility.

If you have already completed any college degree, you are currently not eligible for federal or state financial aid at SAC.

Maximum Time Frame Example E:

To obtain an average 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. This includes units from other colleges and units from prior majors.

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 program in order to receive financial aid.

REPEATING COURSEWORK

If a student has a passing grade in a course, he/she may receive financial aid only for one 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"	No More Aid	No More Aid	Withdrawal
4	Withdrawal or "F"	Grade "C"	No More Aid	Grade "F"			Grade "F"
	Can continue to receive aid	No More Aid		No More Aid			No More Aid

TRANSFER COURSEWORK/PREVIOUSLY RECEIVED DEGREES

Students who have previously attended any other colleges or universities must provide official transcripts from all schools attended to the Santa Ana College Admissions Office. Students who have attended a college or university in a foreign country must provide the official foreign transcripts and must have them translated and evaluated before submitting them to the Admissions Office.

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

- At the end of the semester, students who do not meet the Quantitative or Qualitative standards for the first time will receive a **Warning Notification**. Students remain eligible for financial aid during the next attended term.
- While in Warning status, students who fail to achieve the cumulative Quantitative and Qualitative standards will be **disqualified** from financial aid for the *following term*.

Disqualified Explanations

AT RSCCD we have three types of disqualifications D1, D2, D3.	D1 - Achieved a GPA less than a 2.0 D2 - Failed to complete the minimum units required (66.5% of attempted units) D3 - Failed to complete both GPA requirement and 66.5% completion rate
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- If a student appeals and the appeal is approved, the student will be placed on **Probation** for one additional semester.
- While in a Probationary status, students who fail to complete all attempted units with a minimum 2.0 GPA 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 additional conditions along with the approval for probationary status. If the student has complied with the conditions of his/her Probation and met the Quantitative and Qualitative standards stated above the student will retain his/her eligibility.**

Excessive Units Explanation

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 an Educational Plan for any remaining coursework they are required to complete at RSCCD. Students must follow their Educational Plan and submit a copy of the Educational Plan to the Financial Aid Office. It is the students' responsibility to adhere to their education plan. **Students who fail to do so will be terminated the following semester resulting in delays as they will be required to complete the Financial Aid Appeal Process. In order to receive additional financial aid in following terms their appeal must be reviewed and approved by the Appeal Committee.**

Students who exceed the maximum time frame (please refer to maximum time frame above) will be **terminated** from Financial Aid eligibility. **These students may complete the Financial Aid Appeal Process to request additional time to complete their academic programs.**

Termination Explanations

AT RSCCD we have Three types of terminations codes T1, T2, T3	T1 - Attempted/completed 90 units or more and or received the maximum allowed units (150%) for a certificate program T2, T3 - Received a AA/AS or BA/BS degree
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FINANCIAL AID APPEAL PROCESS AND REINSTATEMENT

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

- What are the extenuating circumstances for not meeting the academic progress requirements
- What has changed that will allow the student to succeed now
- Outline plan for improvement

Students who have been *terminated* must write an appeal statement explaining:

- Why they must remain at the community college level to complete their educational goal after attempting 150% of the units required to complete their goal
- Outline plan to complete their goal

In addition to the appeal statement, students must submit a current SAC counselor created educational plan. A current plan is one dated after July 1st of the prior academic year. For example: a student submitting an appeal in March 2015 must have an ed plan dated after July 1, 2013. A student submitting an appeal in August 2015 must have an ed plan dated after July 1, 2014.

Students who have been disqualified from financial aid do remain eligible to attend RSCCD at their own expense. Additionally, if the student meets the Board of Governor's Fee waiver [BOGW] eligibility criteria the student will remain eligible for this program regardless of their current SAP status. Students 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 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 semester deadline established below in order to release any funds for that term. Please check with the Financial Aid Office for deadline dates.