



FINANCIAL AID DEPARTMENT SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Beginning July 1, 2011, Satisfactory Academic Progress (SAP) standards have changed in accordance with new federal regulations. These new SAP standards were effective beginning with the summer 2011 semester and ***supersedes all previous policies***.

INTRODUCTION

Federal and state financial aid regulations require Southwestern College to establish, define, and apply standards of Satisfactory Academic Progress for all financial aid applicants, regardless of previous financial aid history. These standards are created to help students successfully achieve their program of study within the Federal maximum time allowed. The regulations require that SAP be evaluated every academic year, and measure both the qualitative standard (cumulative GPA) and quantitative standards (completion rate, Pace) and (Maximum Time Frame). Students enrolled in a program of less than two years (Certificate of Achievement) will be the exception and reviewed for SAP after the end of every semester.

All students that have attempted 12 units or more, and therefore have an academic history, will be reviewed for SAP standards at the end of the spring semester prior to receiving financial aid.

All periods of enrollment at Southwestern College and, if applicable, transferable units from other colleges will be included as part of the SAP review. To ensure meeting these standards, students must request all official academic transcript(s) from all prior colleges to be submitted to the Admissions Department and request a current Student Educational Plan (SEP) from the Counseling Department. Students must submit the new and/or updated (SEP) to the Financial Aid Department and enroll in courses outlined on your Student Educational Plan (SEP) in accordance with your declared major.

SAP standards apply to all students requesting financial aid from the following federal and state funded programs listed below:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal William D. Ford Direct Loan Program
- Federal Work-Study Program (FWS)
- State Cal Grant Program (B & C)
- State Chafee Grant Program
- State Child Development Grant Program

ELIGIBLE PROGRAM OF STUDY

Recipients of financial aid must be enrolled in a major or program of study, which leads to a Certificate of Achievement, Associate Degree, or a transferable program that leads to a Baccalaureate Degree. It is the student's responsibility to have a major or academic program of study declared at Southwestern College.

QUALITATIVE STANDARD: GRADE POINT AVERAGE (GPA)

Students are required to maintain a minimum cumulative GPA of at least 2.00 or better to achieve satisfactory SAP status.

QUANTITATIVE STANDARD: COMPLETION RATE (PACE)

Students must maintain a satisfactory rate of course completion to ensure of completing the academic program within Federal timelines. The completion rate (Pace) is measured by dividing the cumulative number of hours the student has successfully completed by the number of hours the student has attempted. Students must complete a minimum of 67% of the units attempted to maintain satisfactory SAP completion rate.

Examples of Completion Rate of 67%		
Enrollment Status	Attempted Units	Minimum Completed Units (67%)
Full-Time	12	8.5
$\frac{3}{4}$ Time	9	6.5
$\frac{1}{2}$ Time	6	4.5

Grades considered as units completed:	A	B	C	CR	D	P
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Note: A grade of "CR" or "P" counts as units completed, but will not be included in your GPA.

Grades <u>not</u> considered as units completed are:	F	I	NP	MW	W	IP
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Note: These grades are excluded from your GPA, with the exception of a grade "F."

QUANTITATIVE STANDARD: MAXIMUM TIME LIMIT

The maximum timeframe allowed for a student to maintain satisfactory SAP standing in achieving their academic goal is 150% of the minimum required credits to complete the academic program.

Completing 60 units is a minimum standard for completion of many of the academic programs at Southwestern College. Therefore, 90 units is the maximum time frame in which a student can receive financial assistance. However, not all academic programs are 60 units in length, for example Certificate of Achievements and specialized technical programs. The maximum time limit is calculated specifically for each individual academic program, for example:

Maximum Units Time Frame Chart Examples	
Degree Program	Maximum Units Time Frame
AA/AS or Transfer Program	90 units attempted (60 units x 150%)
Certificate of Achievement	36 units attempted (24 units x 150%)
Special Programs: Nursing, Dental, etc.	97.5 units attempted (65 units x 150%)

- Repeated courses will count toward the 150% maximum units allowed.
- The maximum time frame will not be extended for students who change academic programs or have prior degrees or certificates.
- Students who have a Bachelor's Degree or higher from a domestic or foreign school have exceeded the maximum time frame and will not be eligible for additional financial aid.
- A maximum of 30 units of Basic Skills/Remedial/ESL courses will be excluded from the maximum unit limit.

DISQUALIFICATION

Any student who fails to meet all of the above listed SAP standards will be disqualified. Students that do not meet the SAP standards will be notified of the disqualification and will not receive additional financial aid.

- You will not be eligible to receive Federal or State aid, with the exception of a Board of Governor's Fee Waiver (BOGFW), if you are eligible.

APPEAL

Any student, who is denied financial aid because of failure to meet the Satisfactory Academic Progress Standards, may submit an appeal form to the Financial Aid Department; however, appeals will not be accepted for any summer terms. Appeals must (1) state any extenuating circumstances that may have occurred and why the student failed to achieve SAP; (2) explain what has changed in the student's situation and (3) explain how this change will ensure academic success at the next SAP evaluation.

If the student is requesting an appeal, they must attend a Satisfactory Academic Progress Orientation Workshop prior to submitting an appeal. All appeals submitted will be forwarded to the Financial Aid Appeals Committee for either approval or denial.

The student may complete the appeal form and submit it along with the following items:

- A current Student Education Plan (SEP), dated within one calendar year. (Majors will be verified at the Appeal level to reflect accurately with Admissions)
- Supporting documents (i.e. medical records, legal documents, death certificate) that may assist in justifying your situation/case.
- Deadlines to submit Appeals are as follows: Fall term - December 1st, Spring term – May 1st

The Committee will review the appeal and notify the student of the results. All decisions made by the Financial Aid Appeal Committee will be final.

If the Committee approves the appeal, the student will be reinstated for financial aid and placed on “Probation”. If the appeal is denied, the student will remain disqualified and ineligible for financial aid.

PROBATION:

Students with an approved appeal are on financial aid probation for one semester and are eligible for Federal and State financial aid if all other eligibility requirements are met. Students must meet all SAP standards at the end of the probation semester as referenced above *and* meet any specific appeal requirements to regain SAP good standing in order to be considered for additional financial aid in subsequent terms. Students who fail to achieve SAP standards at the end of the probationary term will be disqualified for additional financial aid.

SAP will be evaluated at the end of the probation semester after grades have been recorded to determine future eligibility for financial aid and therefore the posting of subsequent financial aid will be delayed until your SAP status can be determined.

REINSTATEMENT:

Students who are SAP disqualified following a probationary term or whose appeal was denied can submit a new appeal by meeting with a Financial Aid Specialist and requesting the appeal form. Additional appeals will be reviewed by the Financial Aid Appeals Committee and all decisions will be final. **Reinstatement is not automatic and is not guaranteed.**

THIS POLICY SUPERSEDES ALL PRIOR POLICIES.

Revised 4/23/2012