

## Satisfactory Academic Progress

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

### 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 disadvantaged 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 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 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:

Earn a minimum Cumulative GPA of 2.00 for all classes attempted. 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 an F, I, NC, NP, IP, or W 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, NP, NC, I, IP, or W 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 Cumulative GPA must not fall below 2.00 for each semester. Repeated courses will be considered in the GPA calculation.

### 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 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:** 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, must complete that objective by the time her or she has attempted 27 units.

All **English as a Second Language** classes and all remedial 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.

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

#### 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.

APPEALS/PROBATION STATUS: A student appeal may be filed for not meeting the GPA standard. Students may also appeal if they have reached the maximum time period or are not making pace of progression.

An appeal form can be downloaded from the Financial Aid Office's website. The student is responsible for presenting sufficient information and documentation to substantiate the existence of mitigating circumstances and what steps the student has taken to prevent this in the future. The Financial Aid Office will initially review the appeal and notify the student by email when a decision has been made. If the student wishes to appeal that decision, he/she may make a written or email request to the Financial Aid Director to have a hearing before the Financial Aid Appeal Committee. The decision of that committee is final.

#### INELIGIBLE TO APPEAL

Students who did not meet satisfactory progress guidelines based on pace of progression 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 minimum pace of progression with a minimum Cumulative GPA of 2.0 while enrolled in classes at SBCC.