Preface

Santa Barbara City College's Financial Aid programs stem from a belief that student aid services should facilitate and foster the successful academic participation of financially needy students. SBCC's Financial Aid Satisfactory Academic Progress Policy has been formulated with this belief in mind. It is designed to strengthen and reinforce the relationship that should exist between financial aid and successful academic participation.

Introduction

Federal regulations require that schools 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 goal. Your 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 academic transcripts received by the Financial Aid Office from other colleges will be evaluated using the same Satisfactory Progress Policy as outlined above.

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

- Academic Competitiveness Grant (ACG)
- 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 A.A. degree, an A.S degree, or a certificate.

Satisfactory Academic Progress Criteria

In order to satisfy Satisfactory Academic Progress requirements, financial aid recipients must:
1. Earn a minimum GPA of 2.00 for all classes attempted during the semester and have a minimum 2.00 cumulative GPA at the end of the second academic year.
2. Complete a semester minimum unit expectation as defined by enrollment status. For example, a full-time status student will be expected to complete 10 units per semester.

Grade symbols of A, B, C, 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 a F, I, NC, NP, IP, W or RD will not be considered acceptable for satisfactory academic progress. Courses completed with a WM (withdrawal for military service) are excluded from the determination.
**Grade Point Average**

Grade symbols of A, B, C, D or F will be used in grade point average calculation. Courses completed with a CR, P, I, NC, NP, IP, W or RD will not be used in grade point average calculation. However, please note that non passing grades which are not used to determine grade point average will be used to determine minimum unit requirements. Additionally, even though a “D” is considered a passing grade, the total GPA must not fall below 2.00 for each semester.

In addition to maintaining a 2.0 GPA each semester, students must have a minimum cumulative GPA of 2.00 at the end of their second academic year at SBCC to continue eligibility for financial aid.

Minimum number of units to be completed each semester

A financial aid student’s enrollment status is defined as units enrolled as of the census date of the semester as reflected on a student’s transcript. The minimum number of units to complete is below.

<table>
<thead>
<tr>
<th>ENROLLMENT STATUS</th>
<th>UNIT COMPLETION REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (12+ units /semester)</td>
<td>10 units per semester</td>
</tr>
<tr>
<td>¾ Time (9-11.9 units/semester)</td>
<td>8 units per semester</td>
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<tr>
<td>½ Time (6-8.9 units/semester)</td>
<td>5 units per semester</td>
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<tr>
<td>Less Than ½ Time (5-5.9 units/semester)</td>
<td>4 units per semester</td>
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<tr>
<td>Less Than ½ Time (4-4.9 units/semester)</td>
<td>3 units per semester</td>
</tr>
<tr>
<td>Less Than ½ Time (3-3.9 units/semester)</td>
<td>2 units per semester</td>
</tr>
<tr>
<td>Less Than ½ Time (.1-2.9 units/semester)</td>
<td>1 unit per semester</td>
</tr>
</tbody>
</table>

**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 on the college’s admission application will be used for this determination.

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

**Certificate**: SBCC offers a number of Certificate Programs each requiring a specific number of units for completion. Students enrolled in Certificate programs must complete their goals 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, must complete that goal by the time he or she has attempted 27 units.

All English as a Second Language classes and up to 30 units of remedial course work are deducted from the units attempted when determining satisfactory academic progress.

The college will only fund up to three different educational objectives for a student while at SBCC.

Student Education Plans (SEPs) may be required as students get close to reaching their maximum time frame for their specific goal or to clarify their educational goal.

**Financial Aid Probation/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 as well as an assessment of progress made toward completion of the semester minimum unit expectation. At least once per year, students will be evaluated based on maximum time length and can be disqualified from financial assistance on this basis only. Students placed on financial aid probation or disqualified from financial assistance will be so notified.
**Probation**

Students will be placed on financial aid probation if they fail to complete their unit expectation as defined by enrollment status or if they earn less than a 2.0 GPA for all courses attempted each semester. Financial assistance will be continued during this probationary semester.

If at the end of the probationary semester a student completes the unit expectation as defined by enrollment status with a minimum GPA of 2.0, they will be removed from financial aid probation. Students not completing sufficient units to meet the projected annual minimum unit expectation requirement during the probationary semester will be subject to disqualification from financial assistance.

**Disqualification**

Financial aid recipients will be disqualified from financial assistance if, for two consecutively enrolled semesters, they fail to complete the minimum semester unit expectation as defined by enrollment status, or if they earn less than a 2.0 G.P.A. for all courses attempted each semester.

Financial aid recipients will also be disqualified from financial assistance if they fail or withdraw from all their classes in a semester regardless of census date.

Students exceeding the maximum time length as determined by their program of study will also be disqualified from financial assistance.

**Reinstatement/Appeals Procedures**

**Reinstatement**

A student, who was previously disqualified, may have their financial aid reinstated if they meet their semester unit expectation as defined by enrollment status with a minimum GPA of 2.0.

**Appeals**

A student appeal may be filed for not meeting the GPA standard or the unit expectation. Students may also appeal if they have reached the maximum time frame. Appeals may be filed for the following mitigating circumstances:

- Medical Problems
- Family Emergency
- Other Documented Extenuating Circumstances

An appeal form can be obtained from the Financial Aid Office. The student is responsible for presenting sufficient information and documentation to substantiate the existence of mitigating circumstances and what steps the student is taking to prevent this in the future. The Financial Aid Office will initially review the appeal. If the student wishes to appeal that decision, he/she may make a written request to have a hearing before the Financial Aid Appeal Committee. The decision of the Committee is final.

Students who did not meet satisfactory progress guidelines based on the minimum unit expectation or GPA may not be able to appeal again under certain conditions. If in the last semester enrolled at SBCC, the student appealed and that appeal was denied, another appeal could not be filed for the next enrolled semester. The student would need to reinstate themselves (without financial aid) by meeting the semester unit expectation as defined by enrollment status with a minimum GPA of 2.0 while enrolled in classes at SBCC.

*Adopted by SBCC Board of Trustees on June 28, 2007 (Policy 3273)*
*Revised April 26, 2010 (Awaiting Board Approval)*

KEEP FOR YOUR RECORDS