

Satisfactory Academic Progress

Overview

The Evergreen Valley College Financial Aid Office complies with the federal requirement of monitoring the financial aid recipients' satisfactory academic progress toward eligible academic programs. The Financial Aid Office has established a satisfactory academic progress policy that evaluates progress in the following ways:

Qualitatively: The Financial Aid Office has established a minimum 2.0 cumulative GPA for financial aid recipients who have attempted 48 units to ensure the student's GPA is consistent with requirements for receipt of degree, certificate or transfer status.

Quantitatively: The maximum time frame is evaluated according to federal regulations, which restricts student eligibility to 150% of the advertised program length to ensure the student completes his/her program within the maximum period of time.

Incrementally: Incremental (term by term) completion requirements have been established to be consistent with the maximum time frame component to ensure the student's incremental completion is sufficient to enable the student to complete his/her educational objective within the maximum time frame.

Progress is monitored on at least an annual basis at the end of the Spring semester. Grades from Summer term are part of an entire award year's progress (i.e., summer, fall, and spring grades are all part of a student's annual SAP). The SAP evaluation is based on the enrollment status as of the end of the add/drop period of the term. All San Jose/Evergreen Community College District and transferred course work applicable to a student's degree is included in the maximum time frame. Students are notified of deficiencies to this progress policy by mail.

Policy

1. Progress in college shall start the first semester of enrollment.
2. All aid applicants must have a declared academic program with the Admissions & Records Office that:
 - i. Leads to an Associate Degree, or
 - ii. Is at least a two-year program which is acceptable for transfer to a 4 year institution, or
 - iii. Is an approved program leading to a Certificate. Certificate programs must be at least 15 weeks long

and must require a minimum of 16 semester units or 600 clock hours.

3. All students who have attempted 48 or more units must maintain a 2.0 cumulative GPA.
4. The maximum time frame is set at 90* attempted degree applicable units in order to complete a two-year – average 60 units - academic program. The time frame is prorated for programs less than or more than 60 units, and/or for programs measured in clock hours. Degree applicable transferred units will be used toward the maximum time frame and prorated accordingly.

**Students required to complete remedial level English and/or Math course work to meet their educational goals are allowed up to 30 units or two full-time semesters in addition to their program length. Students who require English as a Second Language (ESL) course work as a prerequisite to their degree/certificate program will have additional semester/units in their maximum time frame (most ESL and remedial courses receive CR/NC grades only.)*

5. In order to complete a Certificate, Associate Degree, or Transfer Program within the maximum time frame prescribed by federal regulations, students are required to complete a minimum number of units each term based on their enrollment status as of the end of the add/drop period. See chart below:

Required Completion

Enrollment Status	Minimum Completed Units per Semester
Regular Semester	
Full-time (12 units +)	10
¾-time (9 - 11.5 units)	7.5
½-time (6 - 8.5 units)	5

Failure to meet the above completion requirements will result in a student being placed on probation or denial status.

- a. Only units with grades of A, B, C, D, and "CR" are considered completed units.
- b. F, NC, W, RD, and "I" grades are not considered completed units. Students who receive "I" or "RD" grades must notify the Financial Aid Office when records have been updated.
- c. Course repeats are limited to the number of times specified in the College Catalog. Students may repeat courses only when an unsatisfactory grade was received. Repeated courses will be counted as part of the attempted units for the maximum timeframe evaluation.

6. Students who complete less than 50% of their attempted units in any semester will be denied financial aid for the following semester.
7. Applicants, who were previously denied and have successfully appealed, must comply with the terms and conditions of their financial aid reinstatement for continued eligibility.

Probation

Students will be placed on probation status if any of the following occurs:

- They complete more than 50% of their units but less than the minimum unit requirement in a term.
- Their cumulative GPA is less than 2.0 and they have attempted less than 48 units.
- Admissions and Records have placed them on Academic/Progress probation.

The probation status will be removed for the following term if the minimum unit requirement for the term is met and the cumulative GPA is above 2.0. Students are notified of their probation status by mail.

Denial

Students will be placed on denied status if any of the following occurs.

- Admissions and Records placed them on Academic/Progress Dismissal.
- Their cumulative GPA is less than 2.0 after attempting 48 units.
- They have attempted 150% or more of the units required for their program.
- They have completed less than 50% of the attempted units in a term.
- They failed to meet the conditions previously set by the Financial Aid Appeals Committee.
- They failed to meet the minimum unit completion requirement or their cumulative GPA is less than a 2.0, while on Probation status.

Appeals Process

Students not making satisfactory academic progress are notified of their Financial Aid Denial Status by mail. The letter is mailed with the petition for reinstatement of financial aid and instructions on how to complete the form.

A current Educational Plan* must be submitted with the petition form to the Financial Aid Office. Petitions should

be submitted as soon as possible. The deadline for a particular term will be on the instructions for the petition. Students may petition if they have experience extenuating circumstances that affected their academic progress. On the petition for reinstatement of financial aid form, students need to describe in detail the circumstances that contributed to their denial and their plan to improve their academic progress. Documentation will be required for medical problems. Other documentation may be requested upon review.

Documented medical problems, family emergencies, and other circumstances outside of the student's control may be approved for reinstatement. Typically, students whose petitions are not approved must satisfactorily complete all of the attempted units and/or raise their cumulative GPA to a 2.0 or above in order to get out of the denial status.

Students who have exceeded their maximum time frame must submit a copy of their petition for graduation, a Transfer Admissions Agreement (TAA), or a detailed Educational Plan stating an estimated completion date with their petition.

All Financial Aid Petitions must be evaluated and signed by a counselor. This will indicate that they have received academic guidance on their plan for improvement.

The Financial Aid Petitions Committee reviews only complete petitions. The committee carefully evaluates academic records, Educational Plans, the circumstances for denial, and plans for improvement. The committee will then decide to approve, approve with conditions, or deny the petition.

** Educational Plan - A form completed with a counselor that indicates your current academic program, the length of the program, the courses required, and the order in which the courses should be taken. The student and counselor must sign the Educational Plan.*

