SAN BERNARDINO VALLEY COLLEGE
FINANCIAL AID OFFICE

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require all colleges to establish a policy to determine whether a student is making satisfactory academic progress in his or her educational goal (A.A. /A.S, Certificate or Transfer. Per Federal regulations, this policy must apply to all students whether or not they were recipients of financial aid previously at San Bernardino Valley College or at any other college.

All students receiving Title IV aid are required to meet the following standards

- Be enrolled in an eligible program for the purpose of completing an AA/ AS Degree, transfer requirements, or certificate program. It is the student's responsibility to enroll in courses that lead toward his or her educational goal.

- GPA Standard: Maintain a minimum cumulative 2.0 Grade Point Average (GPA)

- Units Completed Standard: complete at least 2/3 or 67 % of all units **attempted**

- Maximum Time Frame Standard: complete their educational goal within 150% of the published time frame (# of units required). For example, an A.A requires 60 units. See "Maximum Time Frame" section.

Frequency of Evaluation

Students seeking an A.A. or A.S. or transfer will be evaluated at least once per year, at the conclusion of the Spring semester. Students in certificate programs will be evaluated at the conclusion of each semester. Student in non-term programs (i.e. Sheriff's Academy) will be evaluated at the completion of one half of their coursework. Students who have been placed on *Financial Aid Probation* for a specific semester will have their progress evaluated at the end of that semester.

Grades

Grades of F, W, NC, I and F (if unearned), will not count as units completed, but will count as units attempted. The Financial Aid office will assume that students who receive F's in all classes actually withdrew from those classes and therefore the units for those classes will not be considered as units "Completed" and students will not be paid retroactively for those units. If the student did, in fact, complete those classes and "earned" F's, the student is required to have their instructors certify this. Once certified, these classes will then be considered in the number of units completed.

Course Repetition and Academic Renewal

Course repetition within college policy as stated in the San Bernardino Valley College General

Catalog will be allowed; however the credits from all attempted units, including repeated classes must be included when calculating the maximum time frame. This included classes which have been removed from the transcripts through Academic Renewal or Exceptions. (See *Maximum Time Frame for Completing Educational Goal* section below)

Financial Aid Probation

Students who do not meet the units completed standard or the GPA standard will be placed on *Financial Aid Probation* for the subsequent semester in which they are enrolled. Including students whose prior academic history does not meet the standards will also be placed on *Financial Aid Probation.*

Note: Students will be placed on Unsatisfactory Academic Progress Dismissal without a probationary period if their cumulative GPA and/or their percentage of completion sis so low that they would not be able to meet the standards after a probationary semester.

When placed on *Financial Aid Probation*, student coursework is monitored for one semester. During this probationary semester, the student **is eligible** to receive financial aid. At the end of the semester, progress will be reviewed to determine if 1). a 2.0 GPA for that semester and 2). 67% completion of all units attempted. The student must satisfy both conditions outlined above, in order to be removed from *Financial Aid Probation.*

Unsatisfactory Progress Dismissal

Students who fail to satisfactorily complete a period of probation will be placed on *Unsatisfactory Progress Dismissal*. Students are **not eligible** to receive financial aid (except the BOG Fee Waiver) while on *Unsatisfactory Progress Dismissal*. In order to be considered for reinstatement, students must raise their cumulative GPA and percentage of units completed to meet the standards **without** the assistance of financial aid.

Maximum Time Frame for Completing Education Goal

All students receiving financial aid will be expected to complete a degree or certificate program within 150% of the published unit requirements for the chosen program of study. This evaluation looks at all **attempted units**. For example, Students are allowed 90 **attempted** degree-applicable units within which to complete an Associates Degree or requirements to transfer (60 units X 150% = 90units). Students enrolled in programs with less than or more than the standard 60 units requirement will be reviewed on a case-by-case basis. Up to 30 units of remedial and all ESL coursework are not counted in the 90 unit maximum. The use of a unit standard to measure maximum time frame permits variation in a student's enrollment status to be taken into consideration within the academic year increments. Note: Only one change in educational goal/objective will be approve.

Financial Aid Dismissal
(Failure to meet Maximum Time Frame Requirements)

Students in degree programs will receive a *Financial Aid Dismissal Courtesy Notice* once they reach or exceed 72 attempted units. Once they reach 90 attempted units (150%), they will be placed on *Financial Aid Dismissal* and will no longer be eligible for aid. Students in certificate or non-term programs will receive a courtesy notice once their attempted unit total reaches 120% of the published requirement. Once they reach 150%, they will be placed on *Financial Aid Dismissal* and will no longer be eligible for aid. If a student wished to continue to receive

financial aid, they must submit an appeal to the Financial Aid Office.

Appeal Process

Students placed on *Financial Aid Dismissal* or *Unsatisfactory Progress Dismissal* may appeal for reinstatement of their eligibility by completing the appropriate Appeal Packet. **Appeals must include dates, details and documentation** of any extenuating circumstances, such as proof of serious illness or injury. Note, students placed on *Financial Aid Dismissal*, must meet with an academic counselor and submit an updated Education Plan.

The appeal will be reviewed by the Financial Aid Director and/or an Appeals Committee to determine if the student's circumstances warrant full reinstatement, probationary reinstatement, or continued dismissal. Students will be notified by mail.

Glossary of Term Used

Satisfactory Academic Process- a term used by the U.S. Department of Education to determine if financial aid applicants are making progress toward their stated goal or objective (certificate, A.A//A.S. or transfer).

GPA- Grade Point Average- calculations to determine the average grade a student has receive in order to evaluate a student's level of performance.

Cumulative- a accumulation of all the grades a student has receive during their attendance at Valley College and/or Crafton Hills College.

Probation: a warning given to the students who are not making satisfactory academic progress. Students placed on probation are eligible to receive aid during that semester.

Unsatisfactory Progress Dismissal- termination of financial aid cause by student not meeting the GPA standard and/or the completed unit percentage standard.

Maximum Time Frame- a federal requirement that states that financial aid recipients must complete their educational program within 105% of the published requirement.

Financial Aid Dismissal: termination of financial aid caused by students not meeting the maximum time frame requirement.

Appeal- a request to continue a student's eligibility for financial aid after it has been terminated.

For additional information regarding this policy, please contact the Financial Aid Office located in the AD/SS Building, Room 106 or call 909 384-4403.