



## **AP 5130 FINANCIAL AID**

### **Satisfactory Academic Progress**

**Reference:** 34 Code of Federal Regulations Section 668.34

Federal regulations require that institutions establish satisfactory academic progress standards for students applying for and receiving federal aid. These regulations require that the Financial Aid Office review all periods of a student's enrollment history regardless of whether financial aid was received, to determine if a student is making satisfactory academic progress towards an educational objective. A student's progress will be evaluated at the end of the fall, spring and summer semesters by the standards outlined below. All periods of enrollment will be evaluated regardless of whether or not financial aid was received. Any official academic transcripts from other colleges received by Santa Barbara City College will be utilized in the review of our Satisfactory Progress standards once the transcript has been evaluated for the degree at SBCC.

**These standards apply to all students who apply for and receive financial aid from the following programs:**

- Cal Grant B and C
- Federal Work Study
- Federal Pell Grant
- Federal Direct Loan Program (including Parent Loans)
- Federal Supplemental Educational Opportunity Grant (FSEOG)

**Students only receiving the Board of Governor's Fee Waiver (BOGW), Alternative Loans, Campus or Off Campus Scholarships will not be subject to this policy unless specified by the scholarship.**

### **Educational Objective**

Students receiving financial aid at SBCC must be enrolled in a course of study leading to an AA, AS, AA-T, AS-T, or a Certificate of Achievement.

### **Satisfactory Academic Progress Criteria**

In order to satisfy Satisfactory Academic Progress requirements, financial aid recipients must earn a minimum Cumulative GPA of 2.00 for all classes attempted.

Grade symbols of A+, A, A-, B+, B, B-, C+, C, D+, D, D-, P, or CR earned during Fall, Spring, or Summer will be considered as acceptable for courses completed, and Satisfactory Academic Progress consideration. Courses completed with an F, FW, I, NC, NP, IP, or W will not be considered acceptable for satisfactory academic progress. Courses completed with a MW (military withdrawal) are excluded from the determination.

### **Grade Point Average**

Grade symbols of A+, A, A-, B+, B, B-, C+, C, D+, D, D-, F, or FW will be used in grade point average calculation. Courses completed with a CR, P, NP, NC, I, IP, or W will not be used in grade point average calculation.



However, please note that non-evaluative grades (CR, P, I, NC, NP, IP, or W), which are not used to determine grade point average, will be used to determine minimum unit requirements. The Cumulative GPA must not fall below 2.00.

### **Pace of Progression**

Federal regulations require that institutions measure a student's pace toward their educational objective to ensure they complete within the maximum time length for that program.

Pace is calculated by dividing cumulative units completed by cumulative units attempted. Remedial and ESL units will be excluded in this calculation. Courses completed with an Incomplete or a Withdrawal will be counted as not completed in the calculation. Repeated courses will be counted in the pace calculation for completed and attempted units.

For a student pursuing an Associate Degree or Certificate of Achievement the pace cannot be less than 67%.

### **Maximum Time Length**

Federal regulations require that institutions establish a maximum time period or unit total for a student to complete an educational objective (degree/certificate) if financial aid is received. Financial aid recipients will be considered to be making satisfactory academic progress if they complete their educational objective in the time frame indicated below. The educational objective as indicated by the student as their current major/program of study will be used for this determination.

**Associate Degree:** This requires completion of a minimum of 60 units at SBCC. Students must complete their objective by the time they have attempted 90 units.

**Certificate of Achievement:** SBCC offers a number of Certificate Programs each requiring a specific number of units for completion. Students enrolled in Certificate programs must complete their objective by the time they have attempted 150% of the number of units required for the specific requirement. For example a student enrolled in a program which is an 18 unit Certificate of Achievement, must complete that objective by the time he or she has attempted 27 units.

All **English as a Second Language** classes and all basic skills (see AP 4222 titled Basic Skills for definitions) course work are deducted from the units attempted when determining satisfactory academic progress for maximum time.

**Transfer Students to Santa Barbara City College:** Students are encouraged to submit official transcripts from all previous colleges attended to Santa Barbara City College's Admission and Records Office. Degree applicable units will be used in the calculation of Maximum Time Length and Pace of Progression.



### **Financial Aid Warning/Disqualification**

The Financial Aid Office will evaluate each financial aid recipient's academic progress each semester. Each semester end evaluation will include a GPA review, an assessment of pace of progression as well as maximum time length. Students placed on financial aid warning or disqualification will be so notified.

**Financial Aid Warning:** Students will be placed on financial aid warning if they earn less than a 2.0 Cumulative GPA for all courses attempted or do not meet the pace of progression calculation. Financial assistance will be continued during this warning semester.

If at the end of the warning semester a student completes the minimum pace of progression with a minimum Cumulative GPA of 2.0, they will be removed from financial aid warning. Students not completing sufficient units to meet the pace of progression calculation requirement during the warning semester will be subject to disqualification from financial assistance.

**Financial Aid Disqualification:** Financial aid recipients will be disqualified from financial assistance if, for two consecutively enrolled semesters they earn less than a 2.0 Cumulative G.P.A and/or do not meet the pace of progression.

Financial aid recipients will also be disqualified from financial assistance if they exceed the maximum time length or fail and/or withdraw from all their classes in a semester.

### **Reinstatement/Appeals Procedures**

**Reinstatement:** A student, who was previously disqualified, may have their financial aid reinstated if they meet the minimum pace of progression with a minimum Cumulative GPA of 2.0.

**Appeal Procedures:** A student may appeal for failure to meet the GPA standard or pace of progression.

The appeal form can be downloaded from the Financial Aid Office's website. The student is responsible for providing sufficient information in the written statement to substantiate the existence of extenuating circumstances. Additionally, the student statement must address what steps he/she has and will take to prevent a similar circumstance in the future.

The Financial Aid Office will initially review the appeal. If approved, the student will be notified by email. If denied, an automatic second review of the appeal will be made by an independent group outside of the Financial Aid Office. The appeal process is final and cannot be appealed further at the college unless the student reinstates himself/herself or meets the following criteria:

In the semester they are denied, students must demonstrate academic success by:

- a. Completion of 9-12 degree applicable, letter graded semester units with a 3.00 semester GPA or



- b. Completion of 15 degree applicable, letter graded semester units with a 2.50 semester GPA

Those completed units must be degree applicable to the educational objective as indicated on the student's most recent Student Education Plan as determined by an academic counselor.

Students must make a request for consideration of this exception to the Financial Aid Office prior to any published Satisfactory Progress Appeal deadlines for the term.

A student may appeal if he/she has exceeded the maximum time period. The appeal form can be downloaded from the Financial Aid Office's website. The student is responsible for providing sufficient information in the written statement to substantiate the existence of extenuating circumstances. Additionally, the student statement must address 1) why the student has exceeded the maximum number of units and 2) include a timeline for educational goal achievement.

The Financial Aid Office will initially review the appeal. If approved, the student will be notified by email. If denied, an automatic second review of the appeal will be made by an independent group outside of the Financial Aid Office. The appeal process is final and cannot be appealed further at the college.

---

**Date Approved: May 17, 2013**

*(This procedure replaces current SBCC Policy 5273 as well as AP 5270)*

Effective Beginning Summer 2013 End of Semester Evaluation