

2003-2004 SATISFACTORY ACADEMIC PROGRESS POLICY

This policy applies to all forms of federal Title IV student aid (Pell Grants, SEOG Grants, Federal Workstudy and Stafford Student Loans, and the Cal Grant Program. These standards do not apply to the California Board of Governors Fee Waiver Program. Although a student should enroll in a minimum of 15 units each semester to make normal progress toward the completion of degree requirements in two years, enrollment in a minimum of 12 units is required if the student is to be funded as a full-time student. Federal regulations require that the standards applied to students receiving financial aid also apply to those students during periods when they are not receiving aid. To measure satisfactory academic progress, the Financial Aid Office uses the following 'SATISFACTORY ACADEMIC PROGRESS' policy.

ACADEMIC STANDARDS AND GRADING: The Las Positas College standards outlined in the "Academic Probation and Dismissal" section of the College Catalog apply to all students. For the purpose of determining eligibility to receive financial aid, overall quality and quantity of performance (as measured by grade point average and number of units completed) is reviewed and evaluated by the Financial Aid Office. Satisfactory Progress is assessed prior to the student's first disbursement of the school year, and again at the end of each semester once grades are available.

MINIMUM CUMULATIVE GPA REQUIREMENT: Any student who has completed prior units at Chabot/Las Positas Community College District who has a cumulative grade point average (GPA) of less than 2.0 (regardless of whether financial aid was received or not) will be placed on GPA WARNING status. Students may receive financial aid while on warning, but must meet satisfactory academic progress requirements each term in order to continue eligibility. Such student with less than 2.0 GPA will continue on GPA WARNING until their cumulative GPA is brought above 2.0. Such students who subsequently fail to meet satisfactory academic progress in any term while on GPA WARNING will be suspended after that term. Students must have a minimum cumulative 2.0 GPA in order to be eligible for the Stafford loan program.

Any student who has attended two or more years (6 quarters or 4 semesters) at Chabot/Las Positas Community College District who has a cumulative GPA of less than 2.0 (regardless of whether financial aid was received or not) is ineligible for financial aid and will be placed on a GPA SUSPENDED status. Students may not receive financial aid while suspended. Such students with less than 2.0 GPA will continue on SUSPENDED status until their cumulative GPA is brought above 2.0, in accordance with federal regulations.

MAXIMUM TIME FRAME ALLOWED: With respect to the college's "satisfactory academic progress" policy, a student must complete his or her program in a period of time no longer than 150% of the school's published program length. Las Positas College will measure the progress of all students in *attempted* semester units taken at the Chabot/Las Positas Community College District. An attempted unit is defined as any unit the student remains enrolled in AFTER the add/drop period.



Using the 150% limit, students pursuing an A.A./A.S. degree or transfer program are ineligible for financial aid after **90 attempted units**. A student enrolled in a Certificate program may attempt a maximum of 150% of the published length of that individual program (measured in units) according to the college catalog. Up to 30 units of remedial basic skills courses and all ESL courses may be excluded from the 150% limit. Once this limit has been reached, no further financial aid can be received.

The maximum time frame includes units attempted within the Chabot/Las Positas Community College District during all periods of enrollment in which the student did or did not receive financial aid. The maximum time frame also includes evaluated units from prior colleges which meet program requirements of the student's current academic objective as determined from official transcripts. This is required if the student has requested inclusion of prior academic credit for any purpose within the college, and is required for all students with a prior bachelor's degree seeking loan eligibility. If the student's total units equal or exceed the maximum time frame of 150% (equivalent to 90 attempted units for an A.A./A.S. or transfer), his/her eligibility for financial aid will be terminated. If there are extenuating circumstances, the student

may appeal for an exception to this policy by submitting a Petition for Excessive Units to the Financial Aid Officer.

FORMULA TO DETERMINE A STUDENT’S TOTAL UNITS FOR FINANCIAL AID:

Total attempted units within the Chabot-Las Positas Community College District
LESS up to 30 Basic Skills and all ESL units
PLUS Units transferred in from prior colleges which meet program requirements of the student’s major
= *TOTAL UNITS TO BE COUNTED TOWARD MAXIMUM TIME FRAME*

At 30 Units the student needs to complete a Student Education Plan with a counselor.
 At 90 Units the student is no longer eligible for financial aid except by petition.

STUDENT EDUCATION PLANS AND 30 UNIT REQUIREMENT: Students are highly encouraged to meet with a college counselor to prepare a **Student Educational Plan** as soon as possible and to assure that s/he understands the requirements necessary to reach his/her academic objective. However, once a student has attempted 30 units (according to the formula in the box above), s/he must meet with a counselor to complete a Student Education Plan. The student may meet with an EOPS counselor, DSPS Counselor, or may make an appointment in General Counseling, Building 700. The purpose of the Student Education Plan is to assure that the student is fully aware of the courses remaining which are required to meet his/her graduation or transfer requirements, so as to assure the student can plan to complete his/her coursework within the limited remaining time allowed for receiving financial aid. It is the student’s responsibility to follow the correct program requirements so that they can complete their program within the allotted financial aid timeframe. The student and counselor complete a 'Financial Aid Student Education Plan Certification' form and submit it to the financial aid office to document that an SEP has been completed. For students with prior bachelor’s degrees seeking a student loan, please see below.

PRIOR COLLEGE UNITS/DEGREES: For policy regarding credit for units earned at previous colleges, refer to the “Transcripts from Other Colleges” section of the college catalog. Students wishing to borrow a Stafford loan for the first time at Las Positas who have previously borrowed at other colleges **MUST** submit official transcripts from their prior colleges where loans were borrowed. Students who have received a bachelor’s degree from any college or university, whether inside or outside the United States are **ineligible** for Title IV grant programs. Students with a prior bachelors degree **MUST** submit an official academic transcript from the institution which granted their degree, and must obtain a Financial Aid Student Education Plan Certification prior to loan approval. Loan approval will be partially based on assessment of the student taking courses which are needed for completion of a new academic objective.

MINIMUM NUMBER OF UNITS AND GPA WHICH MUST BE EARNED EACH SEMESTER: Satisfactory academic progress for all financial aid programs is based on earning 67% of the total number of units attempted each semester with a minimum 2.0 GPA. Units “earned” or “completed” with satisfactory progress are those courses in which a grade of A, B, C, D, or CR is received. Any other grade or administrative symbol will not be considered as satisfactory progress. **Exception: Full-time students who earn at least 12 units in a semester are exempt from the 67% requirement.** **EXAMPLE CHART:**

Enrolled for:	Units of attempted enrollment	Units you must complete for SAP (67%)
Full-time	17 or higher	12
Full-Time	14-15 units	10 units
Full-Time	13	9
Full-tIME	12	8
¾ Time	11	7.5
¾ Time	9	6
½ time	8	5.5
½ time	7	5.0

½ time	6	4
Less than ½ time	5	3.5

STAFFORD STUDENT LOAN ADDITIONAL MINIMUM ENROLLMENT REQUIREMENT

In addition to completing a minimum of 67% of the units attempted with a 2.0 GPA, a loan recipient must maintain enrollment in a minimum of 6 units in accordance with federal regulations, and at least 6 unit of classes must have begun prior to release of a loan check. A loan student who drops below 6 units at any time will be ineligible for any further loan funds for that academic year, and all future previously approved loan disbursements will be canceled. The student’s reduced enrollment status will be reported to his/her Guarantor, and his/her grace period for repayment will begin effective the last day the student was enrolled in 6 units. Should the student return to college and take more than six units the following term, s/he will need to notify their lender of their status change and file a subsequent enrollment deferment form in order to avoid repayment or possible loan default. A student may appeal for reinstatement if there are extenuating circumstances involved. If the appeal is approved, eligibility will be reinstated but the amount of loan eligibility is subject to recalculation.

GRADE CHANGES AFTER FINAL GRADES ARE ISSUED: It is the student's responsibility to notify the financial aid office of any official grade changes that would affect the student's satisfactory academic progress status.

FAILURE TO MAKE SATISFACTORY ACADEMIC PROGRESS:

The Financial Aid Office will send letters at the end of each semester, after grades are evaluated, to students who fail to maintain Satisfactory Academic Progress.

A. WARNING:

If the student fails to complete 67% of the units attempted with a 2.0 GPA s/he will be placed on WARNING status (exception: a fulltime student who earns 12 units is exempt from the 67% measurement).

The student will continue to qualify for financial aid. Grant funds will continue to be paid on the first scheduled disbursement date each semester while a student remains on warning.

The student’s Warning status will be cleared when s/he completes at least 6 units and at least 67% of the total semester units attempted with a 2.0 GPA, or earns 6 units and 67% of the units attempted during the summer term with a 2.0 GPA. *Summer grades and progress in classes for the purpose of reinstating financial aid eligibility will be reviewed by STUDENT REQUEST ONLY.*

B. SUSPENSION:

A student will be placed on SUSPENDED status if the student:

- 1) fails to make financial aid satisfactory academic progress while on WARNING status; or
- 2) fails to make financial aid satisfactory academic progress during ANY three semesters; or
- 3) has a cumulative GPA below 2.0 after two years of college attendance (two years of college attendance” is defined as any 4 semesters of attendance or the equivalent, including summer); or
- 4) s/he is DISMISSED from college, or
- 5) s/he withdraws from all of his/her classes or earns 0 units during a term for which a grant was received

A STUDENT WHO WITHDRAWS OR RECEIVES ANY COMBINATION OF “F”s, “NC”s, OR NGRs” IN ALL HIS/HER CLASSES WILL AUTOMATICALLY BE SUSPENDED, AND MAY BE SUBJECT TO REPAYMENT OF A PORTION OF THE FUNDS RECEIVED IF THE STUDENT WITHDRAWS PRIOR TO THE 60% POINT IN THE TERM (see “Return to Title IV Repayment Policy”). *Students receiving a combination of F’s and W’s are assumed to have unofficially withdrawn and are treated in accordance with*

Return to Title IV regulations, unless it can be documented that the student actually remained in one course for the entire term and completed with a failing grade.

A student who is suspended a second time after reinstatement is automatically terminated from all financial aid eligibility and is ineligible for reinstatement except by appeal.

GRADE CHANGES: It is the student's responsibility to notify the Financial Aid Office if there is a grade change affecting the student's measurement of satisfactory progress once the grade change is officially posted on the college's computer system. SAP status may be changed based on a grade or GPA change.

Students who believe their status (WARNING OR SUSPENSION) has been determined in error should contact the Financial Aid Office as immediately as possible to discuss their situation and to determine if an error has been made.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Reinstatement of eligibility for financial aid is possible after suspension due to lack of satisfactory progress by doing one or more of the following, based on the reason for lack of progress:

1. completing a minimum of 6 units in academic or vocationally-relevant coursework (*Physical Education courses do not generally meet this standard*) and completing 67% of units attempted with a 2.0 GPA during a single semester; and/or
2. raising his/her cumulative GPA to 2.0; and/or
3. repaying the funds received during the term in question *prior to June 30th* of the current school year (or in the case of a complete withdrawal, repaying funds received within 30 days of the withdrawal) and petitioning for reinstatement.

Summer session will be considered a semester; however, grades and progress for the purpose of reinstating financial aid eligibility will be reviewed by STUDENT REQUEST ONLY.

A student who is suspended a second time after reinstatement is automatically terminated from all financial aid eligibility and is ineligible for reinstatement except by appeal.

APPEAL PROCEDURE

To appeal any decision or unsatisfactory progress status, a student may complete and submit to the financial aid office a Petition For Reinstatement Or Continuation Of Financial Aid, or may write a letter of petition. The disqualified student must include a written explanation of reason for petition along with corrective action to be taken as applicable, and attach documentation to support his/her case. Subsequent review and a determination, made by the Financial Aid Officer (FAO), will be made based upon several factors, including Federal and State regulations, the student's academic and financial aid history and the student's clearly stated and documented extenuating circumstances. Examples of extenuating circumstances are death of an immediate family member, injury or illness of the student, or other special circumstances as appropriate. The FAO will advise the student in writing of the decision. If dissatisfied with that decision, the student may request from the FAO that his/her Petition be submitted for further review by the Student Services Appeals Committee. Once determined, the Appeals Committee's recommendation is referred to the Vice President of Student Services, whose decision is final. The student will be notified in writing of the final decision regarding the appeal.

IMPORTANT POLICIES

From the 2003-2004 LPC Financial Aid Handbook

Handbooks are available in the financial aid office, or
on the web at <http://lpc1.clpccd.cc.ca.us/lpc/finaid/handbook.htm>

- 1. ALTERNATE PELL PAYMENT SCHEDULE:** Federal regulations require that we use a dual Pell payment schedule. Students with an expected family contribution from 0 - 300, who are California residents and do NOT have at least \$400 in child care or disability-related expenses are eligible for a reduced amount of Pell compared to students with \$400 in child care or disability-related expenses or non-residents.

Example chart: based on \$18/unit fee and 2003-2004 Pell grant schedule

<i>Expected Family Contribution</i>	<i>Maximum Annual Pell amount with \$400 Child Care/Disability expenses or nonresident tuition</i>	<i>Pell amount without Child Care/Disability expenses (FULLTIME)</i>
<i>0</i>	<i>4050</i>	<i>3938</i>
<i>1 - 100</i>	<i>4000</i>	<i>3938</i>

- 2. RETURN TO TITLE IV FEDERAL REGULATIONS** require that anyone who receives federal student aid who completely withdraws prior to the 60% point in the semester must repay a portion of their funds received to the federal government. A nation-wide hold will be placed on the student's financial aid eligibility after 45 days until the funds are repaid or satisfactory repayment arrangements made with the Department of Education.

Fall 2003: 60% Date is October 30, 2003 Spring 2004: 60% Date is April 2, 2004
If you withdraw AFTER the 60% day you are not required to repay any funds received.

Students who earn a combination of all 'F,IP,or I' grades are considered as having withdrawn at the 50% point and are subject to repayment of part of their funds.

CONTACT THE FINANCIAL AID OFFICE IF YOU ARE THINKING OF WITHDRAWING FROM ALL YOUR CLASSES SO THAT WE CAN ASSIST YOU IN MAKING A DECISION TO MINIMIZE YOUR FINANCIAL IMPACT.

- 3. SATISFACTORY ACADEMIC PROGRESS POLICY:** SAP is based on the percentage of units you complete compared to the number you attempt each semester. All aid recipients must complete 67% of the units attempted each semester with a 2.0 GPA in order to make good academic progress. This policy applies equally to loans and grants. This means a student who enrolled in 12 units as of the end of the add/drop date, and completes only 7 of the 12 units attempted would have only completed 58% of the units attempted and would have made poor progress for the semester, even if they earned a 4.0 for the semester! Please keep this in mind when enrolling into your courses. Likewise, a student who enrolled into 5 units must complete 3.5 units (.67 x 5 rounded to ½ unit) to remain in good standing. This policy is in compliance with federal regulations.

- 4. FROZEN ENROLLMENT OF PELL PAYMENTS FOR LATE START or VARIABLE UNIT COURSES :** In accordance with federal regulations, enrollment for payment purposes will be 'FROZEN' on the date of the second scheduled disbursement of each **term**, and any courses or additional units added after these dates will NOT receive payment. Be

sure all courses are added prior to the FREEZING date to ensure payment. Verify your enrollment on the CLASS system at 426-0297 or CLASS-WEB.