

Monterey Peninsula College (MPC) 2023-2024	Student Financial Services (SFS)
Chapter 19 Financial Aid Satisfactory Academic Progress (SAP)	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 CA College Promise (Board of Governor's Fee Waiver) Grant program.

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

In order for students to be eligible for federal title IV 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, if student attending the following term or subsequent semester of attendance. The following is considered when determining if students are maintaining SAP during the payment period.

19.11 Cumulative Grade Point Average:

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

19.12 Cumulative Pace of Progression:

- Students who receive financial aid must complete a minimum of 2/3 (66.67%) of the cumulative units attempted/enrolled
- 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)
 - grades of IP (In Progress) and RD (Report Delayed) are counted in units attempted if a final grade is not eventually posted
 - grades of EW are not included in the cumulative pace progression
- 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;"

- 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 required for the students program of study will be 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,
 - 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 are included in the 150% as units completed and attempted.

Monterey Peninsula College (MPC) 2023-2024	Student Financial Services (SFS)
Chapter 19 Financial Aid Satisfactory Academic Progress (SAP)	Page 2

19.14 Repeated Course Work

- A passed course required in a program 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' 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.

19.2 Financial Aid Eligibility:

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:

- A Financial Aid Warning is given the next semester/session of attendance to students who do not meet the following SAP requirement:
 1. earn at least a 2.0 Cumulative GPA and
 2. maintain a 2/3 (66.67%) Cumulative Pace Progression or
- Students who receive a Financial Aid Warning must complete and submit a Financial Aid Warning Contract in order to receive aid.

19.21.1 Progressive Warning:

- Given to students who have been previously placed in a warning status and have completed:
 1. The warning semester with a GPA of 2.0 or above increasing their CGPA and
 2. The warning semester with a pace progression of 2/3 (66.67%) units completed to be able to increase their CPP

19.22 Loss of Eligibility:

- Students 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 in the following term or
 - Were on a one term probation and did not meet SAP standards the following term or
 - Were on a multi-term probation and failed to fulfill the academic plan stipulated or
 - Have reached 150% Maximum Timeframe (loss of eligibility will occur immediately without warning) or
 - Have completed 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 attained an Associates, transfer, or higher degree (including Bachelor's, Master's, and Doctorate's degrees).

19.3 Financial Aid Reinstatement:

19.31 Automatic Reinstatement:

- Student eligible will be reinstated automatically if the students meet all of the following requirements:
 - Has at least a 2.0 Cumulative GPA and

Monterey Peninsula College (MPC) 2023-2024	Student Financial Services (SFS)
Chapter 19 Financial Aid Satisfactory Academic Progress (SAP)	Page 3

- Has a 2/3 (66.67%) Cumulative Pace Progression and
- Has not reached 150% Maximum Timeframe

19.32 Reinstatement for Loss of Eligibility for CGPA or CPP with appeal/probation

- Students who have been placed on Loss of Eligibility for CGPA or CPP may have their financial aid eligibility reinstated with special circumstances by submitting a financial aid appeal
 - The appeal process is not retroactive.
- An appeal with special circumstance is required to establish financial aid eligibility for an appeal. Examples of special circumstances are rare occurrences such as:
 - Accident or an injury to the student or
 - Illness that is not chronic to the student or
 - Death of a member of the immediate family. (Immediate family includes only the mother, father, grandmother, grandfather, or a grandchild of the student or of the spouse, spouse, domestic partner, son, son-in-law, daughter, daughter-in-law, and brother or sister of the student or any relative living in the immediate household of the student)
 - Other special circumstances
- Students complete requests for an appeal & submit the Loss of Eligibility Appeal Process & Application form to SFS. The Loss of Eligibility Appeal Process & Application will consist of:
 - A statement as to why the student did not make SAP and
 - An official third party document of the student's special circumstance and
 - A statement by the students on how they are going to make Satisfactory Academic Progress in the future; and
 - An updated Student Education Plan completed with an academic counselor
- Appeal submission deadlines:
 - Fall 2023 deadline is December 1, 2023
 - Spring 2024 deadline is May 3, 2024
 - Summer 2024 deadline is July 5, 2024
- Students whose financial aid appeal has been approved will be placed on financial aid probation for one or multi-terms at the discretion of the appeal committee
 - Students have up until the 3rd Monday of the fall and spring semester or the 2nd 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

19.33 Reinstatement with Loss of Eligibility Maximum Time Frame appeal/probation

- Students who have been placed on Loss of Eligibility for Maximum Time Frame may have their financial aid eligibility reinstated with special circumstances by submitting a financial aid appeal. There are two appeal processes for Maximum Time Frame Appeal.
 - The appeal process is not retroactive.

19.33.1 An appeal with special circumstance is a way to establish financial aid eligibility for an appeal. Examples of special circumstances are rare occurrences such as:

- Accident or an injury to the student or
- Illness that is not chronic to the student or
- Death of a member of the immediate family. (Immediate family includes only the mother, father, grandmother, grandfather, or a grandchild of the student or of the spouse, spouse, domestic partner, son, son-in-law, daughter, daughter-in-law, and brother or sister of the student or any relative living in the immediate household of the student)
- Other special circumstances

- Students complete requests for an appeal & submit the MTF Credit Appeal Form – Special Circumstance to SFS. The form consists of:
 - A statement as to why the student needs more time to complete the program of study and the special circumstance
 - Any official third party document (to attach) of the student’s special circumstance and
 - An Education Plan (to attach) completed with an academic counselor listing only required courses to complete their program of study
- Appeal submission deadlines:
 - Fall 2023 deadline is December 1, 2023
 - Spring 2024 deadline is May 3, 2024
 - Summer 2024 deadline is July 5, 2024
- Students whose financial aid appeal has been approved will be placed on financial aid probation for one or multi-terms at the discretion of the appeal committee
 - Students have up until the 3rd Monday of the fall and spring semester or the 2nd 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
- 19.33.2 An appeal with a change of program of study/major is a way to establish financial aid eligibility for an appeal. – (applies to students without an AA/AS or BA/BS degree)
 - Students who change their program of study/major are still held to the 150% maximum time frame rule, but only units (credits) applying to the new program of study/major will be evaluated for the appeal.
- Students complete requests for an appeal & submit the MTF Credit Appeal Form – Change of Program of Study/Major to SFS. The form consists of:
 - A statement as to why the student has changed the program of study/major
 - Area “B” listing of units (credits) that apply to only the new program of study/major – complete this with an academic counselor.
 - An Education Plan (to attach) completed with an academic counselor listing only required courses to complete their program of study/major
- Appeal submission deadlines:
 - Fall 2023 deadline is December 3, 2023
 - Spring 2024 deadline is May 3, 2024
 - Summer 2024 deadline is July 5, 2024
- Students whose financial aid appeal has been approved will be placed on financial aid probation for one or multi-terms at the discretion of the appeal committee
 - Students may not make any changes to the Education Plan once the committee has approved the appeal.

19.4 Appeals Committee

19.41 The Appeals Committee will consist of:

- Academic Coordinator EOPS
- (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

19.43 An email will be sent to the students email account that is provided on the FAFSA informing students of the Appeals Committee’s decision

- Appeals committee decision is final