



## San Joaquin Delta College (SJDC) Financial Aid Satisfactory Academic Progress Guidelines (Effective July 1, 2011)

Federal Regulations require that all students receiving Title IV aid meet specific academic requirements. In compliance with these regulations, all financial aid recipients will have their progress evaluated at the end of each term, at the time financial aid is awarded, and when any change in funding is requested. All coursework will be reviewed, regardless of whether the student received aid for all courses. The financial aid satisfactory academic progress (SAP) guidelines for SJDC are as follows:

### I. Academic Requirements

A student must:

- Be enrolled in an eligible program for the purpose of completing AA/AS Degree, Certificate, or transfer requirements.
- Maintain a minimum cumulative grade point average (CGPA) of 2.0. Grades of "Pass" are the equivalent of a "C" grade. Grades of "No Pass" (NP) are the equivalent of an "F" grade. Grades of "MW" (military withdrawal) will not be included in GPA or units attempted.
- At least 67% of the units attempted each semester\* and 67% of the cumulative units attempted must be completed.

#### **Withdrawals, Incompletes and Repeated Courses**

"W", "I", "NP", "RD" or "F" are considered unsatisfactory grades. Repeated courses will be counted each time they are taken.

### II. Eligibility Requirements

A student may continue to receive financial aid until he/she has attempted 90 units (including all known units taken at other colleges). A total of 30 units of remedial coursework can be excluded from this total.

### III. Financial Aid Progress Warning and Disqualification

A student will be placed on financial aid warning whenever the cumulative GPA falls below a 2.0 or the student does not receive credit for at least 67% of the units attempted\* per term. Once on financial aid warning, the student must meet the reinstatement requirements during the next period of enrollment by achieving all of the following:

- a) Must complete 67% of units attempted that term\*
- b) Must have completed 67% of cumulative units attempted
- c) Must have a cumulative GPA of at least 2.0

Students on financial aid Warning who do not meet financial aid SAP during the next period of enrollment will be placed on financial aid Disqualification. Once on financial aid Disqualification, the student must meet the reinstatement requirements during the next two periods of enrollment to be placed back into Good financial aid standing. NOTE: Once reinstatement requirements are met for one semester, the student is placed back on Warning status and is eligible for aid.

### IV. Financial Aid Appeal Policy

Students who are disqualified may appeal if there were unusual or mitigating circumstances that affected the student's ability to make progress. Examples of mitigating circumstances may include: death in the family, serious illness or any other reason beyond student's control.

To appeal for financial aid consideration, the student must attend a Financial Aid Disqualification Workshop and provide the following:

1. A written statement explaining why satisfactory progress was not met and what steps were taken to remedy the situation.
2. A two or more semester Education Plan completed by an Academic Counselor.

Note: Change in degree objective more than once without extraordinary circumstances does not constitute sufficient reason for failing to meet SAP or exceeding the 90 unit limit.

Students approved on an appeal will be placed on financial aid probation and will be eligible for financial aid. Approval of an appeal will clearly state the condition(s) for eligibility and/or reinstatement. Loans may be denied until the student meets all of the SAP requirements.

If the appeal is denied, the student may make a written request to the Assistant Director of Financial Aid explaining under what circumstances they believe the decision needs to be overturned. If the original decision is upheld, the student may request an appointment with the Director of Financial Aid & Veterans' Services for re-consideration.

***\* Students who enroll in 12 or more units must complete at least 8 units; students who attempt 0.5-5.5 units must complete and receive credit for all units attempted.***