MIRA COSTA COLLEGE
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY
2015-16 ACADEMIC YEAR

Effective fall 2015 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. These standards, outlined below, must be met in order to maintain financial aid eligibility. The SAP policy covers all federal programs including: Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Work Study (FWS), and Direct Loans. Satisfactory Academic Progress also applies to the state Cal Grant program. A similar but separate academic progress policy will apply to the Board of Governors Fee Waiver (BOG FW) program beginning with the 2016-17 academic year.

The following pages specify the qualitative and quantitative SAP requirements. This SAP policy also defines other eligibility requirements and outlines the disqualification and reinstatement processes at MiraCosta College.

A. GRADE POINT AVERAGE: A student must maintain a cumulative GPA of 2.0.

B. PACE (UNIT COMPLETION RATE): A student must successfully complete 70% 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.
   c. Grades such as F, W, NC, NP, RD, or I are \textbf{NOT} considered successfully completed.

C. MAXIMUM TIMEFRAME: 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. Generally, students in a Transfer or General Associates Degree program will be required to appeal once they reach 90 units.

<table>
<thead>
<tr>
<th>Program</th>
<th>Units</th>
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<tbody>
<tr>
<td>Transfer Program/Associates Degree</td>
<td>150 % of degree applicable units including electives(Typically 90 units)</td>
</tr>
<tr>
<td>Certificate Programs</td>
<td>150 % of the units required for program completion*</td>
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*Refer to Current Course Catalog for Major or Certificate Program requirements.
*Certificates of Proficiency are not approved for federal financial aid programs.

ACADEMIC PROGRESS CHECK:
Satisfactory Academic Progress is reviewed after each term.
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. A student may be placed on warning for one term or disqualified from financial aid eligibility.

A student that may bring themselves back into compliance with the SAP standards in one term will be placed on a warning status. If the student successfully completes the term, meeting the SAP standards, financial aid eligibility will continue uninterrupted. If not, the student will be disqualified.

Students that are disqualified will have the right to appeal for reinstatement of financial aid. Appeals for reinstatement will typically only be reviewed for documented extenuating circumstances (i.e. serious illness, severe injury, car accident, death in the family, etc.) affecting academic progress. Poor time management, class selection, transportation issues, etc. are usually NOT considered extenuating circumstances.

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. Instructor signed grade reports, indicating your progress in each class, are required documentation for appeals submitted after October 1st for fall and after March 1st for spring. Appeals must be submitted prior to the 75% Withdrawal Deadline of a term in order for that term to be considered for a probationary period.

Appeals will be reviewed by the Director of Financial Aid. 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 Appeals Committee for further review. The decision of the Financial Aid Appeals Committee is final. No in-person appeals will be considered.

Typically, only one major change will be accounted for when a student appeals for reinstatement based on not meeting the Maximum Timeframe standard.

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 Financial Aid Office.

IMPORTANT DATES AND DEADLINES

Appeals will not be accepted after the 75% date (as published per the Academic Calendar) of the term in which the student wishes to appeal. The 75% date is November 20, 2015 for the fall 2015 term, April 28, 2016 for the spring 2016 term. The 75% date for summer 2016 is pending based on the published 2016-17 academic calendar. For students enrolled in the spring 2016 term, no appeals for the summer 2016 term will be accepted between April 28, 2016 and the official posting of spring grades.

RE-ESTABLISHING ELIGIBILITY

An ineligible, non-probation student that does not appeal or has an appeal denied may re-establish eligibility for a subsequent term by meeting the satisfactory progress 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

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

ESL Units: An adjustment will be made to exclude ESL units from the maximum timeframe limit.

Rounding: Standard rounding rules will apply to SAP pace calculations.

Remedial Units: A maximum of 30 attempted remedial (pre-college) units are allowed in addition to the timeframe unit limitations indicated above. Any remedial units exceeding the 30-unit limit will NOT be included in the financial aid award calculation; however, they will still count toward the overall timeframe maximum, and will still be included in the academic progress evaluation.

Repeated Coursework: For financial aid payment purposes, courses in which a student previously received a grade of F, NC, NP, or W may be repeated and may be financial aid eligible. You may only repeat a previously passed course once (a total of two attempts).

- Some courses are repeatable per college policy and are not restricted by these regulations.
- All repeated courses do affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits. All repeated coursework will count toward the Maximum Timeframe limit.
- Repeating coursework may result in an overpayment. Students should always notify the Financial Aid Office prior to enrolling in any repeated coursework to avoid an overpayment.

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.

Units Added/Dropped: The 70% 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.

Declaration of your Major: Students must declare a specific academic goal and major area of study. Please choose the Associate's degree, transfer program 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, we suggest you discuss your educational objective with an academic counselor.

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