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| Monterey Peninsula College (MPC) 2016-2017   | Student Financial Services (SFS) |
| Chapter 19 Financial Aid Satisfactory Academic Progress (SAP)<br>CFR 668.34 Satisfactory Academic Progress | Page   1                         |

The United States Department of Education requires all schools which disburse Title IV Student Financial Aid to ensure that only eligible students receive federal funds. In general, a student who is not making Satisfactory Academic Progress is no longer eligible for Title IV aid. The following policy applies to all forms of Title IV Student Aid and the Cal Grant Program. This standard does not apply to the Board of Governor's Fee Waiver program.

### 19.1 Standards of Financial Aid Satisfactory Academic Progress Policy (SAP):

In order for students to be eligible for financial aid, MPC requires students maintain financial aid Satisfactory Academic Progress (SAP) while enrolled in a course of study leading to a vocational certificate, associate degree, or transfer program to a four year institution, whether or not financial aid was received during previous enrollment periods. SAP is monitored at the end of every semester/session. (668.34 (3) (i)) The following is considered when determining if students are maintaining SAP during the payment period.

#### 19.11 Grade Point Average: (668.34.(4)(ii))

- the semester Grade Point Average (GPA) is at least a 2.0 (C average)
- the Cumulative Grade Point Average (CGPA) is at least 2.0 (C average)
- a Pass (P) grade is equal to a passing grade or a 2.0. only if no other courses are influencing the GPA

#### 19.12 Pace of Progression (Pace Progression [PP], Cumulative Pace Progression [CPP]): (668.34.(5)(i))

- students who receive financial aid must complete a minimum of 75% of the units attempted/enrolled each semester (668.34(5)(ii)) (Units Completed (UC) / Units Attempted (UA) X 100 = %)
- students who receive financial aid must complete a minimum of 75% of the cumulative units attempted/enrolled (668.34(5)(ii)) (UC / UA X 100 = %)
- units attempted are all grades students receive
  - standard grades are: A,B,C,D, and Pass
  - grades of F, W, No Pass (NP)/Not Complete (NC), Incomplete (I), (668.34(6))
  - grades of IP (In Progress) and RD (Report Delayed) are counted in units attempted if a final grade is not eventually posted
- units completed are:
  - all standard grades at MPC and,
  - transfer units accepted by MPC and ,
  - military units accepted by MPC.
- Courses dropped prior to the Admissions & Records' census date will not be counted as units attempted.
- repeated course work and units removed by Academic Renewal are included in units attempted and completed

#### 19.13 Maximum Time Frame:

"Maximum timeframe means— for an undergraduate program measured in credit hours, a period that is no longer than 150 percent of the published length of the educational program, as measured in credit hours;" (668.34 (11)(b)(1))

- students are required to complete their program of study (major) **within** the maximum timeframe as described in the MPC College Catalog
  - Example of maximum timeframe, Program of Study = Psychology AA 60 units needed (per MPC College Catalog. 60 X 150% = 90 total units attempted allowed)
- all courses attempted are included when computing the 150% units attempted including:
  - a grade of F, W, NP/NC, and I and,
  - courses transferred and accepted from other colleges and,
  - military unit accepted by MPC,

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- grades of IP and RD are counted in units attempted if a final grade is not posted
- repeated course work and units removed by Academic Renewal are included in units attempted and completed (2010 Federal Financial Aid Handbook p.1-16) are included in the 150% as units completed and attempted

**19.14 Repeated Course Work** (668.2.B.Full Time student definition)

- a passed course (B,C,D or P) may be repeated one (1) time with financial aid eligibility, if students must have a better grade to transfer or to be accepted into a program of study
- students with a grade of 'F or NP' may repeat a course up to three (3) times for a passing grade
- students concurrently enrolled in the same course within the same semester will only be paid for one course.

**19.15 Unit Exclusion From 150%**

- a maximum of 30 units of non-ENSL 300-level course work will be excluded from a student's Maximum Time- Frame
- English as A Second Language 300-level course work is excluded from the Maximum Time-Frame. (NOTE: Students taking classes in ENSL must be enrolled in an eligible major and progressing toward their primary educational goal.)

**19.2 Loss of Financial Aid Eligibility:** (668.34 (7))

*Students who are not making SAP are not eligible for Title IV aid.* Final grades of all financial aid recipients will be reviewed at the end of each semester/session to determine if students are maintaining SAP.

**19.21 Financial Aid Warning:** (668.34(11))

- a Financial Aid Warning is given the next semester/session of attendance to students who do not meet the following SAP requirement:
  - earn at least a 2.0 GPA and CGPA for courses attempted during the last semester/session; or
  - maintain a 75% PP and CPP toward a degree, certificate, or transfer; or
- students who have never received financial aid at MPC are placed on Financial Aid Warning if:
  - previous semester/session GPA or CGPA is below a 2.0 and/or
  - previous semester/session grades are all F and/or W grades
  - the pace progression standard of 75% is not met
  - are on probation, progress probation or academic probation according to their MPC transcript.
- students will remain on Financial Aid Warning while they:
  - continue to make progress towards a 2.0 CGPA and/or
  - continue to make progress towards a 75% CPP and
  - can reach a 2.0 CGPA and/or 75% CPP by the time they graduate, transfer, or complete their program certificate
  - are on probation, progress probation or academic probation according to their MPC transcript.
- Students who receive a Financial Aid Warning must complete and submit a Financial Aid Warning Contract each semester/session until standards are met.

**19.22 Unit Attempted Acknowledgment (UAA)**

- Students who have attempted 60 or more units (100% Maximum Timeframe) of the published length of their program of study
- Students will be required to complete the UAA form
- Student will continue to receive federal funding for every semester he/she begins with less than 90 units attempted.

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**19.23 Loss of Eligibility:** (668.34(11))

- students who have been awarded financial aid will be placed on financial aid Loss of Eligibility if they:
  - have been placed on Financial Aid Warning and did not meet the SAP requirements or
  - withdrew completely or did not complete any coursework/units in any one semester or
  - enroll in 300 level courses and degree/certificate courses and did not complete the courses that can be applied to their degree/certificate or
  - have attempted 90 or more units at MPC (to include accepted transfer units) or
  - complete the academic requirements for a program, and did not file a petition to graduate or did not yet have the degree or certificate or
  - have been placed on progress dismissal or academic dismissal according to their MPC transcript.
- Students will be placed on Loss of Eligibility if they have attained an Associates, transfer, or higher degree (including Bachelor's, Master's, and Doctorate's degrees).

**19.3 Financial Aid Reinstatement:** (668.34(9))

**19.31 Reinstatement:**

- students who want financial aid reinstated must meet the following conditions:
  - complete one (1) semester/session without financial aid taking at least six (6) degree applicable units towards students' program of study, maintaining a 2.0 GPA or higher meeting the 75% PP requirement
  - upon completion of the above requirements students must submit the reinstatement form requesting reinstatement to Student Financial Services.
- students who do not meet the cumulative requirements at the time of reinstatement:
  - will be placed on Financial Aid Warning while they continue to make progress towards a 2.0 CGPA and/or 75% CPP and
  - must reach a 2.0 CGPA and/or 75% CPP by the time they graduate, transfer, or complete a program of study
- students using summer session as a reinstatement session must:
  - take a minimum of 6 degree applicable units and
  - complete the number of units in which they are enrolled with a 2.0 GPA or higher and
  - meet the 75% PP requirement

**19.33 Reinstatement for Loss of Eligibility Maximum-Time-Frame:** (668.34.(9)(iii))

- students who want financial aid reinstated beyond 90 units attempted must:
  - submit the Loss Of Eligibility Maximum Timeframe Process and Application and
  - Have a special circumstance
  - Submit third party documentation
  - meet with a counselor and develop an SFS Education Plan listing only the required courses needed to complete your program of study
- students who have an approved appeal for exceeding 90 units attempted:
  - no additions or deletions to the SFS Education Plan will be considered
  - the students must follow the SFS Education Plan
  - non-adherence to the SFS Education Plan or SAP Standards will result in the permanent Loss of Eligibility for Financial Aid at MPC.
- students with an Associate's, Bachelor's, or Master's degree must:

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- declare a different major from that of the earned AA/AS, BA/BS, or MA/MS with the Admissions & Records Office.
- provide documentation as to why they cannot seek employment in their original field of study.
- Appeal submission deadlines:
  - Fall 2016 deadline is December 2, 2016
  - Spring 2017 deadline is May 17, 2017
  - Summer 2017 deadline is June 30, 2017
- students whose financial aid appeal has been approved will be placed on financial aid probation
- reinstatement will be for one semester/session and
- students will be required to have a 2.0 GPA and a 75% PP at the end of the semester/session
- students will be required to follow the prescribed SFS Education Plan approved by the Appeal Committee to remain on financial aid
- students have up until the 3<sup>rd</sup> Monday of the fall and spring semester or the 2<sup>nd</sup> Monday of the summer session to make any changes to the prescribed SFS Education Plan
- students will need to complete the Change of SFS Ed Plan form and submit to SFS Appeal Committee for Approval
- students who do not make SAP during the Probation semester/session will be placed on SFS Probation Dismissal
- students on SFS Probation Dismissal are ineligible for financial aid
- No changes of major will be considered beyond the 150% Maximum-Time-Frame
- If the appeal is approved, courses not counted towards the degree will be excluded from the maximum timeframe
- **Students may have only ONE approved Maximum-Time-Frame Appeal while at Monterey Peninsula College.**

#### **19.4 Appeals Committee**

- 19.41** The Appeals Committee will consist of:
- Academic Coordinator EOPS
  - Two (2) Student Financial Services Coordinators
- 19.42** The appeals will be reviewed and evaluated based on:
- students' statements and
  - third party documentation corresponding to the correct semester/session and
  - education plan
  - to ensure all the above requirements are adequate to enable students to meet MPC standards (668.34.c.3.iii.B)
- 19.43** An email will be sent to students' MPC email account informing students of the Appeals Committee's decision
- 19.44** **ALL APPEALS COMMITTEE DECISIONS ARE FINAL**