

The Evergreen Valley College Financial Aid Office has established a Satisfactory Academic Progress policy that complies with the federal requirement of monitoring financial aid recipients' academic progress toward eligible academic programs.

SAP Guidelines At-A-Glance

Listed below are the requirements to maintain satisfactory academic progress:

- Meet the institutional academic and/or progress standards as described under the Academic Policies in the EVC Catalog.

AND

- Maintain a minimum 2.0 cumulative grade point average (GPA) after attempting 12 or more units.

AND

- Maintain an overall completion rate of 67% of all the units attempted.

AND

- Complete declared program before attempting 150% of the advertised program unit requirement.

Failure to meet the above requirements may result in a student being placed on a warning or disqualified status and unable to receive financial aid.

SAP Guidelines in detail

- Meet the institutional academic and/or progress standards as described under the Academic Policies in the EVC Catalog.
- Maintain a minimum 2.0 cumulative grade point average (GPA) after attempting 12 or more units.
- Maintain an overall completion rate of 67% of all the units attempted.

Completion Rate = # completed units / # attempted units X 100%

*Only units with grades of A, B, C, D, CR, and P are considered completed units.

**F, NP, NC, W, RD, and I grades are not considered completed units but are counted as attempted units. Students who receive "I" or "RD" grades must notify the Financial Aid Office if these are changed to passing letter grades.

- Complete program before attempting 150% of the advertised program unit requirement.
 - Students that are required to complete remedial level English and/or Math courses to meet their educational goals are allowed up to 30 units in addition to their program length.
 - English as a Second Language (ESL) courses are not counted toward the 150% time frame. However, all ESL courses must be included on the Educational Plan developed by an EVC Academic Counselor.

- Transferred course work applicable to a student's academic program counts towards the 150%.
- Course repeats are limited to the number of times specified in the College Catalog (usually 2 times unless otherwise noted for the course). Students may repeat courses only when an unsatisfactory grade was received, unless otherwise noted for the course on the College Catalog. Repeated courses will be counted as part of the total number of attempted units.

Evaluation Policy

- Academic progress is evaluated at the end of each semester including Summer. The SAP evaluation is based on the enrollment status as of the end of the add/drop period of the term (your permanent academic record). The evaluation takes into account the complete academic record at the San Jose Evergreen Community College District (Evergreen Valley College and San Jose City College).
- All financial aid applicants must have a declared academic program with the Admissions & Records Office that:
 - Leads to an Associate Degree, or
 - Is at least a two-year program which is acceptable for transfer to a 4 year institution, or
 - Is an approved certificate program that is at least 15 weeks long and requires a minimum of 16 semester units.

Consequences of Not Meeting Satisfactory Academic Progress

1. **Financial Aid Warning** – A status assigned to students who fail to make satisfactory academic progress after one term, who was in good standing previously. If a student has not returned to satisfactory academic standing after this warning semester, he/she will be disqualified from financial aid until they meet SAP.
2. **Financial Aid Disqualification** – If, after being placed on financial aid warning, a student fails to meet the SAP standards of a cumulative 2.0 GPA and/or 67% completion rate, he or she will be disqualified from receiving financial aid.
3. **Financial Aid Probation** – A student is placed on probation when they were disqualified from financial aid, but has successfully appealed their status, and has been placed on an Academic Plan.
4. **Maximum Time Frame Disqualification** – Students must finish their academic goal before attempting 150% of the published units required for their degree or certificate.

Reestablishing Financial Aid Eligibility

To reestablish financial aid eligibility students must bring their overall completion rate to 67% and their cumulative GPA to 2.0 or higher. Please note, that it is the student's responsibility to notify the Financial Aid Office if the student feels they are now meeting the SAP policy as described above.

Appeals for Financial Aid Reinstatement

- In accordance with the federal regulations, financial aid recipients may appeal for financial aid reinstatement if they have been disqualified as a direct result of documented extenuating circumstances during the past semester.

- Students are limited to one appeal for academic performance and one appeal for maximum timeframe while attending EVC, prior to completing an Academic Plan.
- The Financial Aid Appeals Committee determines to either approve or deny appeals for reinstatement based on the extenuating circumstance, academic history, educational plan, class schedule, and plans for improvement.
- Students should expect to be placed on an Academic Plan if their appeal is approved.

Academic Plan Agreement

All students are required to submit a Comprehensive Educational Plan developed by an EVC Academic Counselor with their Appeal for Reinstatement. If approved, students are agreeing to follow their academic plan for current and future semesters. Academic Plans will be approved on a one or two semester basis, depending on the individual student circumstance. All plans will be reviewed at the end of each term. Students who fail to follow their educational plan will be disqualified and must re-establish their eligibility to receive aid in subsequent semesters. Students who fail to meet SAP by the end of their Academic Plan (one or two semesters), will be disqualified but may submit another appeal for reinstatement, if necessary.

Progress Towards Degree

All students who are receiving federal or state financial aid, are expected to be working towards completing an eligible certificate, degree or transfer program. If it is determined, that a student is not taking courses necessary for completion of their declared major/academic program, he/she will be disqualified from financial aid for not making progress towards an eligible program.

ESL Courses & Financial Aid

Beginning July 1, 2018, the below ESL courses will be excluded from financial aid eligibility.

ESL 107, 314, 316, 317, 327 and 337. While these courses are useful, they are not required to complete an academic program here at EVC. Federal guidelines prohibits financial aid payments for courses not required to complete an academic program.

This does not affect the CA Promise Grant (formerly BOGFW); eligible students will still have these classes waived and are encouraged to enroll in these courses if planned. However, they will not be included in their Title IV eligibility. This exclusion begins for payments in the 2018-2019 academic year.