

**MIRACOSTA COLLEGE
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY
2023-24 ACADEMIC YEAR**

Effective fall 2023 and supersedes all previous policies.

In accordance with federal regulations, the MiraCosta College Satisfactory Academic Progress (SAP) Policy requires review of each student's academic record at the end of each term. Pace of progression/maximum time frame (quantitative) and GPA (qualitative) standards apply to all financial aid students regardless of previous financial aid history. The standards, outlined in this document, must be met in order to maintain eligibility for all federal programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Direct Loans as well as the state Cal Grant programs. A similar but separate academic progress policy applies to the California College Promise Grant (formerly known as the Board of Governors [BOG] Fee Waiver).

The following pages explain the SAP requirements and explain the disqualification and reinstatement by appeal processes at MiraCosta College.

MIRACOSTA COLLEGE SATISFACTORY ACADEMIC PROGRESS STANDARDS:

- A. **GRADE POINT AVERAGE:** A student must maintain a cumulative GPA of 2.0.
- B. **PACE (UNIT COMPLETION RATE):** A student must successfully complete 66.7% of units attempted. All degree applicable units shown on a student's permanent record are considered units attempted. *
 - a. Pace is calculated as units completed (UC) ÷ units attempted (UA).
 - b. Grades such as A, B, C, D, CR, or P are considered successfully completed (UC).
 - c. Grades such as F, W, EW, NC, NP, RD, and I are NOT considered successfully completed, but count toward units attempted (UA).
- C. **MAXIMUM TIMEFRAME (MTF):** The total number of units attempted from all schools will be limited to 150% of the units required to complete the program. You may be paid financial aid for up to 30 attempted units of remedial course work, and, a maximum of 30 units of remedial course work will be excluded in the maximum time frame calculation.*

<u>Program</u>	<u>Units</u>
Bachelor Degree	150 % of degree applicable units including electives (Typically 180 units)**
Transfer Program/Associate Degree	150 % of degree applicable units including electives (Typically 90 units)**
Certificate Programs	150 % of the units required for program completion**

*At any point that it is determined a student cannot mathematically complete their program within the maximum timeframe in relation to the minimum pace required, a student must be immediately disqualified.

**Refer to Current Course Catalog for unit requirements. Certificates of Proficiency are not approved for federal financial aid programs.

ACADEMIC PROGRESS CHECK:

Satisfactory Academic Progress is reviewed after each term, including summer.

IMPORTANT DATES AND DEADLINES

Appeals will not be accepted after the 60% date of the corresponding term (October 31, 2023 fall and April 8, 2024 spring; summer deadline TBD pending academic calendar). For students enrolled in spring term, no appeals for the summer term will be accepted between April 8th and the official posting of spring grades.

NOTIFICATION, WARNING, APPEAL PROCESS, REINSTATEMENT, AND PROBATION

Students who have not met the Satisfactory Academic Progress standards will be notified in writing of their status.

The first term in which a student drops below the SAP standards is provided as a "Warning" term. If the student successfully completes the term and once again meets the SAP standards, financial aid eligibility will continue uninterrupted. If the student does not attain compliance with the SAP standards, the student will be disqualified.

Students that are disqualified will have the right to appeal for reinstatement of financial aid. Appeals for reinstatement will only be reviewed for documented extenuating circumstances (i.e. serious illness, severe injury, car accident, death in the family, etc.) affecting academic progress or documented successful completion of subsequent term(s). If a second appeal is allowed, the appeal will go to the Financial Aid Advisory Committee for review. A student will not be allowed more than two appeals.

A re-instated student that successfully completes a probation term or academic plan resumes compliance with the SAP standards. For these students, the maximum two appeals rule resets. If they subsequently fail to maintain compliance with the policy, they may be allowed up to two appeals related to the new disqualification. Additionally, a student successfully following the academic plan from a 2nd appeal related to GPA or PACE that subsequently becomes disqualified for MTF may be allowed an additional appeal.

Appeals should include an explanation of the extenuating circumstances contributing to the lack of progress, documentation of those circumstances, and must outline corrective or preventative measures to ensure compliance with SAP standards in the future.

The appeal will be reviewed by Financial Aid Office (FAO) staff and the student will be notified of the decision in writing. If the appeal is denied and the student wishes to appeal the denial, the appeal can be forwarded, at the student's written request, to the Financial Aid Advisory Committee for 2nd Level Appeals. If a re-instated student fails to meet the academic plan established in their appeal approval letter, that student may submit one additional 2nd level appeal. The committee will review 2nd level appeals and issue a decision by majority. The decision of the Financial Aid Advisory Committee is final. No additional (more than two or in-person) appeals will be considered.

If a student reinstated based on a successful appeal cannot achieve minimum SAP standards by the end of one probationary term, the student will be placed on an academic plan that must be followed as a condition of their reinstatement. The academic plan will be outlined on the letter of reinstatement provided by the FAO. If, at any point during a subsequent term, the FAO is made aware that a student on academic plan cannot meet the terms of that plan, the student will be re-disqualified at that point. This may require the student to re-pay funds and eliminate eligibility for additional payments in that term.

Up to three major changes are allowed when a student appeals for reinstatement based on not meeting the Maximum Timeframe standard. Students who cannot mathematically complete their program within the maximum timeframe in relation to the minimum pace required cannot be reinstated through the appeal process.

RE-ESTABLISHING ELIGIBILITY

An ineligible, non-probation student that does not appeal or has an appeal denied may re-establish eligibility by meeting the SAP standards at the end of the prior enrolled term. The student is responsible for notifying the Financial Aid Office of their status change.

ADDITIONAL SAP INFORMATION

Units Added/Dropped: The 66.7% unit completion rate is based on all degree applicable classes that appear on the student's permanent record, regardless of the date they were added, or whether or not a student received financial aid for them. Any coursework removed from the permanent record for which federal aid payment was received may result in an overpayment, and the student may be required to repay federal funds.

Transfer coursework: Degree applicable units transferred in from other institutions count toward Pace and Maximum Timeframe calculations. Once transcripts are received and evaluated by the Admissions & Records Office they will subsequently be included in SAP determinations.

Basic Skills / Remedial / Pre-college Courses: A maximum of 30 attempted basic skills (pre-college) units are allowed in addition to the timeframe unit limitations indicated above. Any units exceeding the 30-unit limit will NOT be included in the financial aid award calculation; however, these units count toward the overall Maximum Timeframe calculation and will be included in the academic progress evaluation.

Repeated Coursework for PACE and Maximum Timeframe calculations: If a student repeats a course for a different grade, both attempts count in the Units Attempted portion of the Pace and Maximum Timeframe calculations. A previously passed course may only be repeated once (a total of two attempts).

- Some courses are repeatable per college policy and are not restricted by these regulations.
- All repeated courses affect FAO SAP calculations. A repeated course along with the original attempt(s) must all be counted as attempted credits, but only one of the repeated courses, the one used in the GPA calculation, will be considered units completed. All coursework counts toward the Maximum Timeframe calculation.
- Repeating coursework may result in an overpayment. Students should always consult the Financial Aid Office prior to enrolling in any repeated coursework to avoid an overpayment.

Rounding: Standard rounding rules apply to SAP calculations.

Self-Paced/Open Entry-Exit Courses: When enrollment in these courses involves more than one term, it will count as a separate enrollment in each term. Note that this can negatively affect a student's pace (unit completion rate), as well as resulting in rapid accumulation of units. REMINDER: "IP" is not considered a successfully completed grade.

Credit by Exam: Units earned through Credit by Exam cannot be counted for federal aid payment purposes. These units still count toward SAP determination and Maximum Timeframe limits.

ESL Units: An adjustment will be made to exclude up to 30 attempted ESL/basic skills/remedial units from the Maximum Timeframe calculation.

Declaration of Goal / Major: Students must declare a specific academic goal and major area of study. Please choose the degree or certificate program that best suits your educational goals. Not all goals and majors are eligible for financial aid payment. Our catalog lists the requirements for various majors. If undecided about your major course of study, please discuss educational objective with an academic counselor.